



Richmond, 5 September 2017

## Code of conduct for the Swedish School in London (Sixth Form)

The school's code of conduct has been decided together students and staff.

In addition to the code of conduct specified below, please note that the school also complies to British legislation.

### **The Swedish School in London offers you as a student:**

- A school with high student/teacher ratios
- A positive and calm study environment
- An engaged, professional school staff
- A school with highly competent and well-qualified staff
- A school that works for everyone to enjoy and achieve good results
- A school that prepares students for future study.

### **The Swedish School in London expects you to:**

- Be polite at all times
- Be helpful and show consideration to others at school and towards people in the local area
- Arrive on time for lessons and other joint activities
- Protect the school environment and take care of the school's property
- Ensure that your guardian regularly accesses the information on SchoolSoft and that your guardian reports sickness or other absence in SchoolSoft
- Respect and follow the decisions taken by the school staff
- Respect and adhere to school rules
- Will be fully prepared for school after eating breakfast

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**Rule:**

It is a serious violation of the rules of the school and society to harass, violate or harm other people.

**Consequence:** See the equal treatment plan, which is based on the primary and secondary education regulations.

**Rule:**

You will be on time for lessons and other joint activities, be well prepared and have the necessary study materials.

**Impact:** Note in SchoolSoft.

**Rule:**

You are expected to protect the school environment and be respectful of the school's property. This means, of course, that students are not allowed to scratch, scrape down or otherwise disrespect the school environment.

**Consequence:** You will clean up after yourself and repair any damage. You may become liable for your actions. Damage and robbery will be reported.

**Rule:**

The school provides teaching materials as a loan. These should be returned in good condition.

**Consequence:** Learning material lost or abnormally lost should be replaced.  
Swedish School at Richmond University

**Rule:**

All absence should always be reported on Schoolsoft

**Consequence:** According to rules of the CSN (Central Student Support Commission), student funds for high school students are taken in for unlawful absence. The school is required to report absenteeism to CSN and at present it is sufficient for 4 hours' absence or tendencies for school for a period of 30 days for CSN to enroll in student support. Also, late arrival times are summarized here.



**Rule:**

Mobile phones should be in a quiet position and without vibration during lesson and other school activities. No form of audio, video or movie recording is permitted without the consent of the person concerned. The teacher decides if and when the mobile phone may be used as educational aid during class.

**Consequence:** Attendance and Listing in Schoolsoft. Mobile phones are taken care of and returned to the student at the end of the school day. In case of audio, video or movie recording without permission, the guardian is contacted.

**Rule:**

Grades that are included in the different courses are not negotiable. You are expected to respect the decision-making rights that the teachers have regarding the grading. You are entitled to receive information on the basis for a grade.

**Rule:**

All forms of cheating and plagiarism are forbidden.

**Consequence:** Conversation with relevant teacher, school management and custodian. Cheating and plagiarism leads to "absence of grades" ("dashes") on the current work. In case of repeated and / or systematic cheating and plagiarism, the student is given a written warning.

**Rule:**

Enrolment, brochures and money collection etc. in the name of the school require permission from the principal.

**Consequence:** Conversation with the principal, unauthorized mailing is taken down.



**Rule:**

The school does not grant leave for private travel. The school does not offer any special arrangements in order to recover what you have lost through your absence. If you and your family choose to take free time, it is your own duty to report this in good time. You are responsible for finding out what you miss during the time you are away.

**Consequence:** In cases where leave is not granted and you still decide to stay away from school, CSN is contacted if time exceeds 4 hours in a calendar month.

**Rule:**

The Swedish school in London has zero tolerance against so-called "hazing".

**Consequence:** Custodian is contacted and police informed, it may also lead to a suspension, which is decided by the principal.