

College Rules

1. Course participants are required to arrive for lessons punctually. All classes start on time and students who arrive up to 15 minutes late may join the class. Anyone arriving more than 15 minutes late may be asked not to join the class until after the next coffee break. This is to ensure students already taking part in the lesson are not disrupted.
2. Students are expected to come to class with their own pencils, pens and writing paper/pads/notebooks. You may not be able to participate in the lesson fully if you do not come to class properly equipped.
3. All homework should be completed. Students should come to class ready to participate actively in all aspects of the lesson.
4. No eating, drinking or chewing of gum is permitted during class time. The drinking of alcohol is only permitted on special occasions, e.g., Christmas.
5. Students are not permitted to use mobile phones, send texts, play electronic games, or listen to music in class. Phones should be switched off or put on silent before the lesson begins. If an urgent call has to be made the student should ask for the teachers' permission to leave the class.
6. All classes and the school premises must be kept clean and tidy. Litter should be put in bins and not left on tables, chairs, the floor or lawn. Respect must be shown to ILC's neighbours.
7. Smoking is not permitted in the school building.
8. Ball games are not permitted in the school building.
9. Valuables must not be left in class unattended. Please always keep your valuables with you. ILC can take no responsibility for theft of or damage to valuables left in classes.
10. Students are not permitted to change or enter groups without consultation and permission. If a student wishes to change a class they should discuss the matter with their teacher.
11. No recording of lessons (audio or video) is permitted unless previously agreed with the school management.
12. English is the only language that should be spoken in lessons.
13. Computers located in classrooms are for teachers' use only.
14. Please inform your teachers and Welfare/Reception staff about planned or foreseen absences.
15. Please refer to ILC's Health and Safety / Discipline and Code of Conduct / Anti-Bullying policies for further information.