



## **Student Code of Conduct**

At Lessons/ Work placement

Punctuality – please be on time

Remember to say “Please” and “Thank you”

Smoking is not allowed

If you are worried or you feel unhappy or unsafe about anything please talk to staff/manager/

Please complete any tasks set for you

Please turn off mobile phones during lessons/ work placements

Respect your classmates/ colleagues

Telephone or email the school/manager if you cannot attend for any reason. Also inform your project coordinator.

### **At Home**

Ask your host family before taking any food or drink

Remember to say “Please” and “Thank you”

Tell the family what you will be doing and if you will be home late

If they are cooking dinner and expecting you home at a certain time please inform them if you will be late

Smoking is not allowed in host family homes or any public building

Always ask before bringing guests to the host family home

If you are unhappy or worried about anything please tell us

Out and about avoid dark, unlit streets

Wear the right clothes for the activity and the weather

Avoid travelling alone if possible

### **Reporting problems**

E-mail [info@workexperienceagency.com](mailto:info@workexperienceagency.com) or speak to your project coordinator (details in welcome pack)