



BRIDGE MILLS
GALWAY LANGUAGE CENTRE

STUDENT CODE OF CONDUCT

2020 - 2021 | VERSION 1.0

TABLE OF CONTENTS

1 INTRODUCTION

Page 3

2 PURPOSE, SCOPE & RATIONALE

Page 4

3 WHAT YOU CAN EXPECT FROM US

Page 5

4 STUDENT RESPONSIBILITIES & EXPECTATIONS [GENERAL]

Page 6

5 STUDENT RESPONSIBILITIES & EXPECTATIONS [ACADEMIC]

Page 7

6 ALCOHOL, SMOKING & SUBSTANCE ABUSE

Page 8

7 HEALTH & SAFETY [GENERAL GUIDELINES]

Page 9

8 BREACH OF CONDUCT & DISCIPLINE

Page 10

01

INTRODUCTION

Established in 1987, Bridge Mills Galway Language Centre is a family-run English language school in the heart of Galway City.

Our mission is to be a leading language solutions provider and promote excellence in language education. We aim to provide the highest quality of language learning and to promote innovation and standard setting in language teaching, learning and teacher training, all the while developing a culture of community and support, fairness and equality, trust, open communication and academic integrity.

To protect these values, and to guide our students in their responsibilities and expectations at the school, we have established a Student Code of Conduct. It is important to read this document cover-to-cover, as it contains valuable information pertinent to your time with us.

Additionally, we advise all of our student to refer to our quality assurance policies and procedures, which detail important processes such as appeals and complaints. These are available in our Quality Assurance Manual, which can be found on the school website, as well as in the office.



Please note that the school may update this Student Code of Conduct from time to time without prior warning. For the most up-to-date version of this document, please visit our website at www.galwaylanguage.com.



02

PURPOSE, SCOPE
& RATIONALE

PURPOSE

- This document establishes the minimum set of standards expected of students enrolled at Bridge Mills Galway Language Centre.
- This document also sets the context for discipline in the case of breach of conduct.
- This document forms an integral part of the "internal quality system appropriate to" the school's "individual context".
(QQI Core Statutory Quality Assurance Guidelines, Pg.1)

SCOPE

This code of conduct applies to all students currently enrolled at Bridge Mills Galway Language Centre, both full-time and part-time.

It relates to all academic and social activities a student might undertake with the school.

RATIONALE

Following a review of the school's Quality Assurance Systems, and the legislative context of its operations, Bridge Mills Galway Language Centre's *Student Code of Conduct* was developed to outline the school's minimum set of standards and expectations in relation to all learners enrolled in the school.

This minimum set of standards is importantly linked to other established policies and procedures in the school's Quality Assurance Framework, all of which form an integral part of QQI's Quality Assurance Guidelines.

03

WHAT YOU CAN EXPECT FROM US

01 Students can expect to be treated with respect at all times, and to have their feedback, opinions and input recognised and valued.

02 Students can expect to be provided with with any and all information relevant to their time in the school in a timely manner. Other specific information, or information about social activities, tours or Galway in general may be requested in the office at any time.

03 Students can expect a safe and secure learning environment, free from any form of threat or harassment.

04 Students can expect reasonable access to support services. These are available through the office and Student Support Officer.

05 Students can expect a quality learning experience with highly-trained and experienced teachers. Additionally, students can expect a learning environment that is friendly, welcoming and supportive.

06 Student can expect access to clean, hygienic, and routinely serviced facilities. This extends from the bathroom, to the water, microwave and photocopying facilities available in the student room.

07 Students can expect to have their opinions and feedback heard and respected. The school collects feedback from students on a regular basis. This collection of feedback includes in-class feedback and feedback after a student completes their course.

04

STUDENT RESPONSIBILITIES & EXPECTATIONS [GENERAL]

01

We ask that all students treat staff and each other with respect. We are a community of learners and educators, and this needs to be reflected in the way we communicate and work together. We also ask that all students treat the property and facilities of the school with care and respect. The Bridge Mills building dates back to A.D. 1800 and is therefore of significant historical importance.

02

Students should not leave personal belongings unattended or lying around in a careless manner that may cause disruption or injury to others.

03

All students should provide the school with information and documentation that is wholly truthful and verifiable. Any act to the contrary is considered a serious offence and breach of trust.

04

Visa-requiring students should notify the school in the event of a change of address. This is important for immigration purposes.

05

Bullying, violence, harassment and sexual harassment of any kind are treated very seriously by the school and are considered a serious example of misconduct.

06

The school provides students with a noticeboard where personal notices and requests can be displayed. Mistreatment of this board or other students' notices, or the display of anything considered inappropriate or offensive will be removed by the school and is considered a serious act of misconduct.

07

Student should act appropriately at all times and not engage in any conduct that has the potential to cause injury or illness, bring the school's good name into disrepute, or cause disruption to classes, examinations, study, social activities, administration, or any other activity that might be undertaken as part of, or in the name of, the school.

05

STUDENT RESPONSIBILITIES
& EXPECTATIONS
[ACADEMIC]

- 01** Students are expected to have all necessary materials with them when they arrive to school. This includes their coursebook, notebook(s) and pens.
- 02** Students are expected to arrive on time for their classes. Students should make appropriate travel arrangements to ensure they are in class on time. Students later than 5 minutes will be marked absent. Students later than 15 minutes will not be allowed into the class. Routine lateness or absenteeism is serious and, for visa-requiring students, may affect their visa.
- 03** While we understand that students from the same country, or who speak the same language, may end up in the same class together, students should speak only English for the duration of their class. This is for their own benefit, as well as for the benefit and respect of the other students in the class.
- 04** Students are expected to fully participate in their lessons. This includes participating in class activities, pair work and group tasks.
- 05** Students should not disturb other students in their own class or any other class while they are doing classwork. Equally, Students should not talk over or interrupt their teacher or any other student while that student is speaking.
- 06** In the case of exam-taking students (e.g. TIE, Cambridge, IELTS), all candidates should be aware of the exam conditions and/or requirements and ensure these are met. All necessary information can be requested in the office.
- 07** Students are expected to have any and all homework completed and ready for correction when due.
- 08** Students should not use their phone during class unless it is for the purposes of using a dictionary, or without prior permission from their teacher. Phones should be on silent or switched off at all times during class.
- 09** It is not necessary for a student to ask their teacher for permission to use the bathroom. However, this liberty should not be abused or taken advantage of for the purpose of leaving class for extended periods of time.
- 10** While translation errors, faux pas and miscommunications understandably occur, students should not intentionally act inappropriately, or use offensive, inappropriate or vulgar language toward any other student or member of staff.

STATEMENT ON PLAGIARISM

Plagiarism is the use of another's ideas and/or words without acknowledging the source of the information and representing the author's work as one's own e.g. by not crediting the original author - this can be deliberate or accidental. Plagiarism includes passing off another candidate's work as your own.

In all cases, plagiarism is to be avoided at all costs by **careful referencing** throughout your work. Penalties may apply to students caught plagiarising work. If in doubt, ask your teacher for advice.

In assignment work, plagiarism is often due to:

- Submitting someone else's work as your own.
- Using another person's information, data or ideas without acknowledgement.
- Copying an author's exact words and putting them in your work without highlighting that they are not yours.
- Rephrasing an author's words and failing to cite/reference the source.
- Using wording that is very similar to that of the original, but passing it off as your own

06

ALCOHOL, SMOKING & SUBSTANCE ABUSE



Smoking on school premises is both a health hazard and a fire hazard, and is strictly forbidden inside the school. Any student found to be in breach of this regulation will be strictly disciplined.

If you wish to smoke, please find the designated smoking area in front of the school.



Alcohol consumption is considered a common social activity in many cultures, Ireland included. However, alcohol is strictly prohibited on school premises and any student found to be drinking alcohol while at school, or who comes to school while intoxicated, shall be strictly be subject to discipline.



Drugs (excluding prescription medication) of any kind are completely prohibited in or near the school. Moreover, all drugs are illegal in Ireland, and there can be severe penalties for anyone found to be in possession of, or dealing, drugs.

Any student who witnesses illicit drugs on the premises is urged to inform the office immediately.



Drug-taking or drug possession while on or near school property is considered a serious breach of school regulations, and students in violation may face the strictest penalties, including expulsion.



We all need help sometimes! If you would like information about available support services for substance abuse or addiction, please talk to us.

07

HEALTH & SAFETY
[GENERAL GUIDELINES]

STATEMENT ON SAFETY

The safety and well-being of our students is a top priority, and for this reason, we operate a strict health and safety code. The school trusts that all students will read this code carefully, and exercise caution in class and around the school, giving consideration to their own safety and the safety of others.

WE ASK THAT STUDENTS

DO NOT:

- Smoke or use an open flame in any area of the school, including the toilets, main entrance area and hallway.
- Connect heaters to extension cables. Use main points only.
- Attempt to change blown spotlights, fuses, plugs, etc. Report the problem to the office as soon as possible.
- Leave electrical cables in walking areas.
- Handle liquids near electrical equipment. In particular, do not place coffee cups or other liquids near or on top of computers, photocopiers, electric heaters, etc.
- Stand on chairs or tables for any purpose, but especially when attempting to reach high shelves.

WE ASK THAT STUDENTS

DO:

- Give due care to personal security at all times.
- Report the presence of strangers in the classrooms or any inappropriate behaviour in or near the school. When in doubt, contact the Garda Station at once at (091) 563 161.
- Report all injuries and illnesses to the School Director at once. There is a First Aid Kit available. In the case of serious injury or illness, consult a doctor or the Accident & Emergency Unit at University Hospital Galway immediately.
School Doctors: Dr. Davoren and Dr. Banbury, Sea Road (near The Crane Pub), (091) 588 604.
- Use all electrical equipment appropriately and with due care to the safety of students and staff.
- Follow all instructions and procedures in relation fire safety as noted around the school.

08

BREACH OF CONDUCT & DISCIPLINE

BREACH OF CONDUCT

Bridge Mills Galway Language Centre considers breach of conduct as any type of behaviour which upsets or interferes with a student, member of staff, or the operations and functioning of the school.

All instances of misconduct are treated very seriously, whether they are considered minor, major, or a demonstration of gross misconduct. The Student Code of Conduct has been developed with the intention of establishing the minimum accepted standards at the school, and for this reason, a student found to be in breach of the guidelines and regulations laid out in this document may face penalties from the school consistent with their transgression, up to and including expulsion.

DISCIPLINE

The school addresses instances of misconduct on a case-by-case basis. Some minor infractions (e.g. acting noisily) can be dealt with via a conversation with the student(s) involved.

However, major infractions (e.g. routine absenteeism) are generally dealt with under the school's three-strikes rule:

- An official warning email is sent to a student in breach of regulation.
- If the student's behaviour or conduct does not change to meet the accepted minimum standard, a second official warning is issued, which constitutes a second email and follow-up phone call or face-to-face conversation. To ensure that the student is aware of the gravity of their situation, the school will ask them to sign a document stating they have received warnings from the school.
- In the unlikely even a student's behaviour still does not change, a third and final warning is sent to the student.
- Continued misconduct following this final warning will result in expulsion.

In the rare instance a student commits an act of gross misconduct (e.g. sexual harassment), they may face immediate expulsion from the school. Where a case of gross misconduct infringes upon the law, the Gardaí will be contacted.

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