

TopUp Learning Student Code of Conduct *Updated: February 2025*

This document ensures a safe and respectful environment for students of all ages, protecting both staff and students from behaviours that could be considered offensive, whether in-house or online.

TopUp Learning is committed to safeguarding students of all ages. We have established rules to ensure that students and staff can work and study in a secure, respectful, and inclusive environment. All students and staff are expected to follow these rules.

SCHOOL RULES

Do

- Speak English at all times.
- Be on time for class.
- Be kind, respectful, and friendly towards other students and staff. Report any bullying or harassment to the appropriate staff member.
- Look after your personal belongings and be mindful of the school's property.
- Keep your room tidy if staying with a host family (in-house students).
- Save the **emergency contact number: +44 7456 314794.**

Don't

- Smoke, drink alcohol, or take drugs.
- Chew gum in school.
- Use your phone during lessons (unless it's part of the class activity or you're taking).
- Eat in classrooms unless directed by your teacher.
- Damage school property.
- Bring nuts or nut-based products to school or shared residential accommodations.
- Bully or Harass others or show abusive behaviour

For Under 18s (Junior Students):

- Never arrive at your accommodation later than the curfew time.
- Never not smoke, drink alcohol, or take drugs anywhere.
- Never leave school boundaries without permission or supervision (for those in camp or junior school).
- Never leave accommodation boundaries without permission or supervision (for those in residential accommodation).
- Inform the school if you are going to be late – through the emergency number
- Contact the school through emergency number if you are lost
- **emergency contact number: +44 7456 314794.**

Mutual Respect

All students at TopUp Learning are expected to demonstrate awareness of others' needs and sensitivities. We

ask all students to be polite, supportive, and fair to one another, as well as to staff, both in-house and online. We aim to create a safe environment for all, rooted in mutual respect.

DRESS CODE

Students are expected to dress appropriately for a school environment. While we encourage comfort, students should keep in mind that TopUp Learning is a multicultural environment, and should dress in a way that does not cause offense to others. Younger learners may be impressionable, and students should be mindful that their clothing choices may influence others.

USE OF SOCIAL MEDIA and IT

We aim for our social media to have the same supportive, educational, and friendly atmosphere as the school. However, it is important to recognize the risks of social media, including grooming, radicalization, identity theft, and bullying.

Students are encouraged to use mobile phones and tablets for learning English. Teachers may ask students to use them for specific class activities, but they should not use them for making calls or unrelated activities during class time. Recording or videoing any lessons is strictly prohibited. Please read our **E-Safety Policy** for more detailed guidance on using social media and IT.

BEHAVIOUR

Remember, whether you are in-house or online, you are in a school environment. While we strive to create a friendly atmosphere, your behaviour should always remain appropriate. Everyone in the UK is treated equally, and we do not tolerate any form of discrimination based on gender, race, nationality, religion, sexuality, or disability. We expect all students to treat everyone with equal respect.

If you are an in-house student, remember that you represent TopUp Learning London when you are outside the school building, whether during organized activities or unsupervised. Your behaviour should not tarnish the school's reputation.

ALCOHOL AND DRUGS

If you are under 18, you are not permitted to buy alcohol, cigarettes, tobacco products, or e-cigarettes in the UK. Students must never be under the influence of alcohol or non-prescribed drugs while on school premises, including accommodations. This would be considered misconduct and may lead to being asked to leave the school without a refund.

The possession or use of illegal drugs is a serious matter, and if discovered, we are required to report it to the police. Smoking is only permitted in designated smoking areas.

PERSONAL RELATIONSHIPS

TopUp Learning prides itself on its friendly, relaxed atmosphere; however, all staff members hold positions of trust. We do not tolerate intimate relationships between staff and students of any age.

For adult students, please note that some of our adult students may be aged under 18. Intimate relationships between students in this age group and those aged 18+ are illegal in the UK and should be reported to the **Designated Safeguarding Staff (DS)**.

SHARING INFORMATION

We strongly recommend caution when sharing personal information with other students. Do not request or share staff contact details (e.g., phone numbers, emails, or social media handles). Staff are not allowed to share personal details with students under any circumstances.

BULLYING or Harassment

TopUp Learning does not tolerate bullying or harassment in any form. For further details, please refer to our **Bullying and Harassment Policy**.

Additional requirements for accommodation:

In addition to the above requirements, you have to follow the below rules:

- Respect your host family or accommodation staff, follow their rules, and respect their religion
 - No visitors are allowed without permission
 - No smoke, No vape, No alcohol, and No drug anywhere inside the accommodation – it is only allowed in designated smoking areas
 - Must follow the curfew rules (must be at home):
 - Curfew time, non-summer (September to June): 21:00 to 6am.
 - Curfew time, Summer (July and August): 22:30 to 6am
 - Students under the age of 16 are not allowed to go out unsupervised at anytime unless it is pre-arranged when they go to school.
 - No loud music or noise
 - Cooking is not allowed in homestay accommodations
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Related Policies:

- Safeguarding Policy
 - Staff Code of Conduct
 - Bullying and Harassment Policy
 - E-Safety Policy
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This **Code of Conduct** is reviewed annually.

TopUp Learning is committed to creating a safe, respectful, and inclusive environment for everyone.