



**English  
Path**

info@englishpath.com  
www.englishpath.com  
891 Greenford Road, London, UB6 0HE  
+44 (0) 207 539 3548

## English Path Code of Conduct

<b>Document title: English Path Code of Conduct</b>	<b>No. of pages: 3</b>
<b>Version Number: 2</b>	<b>Date first published:</b>
<b>Approved by: Managing Director</b>	<b>Last review date: 16/01/2025</b>
<b>Date approved: 16/01/2025</b>	<b>Due for next review: 16/06/2025</b>

### What can you expect from the school?

A world in which every person can communicate using a common language removing inequality and creating a level playing field. Courses that stimulate and challenge. Students that learn, excel and grow.

1. **Learn:** We want you to learn at EP and improve your English language skills to reach your goals. That is why at EP we have excellent teachers who are qualified and experienced to ensure the highest standards in teaching using a communicative, activity based methodology that encompasses the key skills and systems of the English language
2. **Excel:** We want all our students to excel, and we achieve this by creative, engaging, and challenging classes. Our teachers know how to get the best out of their students. On finishing your course, we will provide you with a certificate that shows the level you have studied at. This will be accompanied by future goals prompts so that you can reflect on your initial goals and assess how your growth and development have led you to having new and inspiring objectives.
3. **Grow:** Learning a language is a great way to grow as a person and improve your confidence. Living in and learning about other cultures is also a way for people to develop and broaden their horizons. Through our teaching and activities programme we ensure that our students will grow, evolve and benefit from their English Path Experience.
4. A friendly and efficient service from the Student Services Team and Director of Studies offering genuine and knowledgeable support with all types of queries, problems, or questions.
5. An initial placement test followed by a writing and speaking test from the Academic Team to ensure you are placed at the right level.

6. To provide a well-equipped, modern and safe study space to enable you to develop academically and thrive.
7. An interesting and varied activities programme that includes many free activities. This will enable students to make new friends of different nationalities, improve their fluency, listening and communication skills as well as immersing themselves in the local culture
8. Advice on further studies, including exam preparation, professional certificates and exams as well as further and higher education.

### What do we expect from you?

1. To attend the school's induction presentation on your first day which contains important information about your stay and read the student handbook to make the most of your stay with us.
2. To commit to always speaking English whilst you are at school and on the Social Programme to ensure you truly live the language.
3. Be punctual and attend your classes. **Teachers may not let you enter if you are more than 15 minutes late.** We request that you please communicate with the Student Services Team or Director of Studies for any extenuating circumstances.
4. Remember to tell the school if you cannot attend and to keep the school updated about any absences via phone or Email
5. Please attend all of your classes. A minimum of 85% attendance is mandatory. Students will only receive a leaving certificate if their attendance is 85% or more. (For the Attendance Policy, please visit <https://www.englishpath.com/policies-and-procedures/>). Warnings will be sent out at multiple points such as 5 days in a row, continued low attendance and when a student attendance falls so low that they will be unable to finish above 80% as **per Visa Requirements for each of our locations.**  
**(U18s)** Students aged 16 or 17 enrolled on an adult course must have 100% attendance. Any absence for U18s must be verified by their parent or legal guardian and confirmed with the student services and academic team.
6. Please do not eat or drink anything in the classroom apart from water.
7. Please do not use your phone or headphones during class time unless asked to by your teacher. In case of an emergency please inform the teacher and exit the room so as not to disrupt the class.
8. Keep the Student Services Officer informed of any changes in your personal circumstances such as change of address or contact details. Your wellbeing and safety are very important to us.
9. To respect and adhere to all the EP policies which are available on the website that bullying, or harassment will not be tolerated in person or online.

10. To respect core EP values of: Rule of law, individual liberty, and respect for other people's values and beliefs.
11. Smoking is not permitted anywhere inside the school buildings.  
You must be over 18 to buy cigarettes in the UK, Saudi Arabia, The UAE, France, Germany, Ireland, Malta, Australia and Ontario.  
Under 18s caught smoking will undergo disciplinary procedures (please see the Disciplinary Policy for details). Please don't litter with cigarette buds, or you may receive a fine from the authorities.

### **Examples of breaches of Student Code of Conduct**

EP regards the following as examples of **Misconduct**:

- Continued non-participation in class.
- Threats to health and safety, such as misusing fire extinguishers and fire alarms.
- Smoking on EP premises or use of e-cigarettes/vapes within school premises.
- Disruption of, or improper interference with, the academic, administrative, sporting, social or other activities of EP or the duties or activities of any student, visitor or member of staff of EP.
- Breach of the provisions of any of EP's policies including the Equality and Diversity Policy, Safeguarding Policy and the Anti-Harassment and Anti-Bullying Policy. For example, failure to respect the rights of others to freedom of belief and freedom of speech. Mocking or openly disregarding the thoughts, feelings or opinions of others will be perceived as a form of intimidation.
- Failure to disclose personal details to a member of staff of EP or keep details up to date in circumstances in which it is reasonable to request the information or where funding or fees may be affected.
- Failing to respond to a reasonable instruction relating to discipline, issued with the authority of a member of staff at EP.
- Persistent use of mobile phones in any way (including taking videos) in learning areas.

EP regards the following as examples of **Gross Misconduct**:

- Action likely to cause injury or impair safety on EP premises, including organised transport to and from EP, such as violent, indecent, disorderly, threatening, intimidating or offensive behaviour or language.
- Possession of or use of weapons.
- Antisocial behaviour, including sexual, racial or any other bullying or harassment of any learner or member of staff of EP, or any visitor to EP including making malicious and unfounded accusations against another individual.
- Fraud, deceit, deception or dishonesty in relation to EP or its staff, students or visitors
- Damage, theft, misappropriation or misuse of EP property or its premises, or the property of EP's staff, students or visitors, including computer misuse caused intentionally or recklessly.
- Drug, alcohol or solvent possession at EP, on EP transport, at accommodation arranged by EP or other school related activities.
  
- Attending school or activities under the influence of alcohol or drugs.
- Offences in relation to computers, for example hacking or downloading pornography or games or abusive e-mails.
- Bringing the institution or its partners into disrepute through conduct that constitutes a criminal offence, for example, by being found guilty of committing a criminal offence or damaging property outside EP premises.
- For the avoidance of doubt, any breaches of the Student Attendance Policy will be dealt with in accordance with the procedures in the Student Attendance Policy.