

Student Information

Welcome to Embassy Summer.

To help ensure that you stay safe and enjoy your summer, it's important that you read, understand and follow these rules and regulations.



Code of conduct (rules and regulations)

Respect others: Always treat people as you would like to be treated.

ID card: You must carry your Embassy Summer ID Card at all times – when on campus and on trips.

Attendance and time keeping: You must attend all lessons and activities and you must be on time.

Leaving campus: If you are under 18 you must never leave campus without an adult and you must ask permission of the Centre Manager.

Bedtime: At night you must go to your bedroom after the evening activity.

Noise: Do not make too much noise especially at bedtime and through the night.

Bullying and abuse: Bullying and abuse of others will not be tolerated.

Litter: Do not drop litter on the ground.

Damage: If you damage or break others property you will be asked to pay for it.



UK Law

Drinking: It is illegal for anyone under 18 to buy or drink alcohol in the UK. No student is allowed to drink alcohol on campus.

Drugs: It is against the law in the UK to buy or take non prescribed drugs at any time.

Smoking: In the UK it is illegal to buy cigarettes if you are under 18. If you are 16+ you may be allowed to smoke on campus but in special areas only.

Theft: Do not steal from a person or from shops.

Guns etc: It is against the law in the UK to carry guns, knives and CS Gas.



Need help?
We are all
here to help



Not feeling well?
Unhappy?
Speak to the
Welfare Officer



Want to know what
the programme is
for the week and
other information?
Make sure you check
out the notice board

Health and safety



First aid

- Report accidents as soon as they happen
- Store medicines safely and carefully
- Advise the Welfare Officer if you are taking prescribed medicine or if you are not feeling well
- If you need first aid, locate a staff member or call the emergency number on your student ID
- Do not share medicine with other people



Fire safety

- Learn where the emergency exits are
- Learn where the assembly point is
- Keep fire doors closed
- Keep evacuation areas clear
- Do not smoke, cook or burn candles in your room
- Do not tamper with fire equipment, your life might depend on them working properly



Fire evacuation

- Leave quickly when the alarm sounds
- If you discover a fire sound the alarm
- Warn others close by
- Go to the assembly point immediately
- Do not run
- Do not try to fight the fire
- Do not use the lifts
- Do not go back to your room to collect things



Public transport

- Always stay with your group
- Pay attention when getting on or off buses and trains
- If you get lost ask a member of the transport staff or a policeman for help
- Always carry your ID card with you
- Stay back from the edge of train and underground platforms
- If you get separated, try to stay where you were last seen



Slips, trips and falls

- Watch where you are going
- Be careful on stairs and in wet areas
- Always wear the right footwear for the activity

Internet and mobile safety

- Remember not everyone is who they say they are
- Do not give personal information to people you do not know
- Do not plan to meet anyone you have met online



Belongings and valuables

- Do not leave cameras, laptops and tablets in view in your room
- Do not leave phones and cameras on coaches



Road safety

- Pay attention when using roads
- Always cross roads at pedestrian or zebra crossings
- Cars drive on the left in the UK
- Check “look left” and “look right” markings on the roads



Electrical safety

- In the UK we have a different power supply to many countries – make sure you use the correct adapter
- Do not force your plug into the socket
- Always switch off your equipment and plug socket when not in use



Meeting Points and Free time

- Always listen to the time and place
- Always be on time
- Never go off alone



Discipline

Students who misbehave will firstly receive a verbal warning, then a written warning, and at this point their parents and the agent will be advised. Students may be given detention in place of taking part in the programme. If after this a student continues to misbehave or what they have done is very serious they may be sent to another campus or even be expelled and sent home. If it is very serious you may be expelled without a verbal or written warning.



Complaints

If you have a problem then all of our staff will be happy to help you. If you have a problem which cannot be helped by one of our staff or if your problem is about one of our staff then you must speak to your Centre Manager or the Welfare Officer. If you wish to speak to a staff member in our Head Office please call +44 1273 339275.