



OXFORD INTERNATIONAL COLLEGE BRIGHTON

BEHAVIOUR, REWARDS, SANCTIONS AND EXCLUSIONS POLICY

including Student Code of Conduct and Boarding House Rules

POLICY INTENDED FOR:	Parents, Students, Staff
CATEGORY:	Behaviour
POLICY IMPLEMENTED BY:	Staff
REVIEWED BY:	Deputy Principal Pastoral
REVIEWED DATE:	September 2025
NEXT REVIEW:	September 2026

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BEHAVIOUR, REWARDS AND SANCTIONS POLICY

1. PRINCIPLES AND AIMS OF THE POLICY

1.1. GUIDING PRINCIPLES

OIC Brighton is a close community of like-minded individuals from diverse international backgrounds. We operate on the basis of shared values and aims for academic excellence, exceptional learning experiences and personal development.

In the light of our College's expressed aims to nurture individual strengths, ambitions and personal values, this policy outlines how the College will celebrate positive decisions and actions whilst recognizing that incidents of poor behaviour and poor decision-making are a part of learning.

1.2. AIMS OF THE BEHAVIOUR RULES, REWARDS AND SANCTIONS POLICY

All members of the College including parents, students, academic, boarding and support staff take responsibility for creating an environment which supports the College's aims, namely to:

- enable all our students, day and boarding, to achieve to the best of their potential, both academically and personally;
- enable students to grow into themselves as confident, thoughtful and considerate people, well equipped with the skills and understanding needed for their next steps;
- create an ambitious learning environment;
- promote positive behaviour and respectful, kind relationships through positive reinforcement and consistent reward and sanctions systems;
- promote an open-minded mentality, building on our international community, encouraging students to look



outwards, to be tolerant, to engage and manage the complexity and change in the world around them, and to develop as well-informed global citizens;

- maintain excellence in our teaching, learning and pastoral care through attracting and developing outstanding staff;
- create a safe environment in which all students, day and boarding, feel safe, understood and fairly treated, where their needs are met and where all members of the community know that bullying, physical threats or abuse are not tolerated;
- ensure that the College's expectations and standards are understood, shared and consistently applied and adhered to.

In accordance with these aims, the College undertakes to:

- be fair and consistent, and to focus much more on ways of modelling and reinforcing positive behaviour than on the use of sanctions;
- ensure that all staff maintain the highest standards of conduct in their relations to students and to each other;
- ensure that rules, rewards and sanctions are age-appropriate and regularly reviewed, with the input of student voice where appropriate so that all stakeholders feel listened to;
- consider the needs of students with SEND and any other contextual factors in applying this policy with due care and consideration.



2. ROLES AND RESPONSIBILITIES

2.1 THE PRINCIPAL

The Principal is responsible for reviewing this behaviour policy giving due consideration to the College's stated aims and principles, as outlined above. The Principal will also approve this policy and ensure that the College environment promotes positive behaviour and that staff deal effectively with poor behaviour. The Principal will monitor how staff implement this policy to ensure rewards and sanctions are applied consistently.

2.2 STAFF RESPONSIBILITIES

Staff members are responsible for:

- implementing the behaviour policy consistently;
- modelling positive behaviour;
- providing a personalised approach to the specific behavioural needs of individual students;
- recording behaviour incidents (via CPOMS);
- escalating concerns including safeguarding concerns to the appropriate staff leads;

The Board of Directors will support staff in responding to behaviour incidents. In addition to the records of all behaviour incidents on CPOMS, a confidential record of sanctions imposed for serious misbehaviour is kept by the Principal. This record includes the student's name and year group and the nature and date of the sanction imposed.

2.3 PARENTAL RESPONSIBILITIES

Parents are expected to:

- support their child(ren) in adhering to the student code of conduct;
- inform the College of any changes in circumstances that may affect their child(ren)'s behaviour;
- discuss any behavioural concerns with the College promptly.



3. RELATED POLICIES

3.1 ANTI BULLYING POLICY

Bullying, in any form (including cyber-bullying, prejudice-based and discriminatory bullying) is not tolerated at OICB and any instances of it will be dealt with promptly and firmly. The College's Anti-bullying Policy sets out our approach to the prevention of bullying and to dealing with it if and when it does arise.

Related College policies and documents include:

- Safeguarding and promoting the welfare of children policy
- Preventing Bullying policy
- Attendance Policy
- Leaving Campus Policy
- Uniform and Dress Code Policy
- Boarding House rules
- Terms & Conditions for parents
- Mobile Devices Policy
- Conducting a search Policy
- Physical Restraint Policy
- Acceptable Use of IT
- Student Complaint Procedure

This policy is based on advice and guidance from the Department for Education (DfE) on:

- [Behaviour in schools: advice for headteachers and school staff](#)
- [Searching, screening and confiscation at school](#)
- [The Equality Act 2010: advice for schools](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [special educational needs and disability \(SEND\) code of practice](#)



4. STUDENT CODE OF CONDUCT

4.1. CODE OF CONDUCT FOR ALL STUDENTS

All students read the code of conduct at the start of the academic year with their strategy tutor, they have an opportunity to ask questions and then if they agree to the code of conduct, this is signed and returned to their strategy Tutor.

This document is available to view in the appendices. (Appendix 1)

5. REWARDS AND SANCTIONS

5.1 REWARDS

These are given for any commendable activity and include: regular verbal praise for hard work and positive behaviour. ABC points are recorded centrally (on ISAMS) and contribute to the House competition totals.

Successes and outstanding achievements, be they academic or extra-curricular, are celebrated through direct verbal feedback to students and parents, progress reports, celebration assemblies, on the website and in newsletters. Awards are also given out in weekly and Termly assemblies and at the celebratory event at the end of the summer term.

Reward Categories

- **REGULAR:** Verbal praise and ABC Points, awarded regularly for positive behaviour and contributions as follows:



Ambition Points:

Examples:

- Completing work to the **highest possible standard**.
- Showing **resilience** when faced with challenges.
- **Setting personal goals** and working towards them.
- **Independent learning** beyond what is required.
- Demonstrating a **Professional Attitude**.
- Seeking and acting on **feedback to improve**.



Belonging Points:

Examples:

- **Helping or supporting peers** without being asked.
- Showing **Kindness and respect** to classmates and staff.
- Working **collaboratively and inclusively** in groups.
- **Encouraging others** and celebrating their successes.
- Demonstrating **empathy** in discussions or debates.
- **Positive participation to** make others feel valued.



Examples:

- Asking **thoughtful or challenging questions**.
- Showing **genuine enthusiasm** for the subject
- **Exploring ideas** beyond the core lesson content
- **Connecting knowledge** across different topics or subjects
- Showing **creativity** in problem solving
- Demonstrating **critical thinking**

Frequency:

Every Lesson



Expectation for one to be given every lesson to at least one student.
No more than one per student.



Expectation for one to be given every lesson to at least one student.
No more than one per student.



Expectation for one to be given every lesson to at least one student.
No more than one per student.



Weekly, Termly and Yearly Awards:

Every Week



One Student Per Year Group Per Week
Highest Number of Ambition Points
Can Only Win Once Per Term
Awarded in Weekly Assembly



One Student Per Year Group Per Week
Highest Number of Belonging Points
Can Only Win Once Per Term
Awarded in Weekly Assembly



One Student Per Year Group Per Week
Highest Number of Curiosity Points
Can Only Win Once Per Term
Awarded in Weekly Assembly

Every Term



One Student Per Year Group Per Term
Highest Number of Ambition Points
Can Only Win Once Per Year
Awarded in End of Term Assembly



One Student Per Year Group Per Term
Highest Number of Belonging Points
Can Only Win Once Per Year
Awarded in End of Term Assembly



One Student Per Year Group Per Term
Highest Number of Curiosity Points
Can Only Win Once Per Year
Awarded in End of Term Assembly



Every Year



The Student with the Highest Number of Ambition Points in the Year



The Student with the Highest Number of Ambition Points in the Year



The Student with the Highest Number of Ambition Points in the Year

Other Rewards:

Bronze Award

- 50 Ambition Points
- 50 Belonging Points
- 50 Curiosity Points

Silver Award

- 100 Ambition Points
- 100 Belonging Points
- 100 Curiosity Points

Gold Award

- 150 Ambition Points
- 150 Belonging Points
- 150 Curiosity Points





Special Recognition Awards:

Talk **with** Tess

- Examples where students go above and beyond in a lesson or activity that deserves more than an ABC Point.

Tea **with** Tess

- Rare examples where students produce an outstanding piece of work, perform an extraordinary act of kindness or Remarkable individual achievement.



5.2 SANCTIONS

Alongside the promotion and teaching of positive behaviours, promoting an inclusive and supportive College community, we recognize that young people will make mistakes and need guidance in corrected poor choices or negative behaviour.

In these situations, we will put restorative actions in place that guide and support our students towards making better choices in the future, and thereby encourage them to develop their personal responsibility.



Where there are issues of behaviour that cause us concern, these are addressed with the student by his or her Strategy Tutor in the first instance. More serious and/or persistent issues will be dealt with as appropriate by the Deputy Principal Pastoral & Wellbeing or, where necessary, the Principal. Parents will usually be informed.

We aim to address all such issues in sympathetic and constructive ways with the aim of achieving a positive outcome. However, we do, of course, reserve the right to resort to more serious sanctions such as suspension or, in extremis, permanent exclusion where the circumstances make such a response unavoidable.

BEYOND THE SCHOOL GATE

Sanctions may be applied where a student has misbehaved off-site when representing the college, such as on a school trip. Sanctions may also be applied for inappropriate behaviour online.

Categories and Resulting Sanctions

Examples of what student can receive the following sanctions for are given at the start of the academic year and again, periodically, through Strategy Tutors.

- **LEVEL ONE Reflection (Low):** an occasional issue with a commitment to learning, or minor failure to adhere to the Code of Conduct – see appendix 1. A level 1 reflection would be issued on ISAMS and a student will need to attend a 30 minute reflection at lunch time.
- **LEVEL TWO Reflection (Medium):** issues that are repeated or show a lack of consideration or respect to the College community and its Code of Conduct, or that threaten the student's own or others' progress academically and personally. A level 2 reflection would be issued on ISAMS and a student will need to attend a 50 minute reflection after College.



- **LEVEL THREE Reflection (Serious):** an action / actions that show active disregard for the College community and its Code of Conduct, or that are disrupting the student's own or others' progress academically and personally. A level 3 reflection would be issued on ISAMS and a student will need to attend a three hour reflection after College.
- **LEVEL FOUR Reflection (Extreme):** an action / actions that warrant the immediate attention of the Board of Directors and/or cause concern to welfare, endangerment to self or others. A level 4 reflection would be issued on ISAMS and a student will need to attend an internal full day reflection.

5.3 EXCLUSION

As a measure of last resort, the College reserves the right to suspend (temporarily exclude) or to permanently exclude a student, or to ask parents to remove their child from school, in the following circumstances:

- a) in response to a serious breach (or several minor breaches) of this policy or of any other College rules; and/or
- b) if the student's work rate or attendance or conduct (including behaviour or conduct outside school), or any combination of these, are deemed unacceptable;
- c) if it is believed that allowing the student to remain in school would seriously harm the education or welfare of others in the school;

and where the suspension or exclusion is believed to be in the school's best interests or those of the student concerned or of other students.

As the ultimate sanction, permanent exclusion will generally have been preceded by efforts to rectify the issues causing concern and by appropriate warnings to the student and to his or her parents or guardians.



The College may, however, find itself obliged to permanently exclude a student or to require them to be removed immediately and without prior warning in instances of very serious misconduct or where it is believed that the student's continued presence may present a risk to others and/or bring the College into disrepute.

Examples of conduct that could merit permanent exclusion include the following, regardless of whether they took place within College or outside the College grounds or term time:

- serious instances of bullying (including cyber-bullying and any other form of abuse using digital media, prejudice-based and discriminatory bullying);
- inappropriate, abusive or dangerous conduct towards other students or members of staff;
- being in possession of illegal substances on the school site, supplying, using or acting as a conduit for illegal substances;
- being in possession of a weapon;
- damage to property;
- inappropriate sexual behaviour;
- racist or any other kind of abuse;
- theft;
- abuse of alcohol, drugs or other illegal substances;
- persistent disruptive or anti-social behaviour; and
- any other serious breaches of school rules, including those relating to boarding and to the acceptable use of IT.

Please note that this is not intended to be an exhaustive list, and that there may be other situations where exclusion is considered to be the appropriate sanction.



The College will make reasonable adjustments for managing behaviour which may be related to a student's special education needs or disability. Where exclusion needs to be considered, the school will ensure that a disabled student is able to present his or her case fully where their disability might hinder this.

The College will always endeavour to act fairly and to take all relevant circumstances into consideration when deciding whether to a student must be suspended or permanently excluded, including making reasonable adjustments for a disability or special educational need. Wherever possible, the College will consult with parents before the decision is taken. If parents are unhappy with such a decision, they may ask the College to review it, in which case the Review will be undertaken by two or more members of the Board of Governors.

5.4 REVIEW PROCEDURE

To request such a Review, parents must write to the Chair of the Board of Governors (contact details available on request from the College office) stating the grounds on which they are asking for the Review and the outcome they would ideally like. The request must be submitted in writing to the Chair and must be received within 7 days of the school's decision to exclude the student being notified in writing to the parents. The Review meeting will generally be attended by the Review panel members, the Principal, the student and parents. Parents may be accompanied by a friend or relation. It will not normally be appropriate for there to be legal representation at the Review meeting. Parents should inform the Chair in writing within 3 days of the Review of the identity of the person accompanying them if any.

A Review meeting is a private matter. All those concerned and involved are required to keep the Review meeting confidential unless disclosure is required by law.



The Review will be held as soon as reasonably practicable after receipt of the request from parents. A Review will not normally be held during school holidays; and it will normally take place at the College.

The Review panel will consist of at least two members of the College's Governing Body. None of the panel members will have had prior involvement in the case.

The role of the panel is to listen to both sides, consider whether the Principal's decision was fair and proportionate and in accordance with College policy, and decide whether to uphold the decision or refer the matter back to the Principal for reconsideration together with recommendations.

The panel will notify the Principal and the parents of the outcome in writing with reasons and any recommendations, usually within three days of the meeting. The Principal will provide a written response to such recommendations normally within 48 hours and, in the absence of significant procedural irregularity, the Principal's decision will be final.

The College will make reasonable adjustments where the parents and/or the student inform us ahead of the Review meeting that they have a disability.



6. SIXTH FORM EXPECTATIONS

At the core of our approach in the Sixth Form is a desire to maintain an environment in which students are treated as young adults rather than as schoolchildren – an environment characterised by trust and mutual respect in which students are encouraged to take responsibility for themselves and for their own academic progress and personal development.

This is, therefore, not a place that is run through batteries of rules and sanctions. At the same time, clear boundaries and expectations are important, and sixth form students are expected to behave in accordance with the code of conduct outlined in Section 4, above.

In particular, and in accordance with our focus on academic excellence and personal development, sixth form students are expected to be punctual, maintain excellent attendance at lessons and College events, and to act at all times as ambassadors of the College and role models to younger students.

Sixth form students are not expected to wear formal school uniform but should adhere to the College's Sixth Form Dress Code and wear appropriate sports kit for PE and sporting activities.

We expect all sixth form students to invest time and energy in their work and failure to do this will force the college to take action. That response will depend on individual circumstances and how long it takes the student to get back on the correct path. Support and guidance will be available at all times from academic staff, the student's strategy tutor and their boarding house staff.



7. EXTENSIONS OF THE POLICY

7.1 CORPORAL PUNISHMENT

The use of corporal punishment is against the law and will not be practised in any aspect of College life.

7.2 ALCOHOL, TOBACCO, VAPING AND OTHER DRUGS

Students, staff and parents are expected to comply with current legislation concerning alcohol, tobacco, vaping and drugs. Prohibited items (as defined in Section 2 of the Misuse of Drugs Act 1971) are not tolerated on the College premises. Any complaint or report of involvement with drugs and substances either on or off College premises, including boarding facilities, will be followed up and investigated.

The College operates a zero tolerance on alcohol and drug possession and consumption, anyone possessing or using prohibited items face the possibility of exclusion. In exceptional cases, a supportive regime may be offered as an alternative to expulsion, however, the College is under no obligation to provide such a regime.

Students are not permitted to possess or drink alcohol anywhere on the College premises.

Any violation of this policy will result in disciplinary procedures. The following is not tolerated:

- bringing alcohol onto College premises;
- being in unsupervised possession of alcohol;
- obtaining or supplying alcohol to another student;
- consuming or being impaired by alcohol while on College premises or in the care of the College.

The College may, at any time when reasonable grounds for suspicion of drug or alcohol use exist, expect the student to give a biological sample (such as urine or oral swab) or take a breathalyser test to test for the use of drugs, alcohol



or other substances damaging to health. A record of such a sample will not form part of the student's permanent medical record but failure by a student to take such tests will result in disciplinary action being taken.

Any member of the College suspected of involvement with drugs and substances may be suspended.

Smoking and vaping are not permitted at any time whilst enrolled at the College.

7.3 CONDUCTING A SEARCH

In keeping with the relevant DfE regulations, the College reserves the right to search for any 'prohibited items' and for any other items that are banned under the College rules and in any other written statement of College rules at OIC Brighton, including those that apply in the boarding houses.

Such searches are rare in practice. Where we consider it necessary to conduct a search, this will be done discreetly and sensitively, and in accordance with the policy and procedures set out in the College's policy document on 'Conducting a Search'.

7.4 MALICIOUS ALLEGATIONS

Where a student makes an accusation against a member of staff and that accusation is shown to have been malicious, the Principal will discipline the student in accordance with this policy.

Please refer to our safeguarding policy for more information on responding to allegations of abuse. The Principal will also consider the pastoral needs of staff accused of misconduct.



7.5 PHYSICAL RESTRAINT

Under the Education and Inspections Act of 1996, staff have the power to use 'reasonable force' to control or restrain pupils physically in order to prevent them from:

- committing a criminal offence (or what would be a criminal offence if they were old enough);
- injuring themselves or others;
- damaging property.

Incidents of physical restraint must:

- always be used as a last resort;
- be applied using the minimum amount of force and for the minimum amount of time possible;
- be used in a way that maintains the safety and dignity of all concerned;
- take into account the legal duty to make reasonable adjustments for disabled students and students with Special Educational Needs;
- never be used as a form of punishment;
- be recorded and reported to parents.

Further information can be found in the Physical Restraint Policy, available from the College office.

7.6 TRAINING

OIC Brighton undertakes to:

- provide all staff with adequate training in managing behaviour;
- ensure that staff members are kept up to date with relevant policy and regulatory updates related to behaviour, rewards and sanctions;



- are supported with behaviour management including through ongoing professional development opportunities;
- maintain careful records which assists in the monitoring of any and all behavioural issues.

7.7 RECORDS

The College keeps a record of sanctions imposed on students for misbehaviour. This will include the student's name and year group, the nature and date of the offence and the sanction imposed. This will be kept centrally so that any patterns can be identified. These records are also visible to students via the student portal and parents via the parent portal.

8. BOARDING

Students living in an OIC Brighton Boarding House form a community and are expected to live with each other in a harmonious and mutually respectful way. Rules and regulations apply to all residents regardless of age or time of year.

The Board of Directors work closely with boarding staff. Incident reports may lead to a disciplinary process.

To ensure that the boarding house is safe and harmonious, all students are expected to abide by the College Code of Conduct at all times, *in addition* to any and all Boarding House rules specified by the House Parent. The College



undertakes to ensure that all such rules are clearly displayed and regularly reviewed, taking into account suggestions raised by Student Voice initiatives.

Parents will be informed if a student is in the disciplinary process. All students have the right to complain if they feel wrongly or unfairly treated. Details of how to do this are found in the College's Student Complaint Procedure.

8.1 THE BOARDING TEAM

The House Parents and boarding staff are a student's first point of contact at all Boarding Houses. They are there to ensure that students are safe and happy as well as that students are following the rules and regulations. The House Parent also has responsibility for discipline with regards to boarding and will work closely with the College's pastoral team.

8.2 BOARDING HOUSE RULES

Boarding house rules are clearly outlined in the student handbook and rules are explained to students at the start of the academic year as well as regularly through house assemblies.



9. PRIVACY NOTICE

OIC Brighton shall gather, share and use information provided by students and their parents / guardians in accordance with data protection laws and as set out in Privacy Notices and related policies and documents, which are available upon request.

Please note information may be shared with selected third parties in the event that the College or related service providers have serious concerns surrounding a student's health or wellbeing, so that students can be provided with support or that any necessary steps may be taken. Such third parties would include members of staff at the College, named emergency and family contacts, educational agents and guardians.

CCTV is in place across the OIC Brighton campus. Footage may be used in the process of investigating disciplinary incidents and in accordance with this policy, and with the OIC Brighton CCTV policy.

The CCTV monitoring system will be provided and operated in a way that is consistent with an individual's right to privacy. Cameras are located to ensure that expectations of privacy are requested.



10. APPENDICIES

APPENDIX 1: CODE OF CONDUCT



Vision

At OIC Brighton, our three-pillared approach is for our students to be Ambitious, encourage Belonging and to remain Curious. In order to uphold these pillars, we have a Code of Conduct that we ask all students to agree to.

Around the College and in Boarding, I will:

- Behave politely and respectfully, treating others as I would wish to be treated.
- Attend all of my timetabled lessons, (both Academic (including IELTS) and Super Curriculum)
- Take pride in my appearance and adhere to the College dress code, as appropriate by year group, both during lessons and for PE and sports clubs.
- Use English as the common language of our College community.
- Look after all property, whether it belongs to the College, other people, or myself.
- Keep all shared areas of the College clean and tidy and follow the Dining room rotations.
- Be punctual to college events and lessons and tell my teacher in advance if unable to do so.
- Communicate politely and appropriately in speech, in writing and online, never making racist, sexist, homophobic or other abusive or offensive remarks.
- Be organised in my preparation for lessons and timely completion of all homework set.
- Ensure that my online activity, both on and off-site, doesn't bring the school into disrepute.
- Adhere to the ICT Acceptable Use Policy at all times when using the school's network.
- Leave my phone in my House (Boarder) or Locker (Day Student) between 08:10-17:30.
- Understand that public displays of affection make others feel uncomfortable and are not appropriate.
- Adhere to all College Health and Safety policies and practices and take note of the fire signs, health and safety notices and first aid information across the College.
- Attend and adhere to all health, safety and wellbeing briefings associated with off-site trips.
- Take prompt action as directed by teachers, boarding and operational staff in response to a fire, lockdown, accident or emergency (and associated drills) both when on site and whilst on off-site trips.
- Keep my bedroom clean and tidy.
- Listen to and follow staff instructions at all times.

Around the College and in Boarding, I will not:

- X Use rude or offensive language.
- X Take my phone out of the boarding house or my locker between 08:10-17:30.
- X Wear headphones or AirPods between 08:10-17:30.
- X Chew gum or consume energy drinks.
- X Take any food or drink (other than water) into classrooms.
- X Seek to bypass any of the school network's security systems (e.g. using VPNs, proxy servers, or attempting to hack other users' passwords).
- X Use my laptop or device inappropriately in lessons, e.g. to go on social media or gaming.

I understand that the College reserves the right to conduct random searches of my electronic devices to keep me safe/if there is a suspicion that harmful content is present.

Outside of the College, I will:

- Be an ambassador for the College behaving at all times as good representative of OIC Brighton.
- Behave in accordance with all UK or relevant laws.
- Adhere to the guidelines regarding leaving the College site including seeking permission on REACH to comply with UKVI guidelines.
- Return punctually, or inform staff if delayed, as appropriate to my year group.
- Listen to and follow staff instructions at all times.

I have read, understood, and will comply to OIC Brighton's Student Code of Conduct:

Name: _____ Year Group: _____ Signature: _____