



MILLFIELD
ENTERPRISES

Millfield English Language Holiday Courses (MELHC) School Rules

In order to guarantee the safety and enjoyment of all students on our course, School Rules are in place that must be followed by everyone. It is essential that all students, parents, group leaders, agents and guardians are aware of these rules. Millfield reserves the right to discipline and in extreme cases expel the student at the expense of the parent/guardian with no refund of any fees paid.

PLEASE READ THIS INFORMATION CAREFULLY AND ENSURE THAT YOU/THE STUDENT UNDERSTAND(S) IT – IT IS VERY IMPORTANT:

SCHOOL RULES

1. All students are subject to English law during their stay in the United Kingdom. Offences may be punishable by fines, imprisonment, deportation and/or a ban from re-entering the UK. This list is not exhaustive and other punishments may be applied.
2. In the UK it is illegal for minors to buy alcohol, cigarettes, e-cigarettes and e-liquids. It is also illegal for people of any age to take, carry, make or sell drugs, or carry offensive weapons. Therefore, students must not buy or consume alcohol, cigarettes, e-cigarettes (vape), e-liquids or drugs, or carry an offensive weapon, at any point whether it be on-campus or off-campus. They must also abide by all other English laws in place.
3. Students must remember that they are ambassadors for their country at all times and that anti-social behaviour will not be tolerated. Examples of anti-social behaviour include, but are not limited to:
 - bullying (including cyber-bullying)
 - dropping litter
 - fighting
 - swearing
 - playing loud music
 - damaging school property
 - using mobile phones in class or during academies/activities
 - rudeness to staff
 - leaving rooms or making noise after lights out (unless in case of an emergency)
4. Attendance in classes and participation in all excursions and activities is compulsory. Students should ensure that they arrive on time.
5. Students must not leave the campus without the permission of the Centre Manager and without a member of staff or parent/guardian.



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6. Students are only allowed into the bedrooms of other students in their house if invited to do so. Students are never allowed into the bedrooms of other students when not invited or when the room is not occupied. Under no circumstances should students enter the private rooms of members of staff.
7. Students must make every effort to speak English, be courteous to staff and friendly towards students from all other countries.
8. Students will be issued with a Student Identity Card (ID Card) on arrival. They must carry this at all times.
9. Students must obey the Pupil Safe and Acceptable ICT Usage Policy when using school computers, e-mail, internet/Wi-Fi and software. This policy can be found [here](#).
10. No facilities should be used unless a member of staff is present. When using facilities, the rules for each facility must be strictly observed.
11. Students must not eat or drink in the classrooms.
12. Students must keep their rooms tidy and strip their bedding when asked.
13. If a student feels unwell they must tell a member of staff immediately.
14. On the first day, Houseparents will show students where the fire exits are and give instructions on what to do in the case of a fire. If a student does not understand the instructions fully, they must ask Houseparents to clarify the instructions. There will be a fire drill every week which all students must participate in.
15. Passports, medication, plane/train tickets, other important documents, pre-loaded cash/credit/debit cards, money and/or travellers cheques should be given to Houseparents on arrival for safe-keeping. Everything will be stored in a safe and students will have access to their money at regular times throughout the course. All medication will be administered by Houseparents as per the prescription.
16. Students should listen carefully to instructions but should not be afraid to ask questions if they do not understand.
17. Students must be on their best behaviour in the dining hall. Queue, don't run, show good table manners, don't waste food, and return trays carefully.
18. Students must be careful whilst on excursions and act sensibly at all times. Students must not forget that in England we drive on the left side of the road and therefore should be very careful when crossing.
19. Students must keep in touch with their family. Staff can be asked for help with this if needed.



MILLFIELD

ENTERPRISES

20. Students must talk to staff if they have a problem, however small it may seem. They are there to help. Any member of staff can be approached and will be willing to give assistance. For information on how to make an official complaint, please see the 'How To Solve A Problem' section.

Finally, if a student's behaviour is unacceptable they will be disciplined. If the offence is serious or repeated they will be sent home immediately at the expense of their parent/guardian with no refund of fees paid. This is an extreme measure that we do not want to have to take. We hope that time spent on our courses becomes one of the best experiences in a student's life. Students have a wonderful opportunity to learn new things, meet interesting people and take part in many activities. We are proud to say that in all the courses we have run with thousands of students under our care we have had to send very few students home early for misbehaviour.

The School Rules should be used alongside our Policies.