



LSDN STUDENT CODE OF CONDUCT

1. **Attendance** - we expect students to attend all of their planned sessions, we have set a minimum standard of 90% attendance which all students should meet.
2. **Punctuality** – attend all your sessions on time. If for any reason you are unable to attend your session, call the centre by 9.45am to notify us that you are unable to attend and the reason.
3. **Professional behaviour** - no swearing, shouting or use of foul language is permitted on LSDN premises. LSDN has a zero tolerance policy towards any form of abusive language or behaviour towards staff or other students.
4. **Mobile phones** - students are required to turn off their mobile phones in class and should wait until planned break times to make or receive calls.
5. **Dress code** - hoodies, hats, ear phones and outer wear (coats, jackets etc.) must be removed in the classroom.
6. **Course work and assignments** - all coursework and assignments should be handed in on time. If you are concerned about a deadline, speak to your personal tutor and apply for an extension, do not just miss the deadline as this may affect your marks or ability to complete and achieve the course.
7. **Queries and concerns** - if you have a query or concern, please go to reception before or after the course or during break time to discuss the issue. If you leave the classroom while the course is in delivery, you may not be permitted to re-enter the classroom as this is very disruptive to teaching and other students.
8. **Classroom etiquette** - once class has started, you should remain seated and in the classroom until a break has been called. It is very disruptive to other students to have people walking in out of the classroom during class.
9. **Drugs and alcohol** - alcohol and illicit drugs are not permitted on LSDN premises. Individuals must not attend or attempt to attend LSDN premises whilst under the influence of drugs or alcohol.

10. **Centre values** - LSDN's centre values are based on freedom, equality, respect and fairness. Students are expected to show respect at all times to each other, LSDN staff, and other members of the public attending LSDN premises. Students are expected to demonstrate tolerance for other people's views, beliefs and lifestyles. Any form of discrimination or bullying on the basis of race, gender, sexuality, faith or other personal characteristic will not be tolerated under any circumstances.