

While studying at Oxford Spires, students are expected to attend all classes and compulsory activities and to arrive punctually for the specified start time.

Your attendance is taken each class and activity and any unusual absence will result in your group leader / parent / carer being notified.

***In case of illness*** you must notify your group leader and/or Oxford Spires staff as soon as you can so we can care for you.

Aside from illness, you are permitted to miss classes and activities only if this is approved in advance by Oxford Spires management and with the agreement of group leader or parent / guardian.

***In order to graduate from the Course*** (and to receive a graduation certificate) students need to attend all the lessons except those due to illness or pre-approved.

Students who repeatedly misses classes and activities with insufficient excuse may be dismissed from the course.

## **Follow these rules and have a happy, safe and enjoyable stay in the U.K.**

### **YOUR ENGLISH CLASSES**

- You must come to your English classes every day
- If you are ill, or have a problem, tell your Group Leader or Homestay Host
- You must come to your classes at the correct time – do not be late!
- Always listen to your teacher
- Respect your teacher and the other students in your class
- Always speak English in class
- Do not be disruptive in class

### **THE ACTIVITY PROGRAMME**

- You must come to all the activities and excursions on your programme
- If you are ill, or have a problem, tell your Group Leader or Homestay Host
- You must come to activities and excursions on time – do not be late!
- Respect Spires staff, Group Leaders and other students
- Always listen carefully to instructions given to you by Spires staff