



These rules are to ensure students benefit from their time at Bell and in the UK and apply to behaviour in School, on Bell activities and in Bell accommodation. Any students breaking these rules, or English law, or persisting in serious anti-social behaviour will be disciplined and may be asked to leave the school and their Bell-arranged accommodation with no refund of fees. Bell accepts no responsibility for a student's personal actions to another party while at Bell, or for the supervision of students out of lessons or scheduled activities.

All students must:

- Attend all classes, complete assignments and homework, unless they are ill
- Inform the School of any changes of address or circumstances while at Bell
- Obey Bell procedures as explained at the beginning of their course
- Observe fire procedures
- Comply with all UK laws and visa restriction.

Students aged 18 and over must:

- Behave appropriately towards students aged under 18 who are considered to be children in UK law
- Smoke only in designated areas
- Never buy alcohol, cigarettes (including electronic cigarettes) or tobacco for students under 18 or give alcohol to under 18s
- Not allow students under 18 to visit Bell adult residences for students aged 18 and over.

Students aged 16 and 17 are considered to be children in the UK and must:

- Return to their Bell accommodation by 23:00 hours every evening
- Inform their homestay or Residential Supervisor in advance if they are taking part in a Bell trip or activity that will finish later than 23:00
- Not buy or consume alcohol, cigarettes (including electronic

cigarettes) or tobacco as the minimum age to purchase this in the UK is 18

- Have written permission from their parent or guardian to join day trips booked by Bell, but organised and run by an independent travel company
- Not be absent overnight or go on holiday without informing Reception who will contact parents or guardians for written permission. (Please note: Bell does not book overnight trips for students aged 16 and 17)
- Not move out of Bell accommodation without written permission from their parent or guardian
- Not visit any Bell residences for students aged 18 and over.

We reserve the right to ask students to leave Bell immediately and with no refund of fees for these reasons:

- Not attending classes regularly
- Serious anti-social behaviour (e.g. verbal abuse or rudeness, drunkenness, sexual harassment, violence, assault)
- Bullying, intimidating or threatening behaviour of any sort
- Proof of or admission to an illegal act (e.g. theft, assault, drink driving, possession or use of illegal drugs or offensive weapons – such as knives, guns or other object with intent to cause harm etc.)
- Breaking any UK law
- Interference with fire or safety equipment and procedures

- Misuse of computers or downloading of any offensive material
- Any other act that brings the name of Bell into disrepute.
- Refusal to obey reasonable requests from a member of Senior Staff

The Learning and Teaching Manager, Student Services Manager or Principal, may recommend that a student is not re-admitted to Bell for such reasons as:

- Lack of academic progress in spite of everyone's best efforts
- Illness making it impossible for the student to get full benefit from the course
- Poor attendance and lack of commitment to the previous course
- A poor disciplinary record in class
- Behaviour in School or accommodation which is inappropriate, disruptive or disturbing to others
- Failure to pay fees
- Breaking any UK law

Discipline: If the problem concerns behaviour in class your teacher will speak to you. If there is no improvement, a senior member of Bell staff will speak to you. A formal warning may be given to you, and your parents/sponsor will be informed. If there is a very serious problem you may be asked to leave Bell (expelled) without a refund of fees.