

CAE Student Code of Practice

All students on all Courses, please remember:

- Treat other students, CAE staff and Homestay hosts with respect
- Try to speak English at all times
- Attend all lessons and inform your teacher or CAE Reception if you are unable to attend (01223 277230)
- Be on time for lessons. Latecomers may be refused entry.
- Switch off mobile phones during scheduled lesson and activity time.
- Please keep CAE tidy.
- Remember that smoking at CAE is only allowed in certain areas (please use the ashtrays provided)
- Chewing gum is not allowed on CAE premises.
- Ask permission before inviting friends to visit your homestay. Do not bring friends home when the host is not at home. Inform your homestay host if you expect to be home later than usual or will miss meals.
- Drug use is illegal. Please respect English Laws.
- It is illegal to buy alcohol or tobacco for Under 18s. Also, students who drink too much in a foreign country become vulnerable and put their possessions and personal safety at risk. If any student is asked to leave the homestay for alcohol related reasons, CAE is not obliged to find the student alternative accommodation.
- Students who break UK law or seriously compromise CAE regulations will be asked to leave CAE, with no refund of fees.
- You should speak to a member of CAE staff should you have any concerns about your own welfare or the welfare of other students.

Under 18's

- Carry your CAE ID card at all times (under 18s) and especially when outside of the school grounds
- It is illegal to buy alcohol for yourself or others.
- You should be home by 11.00 p.m. If you know you will be late, make sure you inform your homestay.
- You should inform a member of CAE staff if you are planning to travel alone to London or elsewhere in the UK. Travel abroad will require parental consent.
- If you need any help or advice, please talk to a member of staff.