

All students attending Summer School must agree and abide by the Student Rules (Summer School). All students must:

- Be friendly, kind, helpful and polite to everyone by showing consideration and respect to all members of the Summer School community. Abusive behaviour of any kind will be investigated.
- Not use bad language (in any language).
- Speak English in all classes and activities.
- Follow the instructions of house parents, teachers or other members of staff.
- Work well with house parents, teachers and other students.
- Keep the college surroundings nice, not cause damage to college property or litter in college grounds, vehicles and classrooms and keep bedrooms tidy, no litter or graffiti.
- Be on time for lessons, excursions and bed.
- Respect the property of others. This includes taking, moving or using other people's belongings.
- Remain within the college campus at all times, unless given permission by a member of staff to do otherwise.
- Remain within the Boarding Residence at bed time unless given permission by a member of staff to do otherwise or bed time has been extended due to a specific event.
- Not bully other members of the college community.
- Not consume or possess cigarettes (this includes e-cigarettes and vaping), alcohol or illegal substances whilst on the college's premises or during off-site activities and excursions.
- Not enter into the accommodation of the opposite sex. No girls in boys' accommodation and no boys in girls' accommodation.
- Not put the college community in danger or damage the good reputation of Concord College.

The Summer School reserves the right to send home any student who:

- breaks these rules or who has persistent bad behaviour
- presents with a safeguarding issue
- or for any other reason deemed to put members of the Summer School community or themselves in danger or the good reputation of Concord College at risk.

HEALTH AND SAFETY INSTRUCTIONS

Instructions for students using College transport:

- Arrive on time and wait for the coach in a safe place.
- Do not rush towards the coach when it arrives.
- Wear their seatbelt and stay seated whilst travelling on the coach.
- Never touch any of the vehicle's equipment or controls.
- Keep bags clear as not to block aisles or exits.
- Never attempt to get on or off the moving coach.
- Never lean out of or throw things from the window of the coach.
- Never kneel or stand on seats.
- Never distract or disturb the driver or block the driver's vision.
- Stay clear of doors after boarding or leaving the coach.
- Always stop, look and listen before crossing the road after leaving the coach.
- If you feel unwell, tell a teacher.

- Tidy up any rubbish.

LABORATORY RULES

- Only enter a laboratory, when told to do so by a teacher.
- Place bags and coats well out of the way and **NOT** on the bench. Keep benches tidy and gangways clear.
- No food or drink (including bottled water) is allowed in the laboratory.
- Read all appropriate 'Hazcards' relevant to practical and take note of additional safety instructions given to you by your teacher or displayed on the board.
- Keep your working area clean and tidy and free of clutter.
- Clear up spillages immediately.
- When using a Bunsen burner, make sure that ties, hair etc. are tucked away or tied back.
- When working with dangerous liquids or heating things, always stand so you can quickly move out of the way if you need to.
- Follow instructions precisely, check bottle labels carefully and keep tops on bottles when not in use.
- **ALWAYS** work with fume cupboard sashes as low as possible and **ALWAYS** work towards the back of the cupboard'
- Any burns, cuts or splashes of chemicals on the skin or in the eye must be reported **IMMEDIATELY.**
- Do not remove equipment or chemicals from the laboratory.

Personal Protection

- **ALWAYS** wear a lab coat and appropriate eye protection, e.g. safety spectacles, goggles or face shield and only remove them, when told to do so.
- Lab coats should **ALWAYS** be buttoned up and **NOT** worn in general areas of the college.
- **ALWAYS** wear protective gloves when instructed by your teacher and **ALWAYS** check that the gloves are undamaged and 'hole free'.
- **ALWAYS** wear proper footwear, **DO NOT** wear open toed footwear.

Hygiene

- **DO NOT** pipette by mouth, use the safety fillers provided.
- Never taste anything or put anything in your mouth in the laboratory.
- **ALWAYS** wash hands after using any substances hazardous to health, on leaving the laboratory and before visiting the toilet.
- **DO NOT** touch surfaces with your contaminated gloves if they may be touched by others (phones, door handles etc).

Emergencies

- **ALWAYS** know where your nearest first aid kit and eye wash station is located.
- **ALWAYS** know your emergency escape route and assembly point.

Spills and Disposals

- Report all breakages to your teacher and **ALWAYS** keep broken glassware and sharps separate from other waste and dispose of in the appropriate labelled container.
- Wipe up all small spills with the absorbent towel provided and report bigger spills to your teacher. **ALWAYS** dispose of absorbent towel appropriately in the labelled bin provided.

The student will be sent home at the parents' expense and fees will not be refunded. The Summer School's decision will be final and, due to the short length of the course, there is no right to appeal. However, parents may refer to the Summer School's Complaints Procedure if it is felt necessary.