



# School Rules

We want all of you to have an incredible time at RELA, to do well in your studies and to make new friends from all around the world. The following rules will help us achieve these goals and also help to make the school a pleasant place for everyone to study in. All of our rules are based upon the concept of showing respect for everyone, including you!

Please read the following rules, along with your parents. Please sign at the end to show that you have understood the rules and agree to follow them. One parent also needs to sign the rules. After you have read and signed them, please send these back to the school [english@rela.co.nz](mailto:english@rela.co.nz)

If you, or your parents, have any questions, please email the school.

1. Respect for others – All students need to respect other students' personal and religious beliefs and cultural differences, and their right to study
2. Attendance – RELA requires 100% attendance for ALL students regardless of the visa they hold. If you don't come to class, you can't learn. If you repeatedly fail to come to class, you will be issued with a warning and Immigration New Zealand will be advised if you are on a student visa. Your actual attendance is printed on your Leaving Report.
3. Punctuality – Be ready to start your classes on time. It is very disruptive to your classmates and teachers (and to your learning) if you arrive late for class. If you know you are going to be late or absent, please phone the school on 07 349 0473 so we know where you are and that you are okay.
4. Leaving Class – It is not okay to leave class part way through. It disrupts the lesson for everyone involved. If you do need to leave the class for a reason, you need to leave your phone on the table.
5. Use English – You need to make an effort to use English at all times in your classroom and in the student room. If you need to speak your own language outside of the classroom, please go outside.
6. Phones – All phones must be put on the table in front of you during class time. They must be switched to silent and you should not answer your phone if it rings, send/check text messages, or use any form of social media. Phones can only be used as a dictionary during class time and you must be ready to prove to your teacher and your classmates that it is the dictionary you are using. You cannot engage with the people in your class if you are distracted by your phone.
7. Homework – All homework given in class needs to be completed before class the next day. This is part of your student contract. If you do not do your homework, you won't be able to contribute to the follow-up pair or group work and discussion the following day.
8. Food and Drink – Please do not eat in the classrooms. If you need to have a drink it needs to be in a cup with a lid or in a drink bottle. In the student room and outside, after eating, please put your food and other waste in the bins provided. Do your own dishes and tidy up after you.
9. Smoking/Vaping – You can only smoke in the smoking area. Please put cigarette butts in the bins provided. Do not throw them on the ground. If you are smoking in your car and get out, please do not throw your butt on the ground. This is littering and very offensive. Please wash your hands with soap before going back to class.
10. Respect for the school – Please look after the school grounds and buildings. Don't intentionally damage the property and please don't litter. This includes NOT swinging on your chair, which can damage chairs, tables and walls and cause accidents.
11. New Zealand Laws – You need to follow all New Zealand laws. If you don't, then you may be asked to leave the school.
12. Driving – All students who have a car/motorbike must come to the office and fill in the *Student Cars* form. No student aged under 18 can buy/drive or hire a vehicle while a student at RELA.

Most importantly, all students need to respect the class community and the learning process. Following these rules will help you do this. You need to contribute your ideas and your attention to your classmates and teachers at all times.

# Extra Rules for Under 18s

## Alcohol

Students aged under 18 are not allowed to drink alcohol. It is the law in New Zealand that no-one under the age of 18 can be served alcohol in licensed premises.

## Cars

No student aged under 18 may purchase or drive any motorized vehicle (this includes mopeds/motorized scooters). No student under 18 may be a passenger in a car driven by another RELA student without the school's permission.

## Curfew

All students aged under 18 must have permission to go out in the evening. If you do not have permission from your homestay and/or the school you must stay home. Students aged 16 and 17 must be home by 10pm, or earlier if your homestay says, and may not walk home. If students are aged under 16, they need to be home before dark.

## Overnight Stays

If you wish to stay overnight or for a weekend with a friend, you must first get the permission of the school and your homestay. No student aged under 18, may spend the night with a member of the opposite sex.

## Smoking and Vaping

It is illegal for cigarettes and vaping gear to be sold to anyone under the age of 18. No student under the age of 18 is allowed to smoke or vape at RELA or in their homestay.

## Shopping and the Night Market

**Students aged under 18** may go shopping or to the night market if your homestay agrees. You must make these plans with your homestay the day before, or in the morning before coming to school, and not annoy your homestay by texting and changing your plan often.

Your pick-up time from the night market should be no later than 6.30pm.

If the night market is cancelled you need to make arrangements to be picked up from RELA no later than 5pm.

## **All RELA Students under 18:**

*At all times you must tell your homestay parents or caregiver where you are, who you are with and how you are getting home.*

*You must take your mobile phone with you and have it switched on and answer it at all times unless you are in a place where mobile phones are not allowed, such as the cinema. Your phone must have the number of your homestay parents in its memory and the school number.*

If you fail to follow any of these rules, you may be asked to leave the school.

**Please note: Senior school management have the right to make the final decision about the interpretation of any of the school rules and act accordingly.**

I have read and understood these rules, and agree to follow them.

Student Name:

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Parent Name:

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Parent Email:

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Parent Phone :

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Signature:

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Date :

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