**STUDENT BEHAVIOUR CODE OF CONDUCT**

15th February 2024 (next review February 2025)

*Courtesy and consideration should characterise the dealings of all Ambrose Lynch students with others.*

This Student Behaviour Code of Conduct outlines the good behaviour Ambrose Lynch expects from students. It also provides information about specific laws in the UK. The guidance is written for the benefit of students, parents / agents, staff and host families. All students are required to read through and sign their agreement to this code of conduct.

**ABUSIVE BEHAVIOUR**

We do not accept any abusive behaviour by students, staff or visitors (this includes unkind words, messages and actions, verbal, mental and physical abuse, taking or damaging someone else’s things, violence or anger towards another person, talking to/about people in an unkind way, teasing, harassment, bullying).

**ALCOHOL**

You can be stopped, fined or arrested by the police if you’re under 18 and drinking alcohol in public. If you’re under 18, it’s against the law for someone to sell you alcohol, to buy or try to buy alcohol, for an adult to buy or try to buy alcohol for you and to drink alcohol in pubs or restaurants. If you’re 16 or 17 and accompanied by an adult, you can drink (but not buy) beer, wine or cider with a meal. This is the law surrounding alcohol in the UK

**ANTI-BULLYING & CYBERBULLYING POLICY**

Bullying is behaviour by an individual or group, repeated over time, which hurts another individual or group either physically or emotionally. Cyberbullying is bullying that takes place over digital devices like cell phones, computers and tablets. Both types can be defined by the victim not the perpetrator. Ambrose Lynch does not tolerate any form of bullying and encourages its young people, whether victim or observer, to speak up if they experience it happening. The Anti-bullying and Cyberbullying Policy is available on the website www.ambroselynch.com or upon request.

**APPLE PAY, CASH & BANK CARDS**

Many people in the UK now use Apple Pay through their mobile phones instead of bank cards or cash. It’s useful as it means you don’t need to carry cash or cards but not all shops and restaurants accept this form of payment, so you need to have a bank card and/or some cash with you if you are shopping or going out.

**ARRIVALS & DEPARTURES**

It may seem obvious but don’t forget your passport! When using Ambrose Lynch transport, your driver will be waiting for you at arrivals with an Ambrose Lynch sign with your name on it. Do not leave the airport alone or with anyone other than your designated driver. If you have any problems finding them contact Ambrose Lynch on the emergency number +44 (0) 7767273863.

**BRP (BIOMETRIC RESIDENT PERMIT) & POLICE REGISTRATION**

If you are studying in the UK on a Child Student Visa/Student Visa, your BRP should arrive at your school or a local collection point soon after you do. Your school along with Ambrose Lynch will help you to collect this if necessary.

**BANK ACCOUNTS**

Ambrose Lynch, with the support of your school, can help you to set up a UK bank account along with appropriate methods of payment.

**BATHROOM USE**

Students are asked to be respectful of the family routines. If you are sharing a bathroom, please be considerate with the time taken to shower and bathe as others may need to use the facility. Please leave bathrooms tidy. Some families may have limits on the amount of hot water available each day due to their boiler capacity. Please discuss the best times for showering or taking a bath. It is not usually necessary to shower or bathe more than once a day. Please ensure that you lock the door of the bathroom when in use and ensure that you are suitably clothed when travelling to and from the bathroom.

**BED TIMES**

Ambrose Lynch suggests that student bedtimes should be as follows:

**12 and under 9pm**

**13 – 15 10pm**

**16 – 17 10:30pm**

**18 and over 11pm**

Any deviation to these times should be discussed with the homestay. Please remember many families need to be up early to go to work, therefore please be considerate (for example do not take a shower late at night!).

**BIRTHDAYS**

Ambrose Lynch would like to help you celebrate your birthday whether you’re at school or staying with a host family. Let us know what you might like to do and we can try to organise it for you.

**BODY PIERCINGS**

There is no legal age of consent for body piercing, and so it is legal for someone under the age of 18 to have a piercing as long as they have consented to it. Children under the age of 16 cannot legally consent to a genital (or in the case of girls, nipple) piercing, as it's considered to be indecent assault. Most UK boarding schools have their own rules on this matter. Ambrose Lynch requires that students wanting piercings should have them done in their home countries following discussion with their family.

**BRITISH CUSTOMS AND ETIQUETTE**

You will notice that British culture and habits might be different to your own ones. In Britain it is normal for people to queue and wait their turn, ask politely using ‘please’ and ‘thank you’, be friendly and helpful, say sorry quite a lot, cover their mouths when sneezing or coughing and show respect to others. It is good to follow these customs.

**CHILD PROTECTION & SAFEGUARDING POLICY**

Ambrose Lynch believes that a child or young person should never experience abuse of any kind. We have a responsibility to promote the welfare of all children and young people and keep them safe. All our staff are trained in safeguarding and our Child Protection and Safeguarding Policy is available on our website www.ambroselynch.com or upon request. If you think you or someone else is at risk of being harmed or has been harmed in the past tell Dominic Lynch [dominic@ambroselynch.com](mailto:dominic@ambroselynch.com) tel: 07767273863 and if at school speak with a member of staff immediately. We can support you.

**CONTACT DETAILS**

Remember to add Ambrose Lynch and your host family contact details to your mobile phone so you can always call us in an emergency or to let us know you might be late or that your plans have changed.

**CURFEW ARRANGEMENTS**

Students who have permission to go out on their own will be required to return to homestays by the following times:

**15 and under Must be accompanied by an adult member of host family**

**16 & 17 10pm at the latest**

**18 and over 11pm at the latest**

If you go out, you must tell your host family where you are going and when you will be home. Make sure you have the telephone number of the host family and the Ambrose Lynch emergency phone number (0776 7273863) with you and that the family have your mobile number. Your phone should have enough battery and be switched on at all times. If you are delayed, you must phone the host family to let them know.

**DRESS**

When staying with your host family make sure you dress appropriately and don’t cause any embarrassment to members of the family. Staying in your pyjamas all day for example is generally not appropriate.

**DRIVING**

Once you are 17 years old in the UK you can start to learn to drive. Most schools have good links with approved driving instructors and allow their students to have driving lessons during the school day. Ambrose Lynch can help you to organise these and you would be able to continue having lessons whilst at your homestay if practical.

**DRUGS AND ILLEGAL SUBSTANCES**

Ambrose Lynch prohibits students from using recreational drugs and illegal substances whilst in their care. In the UK you can get a fine or prison sentence if you:

* take drugs
* carry drugs
* make drugs
* sell, deal or share drugs (also called ‘supplying’ them)

If you are under 18, the police are allowed to tell your parent, guardian or carer that you’ve been caught with drugs.

**EXCURSIONS**

If you are one of our younger children then your host family will organise different things for you to do whilst you are staying with them. They will probably take you on trips with their own children if they have them and you might do new things and have a fun time. Older children may prefer staying in a host family which is quieter and where they can study and revise more easily. Ambrose Lynch will discuss your preferences with you before choosing an appropriate host family.

**FIRE SAFETY**

Whether you are at school or staying with a host family always take care to prevent a fire from starting. Don’t burn candles in your bedroom or use matches or lighters. Don’t overload electric sockets, don’t leave your laptop charging on the bed nor your hair straighteners switched on. If a fire does start, make sure you and everyone in the household are safe.

**HOST FAMILIES**

Your host family will look after you when you are not staying in the school and make you feel at home. Communicate openly with them, be sociable, respect their house and enjoy the time you spend with them. Your homestay is not a hotel and the expectation is that you will be included as part of the family. As such, you will be expected to engage with family members, joining them at mealtimes, and possibly helping with chores such as laying the table. Your homestay will explain their own house rules with you when you arrive. Please do ask them if you have any questions.

**HOMESICKNESS**

It is perfectly normal to feel a homesick. Being in a new country, away from family and friends and coping with the pressures of being in a new school can all lead to feeling homesick, which is perfectly normal. Some people feel more homesick than others. Signs and symptoms of homesickness can include:

* trouble sleeping
* feeling angry, nauseous or nervous.
* feeling isolated, lonely or withdrawn.
* feeling overwhelmed, insecure, anxious or panicky.
* feelings of low self-esteem or self-worth.
* headaches.
* a lack of appetite or concentration.

If you do feel homesick or unhappy there are some things you can do to help: Keeping busy; joining new groups at school; trying new activities and experiences. Most importantly do tell someone – either at school, your host family or within Ambrose Lynch. Don’t feel you’re on your own.

**KITCHEN AREA**

Most homestays will prepare meals for you (breakfast, lunch and dinner). You may want to help the family in their meal preparations or cook something yourself. Please do talk to your homestay about this and they will advise you how to use the kitchen and the necessary safety rules. If you have your own food that you wish to eat during your stay, please let your homestay know so that this can be stored safely (for instance in a fridge if required). You will be able to access drinks and snacks throughout the day, such as fruit or biscuits. Your homestay will explain how you can access these.

**LANGUAGE**

Your host family will encourage you to speak English when you are staying with them. Don’t worry if your English isn’t very good, your host family will be able to understand you and your English will improve.

**LAUNDRY**

Your school will explain how the laundry system works in your boarding house. When staying with a host family, depending upon your age, you will probably be asked to put your dirty clothes in a laundry basket and they will be washed for you. If you normally organise your own washing and are happy to keep doing so that may be possible; you’ll just need to discuss it with your host family.

**MEALS**

Your host family will provide you with three good meals each day. If there are foods that you cannot eat or that you don’t really like, then please let your host family know. If you enjoy cooking, you may be able to help in the kitchen so ask if you would like to. Try new and different foods, be polite, use the cutlery provided and socialise with your family whilst eating. If you are over 18 and offered a small alcoholic drink with your meal, you may accept if you wish to.

**MEDICAL ISSUES**

Your school will normally register you with a doctor’s surgery and provide medical facilities within the school and explain how to access them. If you are too ill to stay in the boarding house but not ill enough to be in hospital we may be asked if your host family can look after you. If you feel ill whilst staying with your host family tell them so that they can decide if you need to see a pharmacist, doctor, or go to hospital for treatment. Your parents obviously get worried if you are ill so it’s important that you tell us so that we can help you and then reassure your parents that you are receiving appropriate medical care.

If you don’t want to say exactly what is wrong with you because it’s a personal matter that’s fine, you can attend medical appointments by yourself, but please still tell us you are feeling unwell. If you have been in contact with someone suffering from Covid–19 or are experiencing typical Covid–19 symptoms yourself (high temperature; new continuous cough and/or change to your sense of smell or taste) you must inform your school or host family immediately.

**MOBILE PHONES**

Your school will probably have rules about appropriate use of mobile phones and you’ll be told what those are. When staying with a host family leave your phone in your bedroom when you come down for meals or when you are socialising. It is considered rude to be on your phone during a meal or when doing an activity with others. When you go out make sure your phone is fully charged and switched on so that your host family can contact you if there is a problem. Make sure you have your host family’s contact number in your phone as well as the Ambrose Lynch number +44 (0) 776 727 3863 in case of difficulties. Look after your mobile phone carefully, keep it passcode protected and don’t let anyone else know the passcode.

**MONEY**

Make sure you always have some cash with you when you go out as you can’t always pay with your phone or bank cards. For example, some taxis only accept cash payments. Keep small denomination notes in your wallet or purse; £50 notes are not always accepted. Look after your cash carefully and don’t leave it lying around. If you run out of money and need some urgently to stay safe, call the Ambrose Lynch number +44 (0)776 727 3863 and we can help. If you need more money for school trips and events, then speak with us and we should be able to authorise some on your parents’ behalf.

**ONLINE SAFETY POLICY**

Ambrose Lynch has a responsibility to promote the welfare of all children and young people and keep them safe. Our Online Safety Policy is available on our website www.ambroselynch.com or upon request and your school will have similar guidelines in transit with our drivers or whilst staying with your host family we want you to remain safe online. Make sure your social media privacy settings are correct, be careful about sharing personal information on the internet, set strict limits on who can track your location, do not chat to strangers online and never take inappropriate photos of yourself and share them. Taking sexual photos of yourself or others is against the law in the UK and can result in police involvement.

**PARTIES**

If you want to go to a party during term time you need to inform your guardian in advance and they will then decide if to give permission or not. Unless you are 18 years old or over you are not allowed to drink alcohol, nor is anyone permitted to take drugs or other illegal or legal substances. To get permission to attend there would have to be a responsible adult present throughout the party and you would need to provide their contact details to Ambrose Lynch.

**PERSONAL SAFETY**

Ambrose Lynch’s guiding principle is to care for you whilst you are in the UK therefore your personal safety is of the utmost importance to us. Avoid situations in which you feel uncomfortable, don’t be afraid to say ‘no’, respect yourself and other people and speak to us whenever you feel like it – we will always listen and offer support without judging you.

**PERSONAL HYGIENE**

Maintaining good hygiene habits is important so remember to shower at least once a day especially after sport, wash your hair regularly, put your dirty clothes in the laundry every day and put on clean ones, use appropriate toiletries and change your bedding each week. Follow the same hygiene habits when staying with your host family.

**PREVENT/ANTIRADICALISATION POLICY**

Along with your school, Ambrose Lynch actively works to keep you safe from radicalisation and prevent you from being exposed to extremism and drawn into terrorism. Ambrose Lynch upholds fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of different faiths and beliefs and accepts Department for Education’s definition of extremism as; ‘vocal or active opposition to fundamental British values, including democracy, the rule of law, individual liberty and mutualrespect and tolerance of different faiths and beliefs. Our Prevent / Anti-Radicalisation Policy is available on our website www.ambroselynch.com or upon request. Further information can also be found on the ACT – Action Counters Terrorism website <https://actearly.uk>

**PRIVACY**

Your right to privacy is very important to us. Whilst staying with your host family you will have your own bedroom, unless you have specifically asked to share a room, and a bathroom with a lock. Your host family will respect your right to privacy in both places but will also encourage you to join in with the family at certain other times. You’ll also use your host family’s kitchen and living areas (dining room, sitting room) but you are not expected to go into their bedrooms, en-suite bathrooms or office rooms. Neither should you use the household computer or other devices without asking.

**PUBLIC TRANSPORT**

If you want to travel somewhere at a weekend or attend an Open Day at another school or university then contact Ambrose Lynch and we can either organise an Ambrose Lynch driver for you or, if you are aged 16 or over, book public transport tickets or a taxi for you. We’ll also organise transport for you to travel to and from a UK airport at the start and end of terms and to get to and from your host family.

**RELIGION**

Your school might expect you to attend religious services on a daily or weekly basis or might organise for you to attend other places of worship in the locality if you wish to. If you want to be able to attend religious services or events whilst staying with your host family, inform Ambrose Lynch in advance and we can organise that for you. Your host family might attend religious services, but you will not have to accompany them if you do not wish to.

**ROUTINES**

Your daily routine at school will be very busy so we appreciate that when you stay with your host family you may not want to get up too early or do too much. That is fine, particularly for older students who may have revision or school work to complete during their stay, but we would expect our younger students to play a more active role with your host family and participate in most things that are suggested to them. You are also expected to make your own bed each day and keep your room tidy.

**SCHOOL RULES**

These vary depending upon which school you attend but will all encourage you to show care, consideration, mutual respect and tolerance. These values are similarly upheld by Ambrose Lynch and we encourage all our young people to support them.

**SEXUAL ACTIVITY**

Ambrose Lynch prohibits students from engaging in sexual activity whilst in their care, even if they are over the age of consent. In the UK the age of consent is 16. That means that it is illegal to have sex with someone under the age of 16.

**SMOKING & VAPING**

Ambrose Lynch prohibits students from smoking or vaping whilst in their care. In the UK, it is illegal to buy cigarettes if you are under the age of 18.

**STAYING AWAY FROM HOMESTAYS**

While staying with your homestay you are not allowed to stay away from the homestay unless permission has been given by Ambrose Lynch.

**TABLETS & LAPTOPS**

When using your tablet or laptop remember to follow our Online Safety Policy which is available on our website www.ambroselynch.com or upon demand and to follow any school guidelines too. When staying with your host family follow any house rules that they might have, such as only using your devices in the communal rooms, not using them at meal times and only using them for a limited amount of time. These guidelines are age dependent.

**TATTOOS**

Ambrose Lynch prohibits students from having a tattoo done whilst in their care. In the UK, it is illegal to tattoo a young person under the age of 18, even if they have parental consent.

**TAXIS & DRIVERS**

Ambrose Lynch has several fully inspected and trained drivers and taxi companies which it uses. If you wish to travel somewhere and want Ambrose Lynch to help you organise it then you need to inform us by emailing info@ambroselynch.com in advance.

**TRAFFIC SAFETY**

Always follow the law when travelling in the UK. Wear seat belts in cars, taxis and coaches or wherever they are fitted. Children under 12 years old and who measure less than 135cm tall must use a child car seat. As a pedestrian remember vehicles drive on the left in the UK so take great care when crossing the road; make sure you look the right way first and always try to use a pedestrian crossing.

**VALUABLE POSSESSIONS**

Make sure you look after your phone, tablet, laptop, bank cards, cash and any other valuable items. At school you should have somewhere safe to keep those items and when you’re staying with your host family you can keep them in your bedroom. When you go out you should always take your fully charged mobile phone with you and make sure it is switched on, so you can be contacted if necessary. Be careful when carrying and using your phone when you’re out and keep it safe.

**VISITORS & FRIENDS**

Your school will have guidelines about having visitors and friends coming to visit you so make sure you know what those are. When staying with your host family, ask them if it is okay for a friend to visit. Normally you would spend time with your friend in the communal areas of the house rather than in your bedroom.

**WELLBEING**

Your wellbeing and happiness is important to us at Ambrose Lynch, and it is to your school too. We encourage you to share anything that might be of concern to you by speaking to one of us as early as you can. We promise to help you. If you want to tell us something in confidence, we can maintain that confidence unless we feel you would come to harm, in which case we are required to pass on the information to the appropriate person. Dominic Lynch is the Ambrose Lynch Designated Safeguarding Lead and would be informed if a staff member thinks you might come to harm. The Ambrose Lynch Child Protection and Safeguarding Policy explains this more fully and is available on our website www.ambroselynch.com or upon request.

**Wi-Fi / ACCESS TO THE HOME COMPUTER**

Please discuss Wi-Fi access with your homestay. Some families have packages where they have a limit on the data they may use in a month; therefore, streaming films for example would be inappropriate. Please note that homestays may have filters on their internet and may use parental controls to prevent access of inappropriate sites. Some homestays may turn off the Wi-Fi at bedtime. Students should use their own devices rather than the family’s home computer.

**Should you have any queries or are not sure about what to do or whether something is acceptable or not do call or email us at** [**info@ambroselynch.com**](mailto:info@ambroselynch.com) **or 07767273863**