

## Rules and Information for Students under the Age of 18

If you are under the age of 18, you are considered a 'child' under British law (Children Act, 1989). Due to this law and in the interest of your safety, we want you and your parents to be aware of the following rules and regulations which must be followed while studying with us.

1. **Sign in** when you arrive at BSA for your lessons and **sign out** when you leave the school, stating clearly the time and give your full name and signature.
2. **Attend** all your timetabled classes on time.
3. Make sure you have filled in the **Contact Details** form and given it to reception. Please leave a telephone number or address where you can be contacted at all times.
4. Exchange telephone numbers with your accommodation provider on the first day so that you are able to contact each other if necessary.
5. If your address or telephone number changes please let us know **immediately**.
6. You must return to the residence at the agreed time and sign in.
7. Curfew will be at **10pm** every day – you must be in your room by **10pm** every day.
8. It is forbidden by British Law for any person under the age of 18 to consume alcohol or use tobacco products.
9. There is a zero-tolerance policy towards illegal drugs in the school.
10. Be very careful with your personal possessions and do not carry too much money with you.
11. Keep your student card with you at all time. It has the emergency phone number of the school and can be called 24/7.
12. When your classes have finished, you are welcome to stay in the school and use the school facilities but you must follow our e-safety policies.
13. If you are lost, take a taxi or call the emergency phone number on your student card.
14. If you need to go somewhere unfamiliar or far from the school, ask to some of your classmates (over the age of 18) to go with you. It's always safer to be in a group of people.
15. During social activity, you will be supervised by the activity leader at all times. You must give your supervisor your mobile number. Your name will be clearly identified on the teacher's register and attendance list. BSA ensures there is sufficient adult supervision of all social programs, both on-site and off-site.
16. Although we don't provide 24-hour supervision of under 18s and during your free time, you are not supervised, BSA staff will advise you about how to stay safe.
17. When you are outside the school, make sure you:
  - Don't go to the park or other isolated areas during the dark
  - Don't go anywhere you feel that is not safe
  - Stay in groups and make sure you have someone accompany you

18. During your induction, we will give a map of the area with shops where you can buy food and anything you need. BSA staff can also give you advice about how to stay healthy and provide you with healthy recipes.
19. Ask the Welfare Officer, the Director of Studies and any teacher if you have any questions or concerns about cultural differences in the UK and the British values.
20. Tell your Welfare Officer or any BSA staff if you feel sick or unwell.
21. Inform the Welfare Officer, Director of Studies, teacher or reception if you are concerned about any issue including bullying and harassment.
22. We need your **parents' written permission** if you want to:
  - Stay with friends/relatives/guardian or in a hotel during your studies.
  - Go on trips and excursions (within the UK or abroad).
  - Stay out overnight with friends.

24 hour Emergency Contact:

**Rosie Baber Designated Safeguarding Officer** [rosie@bethnalstudentacademy.com](mailto:rosie@bethnalstudentacademy.com)  
**Emergency phone (staff-on-duty)** +44(0)7985571541

**I have read and understood the above**

**Parents/ Legal Guardians**

Signature:

Full Name:

Date:

**Parents/ Legal Guardians**

Signature:

Full Name:

Date:

**Student**

Signature:

Full Name:

Date:

*Last reviewed date: 10 April 2019*