

UK School of Floristry Ltd

Code of practice and conduct

Students attending courses at the School are required to read and acknowledge the Code by signing the copy and returning it with their application.

Students will

- 1. Behave in a reasonable manner at all times and not speak or behave in a way that will offend others*
- 2. Seek help with any aspect of their time at the School if needed.*
- 3. Treat others with respect at all times and be aware that bullying or harassment will not be tolerated.*
- 4. Be on time for all lessons or contact the school to inform of potential late arrival.*
- 5. Attend all sessions booked or give as much notice as possible of non-attendance.*
- 6. Agree with the tutor what needs to be caught up on if sessions are missed.*
- 7. Complete any work set and meet deadlines*
- 8. Ensure that any work done outside of class time is their own work*
- 9. Treat all of the school's property with respect*
- 10. Switch off or turn to silent all mobile phones. In any event only take emergency calls*
- 11. Drive safely to and from the School*
- 12. Do not eat or drink during classes*
- 13. Do not use MP3 or CD players during classes*
- 14. Do not smoke inside or in the near vicinity of the School.*
- 15. Do not bring drugs or alcohol into the School.*
- 16. Do not video any of the classes*
- 17. Behave in a safe manner at all times with respect and regard for others' safety*

18. Use all tools and equipment as instructed by the tutor(s)
19. Do not use electrical items near water
20. Keep walkways and exits, including stairs, free of all items including luggage, bags, boxes, materials and tools
21. Treat all materials and substances with respect and care, with due regard for their possible toxic/harmful properties
22. Familiarise yourself with fire exits and assembly points after the induction which informs you about where they are
23. Notify the tutor(s) about any medicines that you need to have with you or medical conditions (e.g. diabetes, allergies) that they should be aware of

<i>I agree to abide by this code of conduct</i>	<i>signed</i>	<i>Date</i>
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