



Code of Conduct at IH Manchester

Our Promise to You

At IH Manchester, everyone has the right to study in a safe, respectful, and friendly environment.

This guide explains:

- what behaviour is expected
- what is not acceptable
- what happens if rules are broken

These rules apply:

- in school
- in online classes
- during school trips
- in homestay accommodation
- in school-related activities





What Is Expected From Students?

All students should:

- treat other students, teachers, and staff with respect
- cooperate and listen to others
- arrive on time and attend classes regularly
- speak English in class and around the school
- use polite language
- help create a positive learning environment
- use phones only for learning during lessons
- follow UK law, including visa rules if needed
- dress and behave appropriately



Rules for Online Students

Online students should:

- use their real name on Zoom
- not share class links or passwords
- attend class in a quiet and appropriate place
- keep their camera on
- not take screenshots or recordings
- turn off camera and sound if leaving the class



Online classes must be respectful and professional.



What Is Not Acceptable?

The following behaviour is not allowed:

- repeated lateness or poor attendance
- swearing or hurtful language
- bullying, harassment, or threats
- racist, sexist, or offensive behaviour
- damaging school property
- stealing
- drug use or dealing
- drinking alcohol or smoking in school
- breaking the law



Serious behaviour may include violence, hate incidents, or criminal activity.

What Happens If Rules Are Broken?

Minor Problems

If the problem is small or happens for the first time:

- a member of staff will speak to you
- you will be given a chance to improve

This may not be recorded as a formal disciplinary issue.



Serious or Repeated Problems

If behaviour continues or is serious:

1. The school will speak to everyone involved.
2. You will have the chance to explain your side.
3. The school will look at all the information.
4. A decision will be made.

The school may:

- take no further action
- give a warning
- give a final warning
- exclude you from the school

In very serious cases, exclusion may happen immediately.

If a crime is suspected, the police may be contacted.





How Decisions Are Made

Before making a decision, the school will:

- listen to your explanation
- look at evidence
- consider your situation

For example:

- Was this your first mistake?
- Were you under pressure?
- Did you apologise?
- Did you understand the rules?

However, serious or dangerous behaviour will always be treated seriously.



If You Feel Treated Unfairly

You can refer to the **Complaints Policy** if you believe a decision is unfair.



Remember

- Rules help keep everyone safe
- Respect makes learning better
- You have the right to explain your side
- Serious behaviour can lead to exclusion

