

MISCELLANEOUS INFORMATION

蔚翎学生行为准则及须知信息

2024



Your Responsibilities 学生责任须知

Avaline School prides itself on its relaxed atmosphere and adult learning environment. There are, however, some rules that we must lay down in order to make things run smoothly. Here are some of the things we require of you to help us to help you to make the most of your time at school.

蔚翎学校竭尽全力为学生打造一个轻松的学习及生活氛围。然而，为了让学生在校将学业顺利进行，我校所制定规章制度学生及家长必须遵守。以下是我们对学生和家的一些要求，以帮助我们管理学生，使学生能够充分利用在学校的时间。

Timetables: Your timetable may change a number of times throughout the year. It is essential that you inform your local Avaline Director of Studies as soon as they happen. Even if it is a small change, please let them know. In the first couple of weeks of term, there may be a large number of timetable changes due to clashes. It is your responsibility to check with Avaline Director for any changes, and to take note of them if they affect you.

课程表：你的课程表在一年中可能会根据课程的调整会产生变动。当课程一旦发生变动，你所在的蔚翎学习中心的课程主任会及时通知你。

Absenteeism: It is vital that students attend all classes. Absenteeism can result, at best, in your parents being contacted and, at worst, in suspension or even expulsion from the school. If you are absent for any reason, you must ring or email the local campus or Avaline Director of Studies first thing in the morning and let the Avaline staff know.

缺勤：学生参加所有课程是非常重要的，蔚翎学校严禁学生以任何理由旷课，缺勤。缺勤初犯我们会第一时间联系你的父母，记过处分。情节严重将直接导致学生被学校停学甚至开除。如果你因身体或任何原因不能出席课程，你必须在第一时间联系蔚翎学习中心主任请假，任何缺席都需要得到批准。

Homework: Students who regularly fail to complete assigned homework tasks will be given extra work and will be required to complete the tasks during the extra time spent in the school. Homework is set for your own benefit, and should always be completed in the time allocated by the teacher.

课后作业：经常未能完成课后作业的学生将被学校安排额外的作业。作为惩罚，学生将被留校在老师的监督下完成课后作业。课后作业是为了提高学生自己的能力制定的，学生有责任和义务在规定的时间内完成。

Examination entry: You must be aware of the exam entry dates. See your local Avaline director of studies to register before the deadline. Late entry will incur an additional fee. It is your responsibility to meet the entry deadlines.

考试报名：学生自己有责任了解考试报名的日期。学生需要在截止日期之前在所在的蔚翎学习中心报名考试。迟报将会产生额外费用并由学生自行承担，学生必须严格遵守报名制度和时间。

Holidays: You must be aware of the school holiday dates and you must not book holidays during term time. Formal written requests from your parents or guardians must be sent to the Local Campus or Avaline director, requesting permission for you to leave early or return late. This should only be done in exceptional circumstances and where no other option is available.

假期：学生必须了解学校的假期日期，并且不能在学期中安排个人的假期。学生将严禁擅自提前离校或返回。如果学生因为客观原因需要在学期中离校，其父母或监护人必须向当地校区或蔚翎学习主任提交正式的书面请求，申请是否可以提前离开或迟些返回，上述情况只在特殊情况下才可以得到批准。

Mock Examinations, Assessments

Mock examinations, assessments are set by teachers in their own class time. These examinations will give both you and your teachers a very clear indication of the kind of grades you can expect to achieve. You should take these exams extremely seriously. The result of the in-class examinations will be included in the final grades, and there will be no opportunity for makeup examinations.

模拟考试与评估：在学期中，任课老师将随堂进行考试，这些考试将记入学生的最终成绩。学生需要认真对待每一次随堂测试。随堂考试的成绩将计入最终成绩，并且没有补考机会。

Private Tuition

Private lessons can be provided in any subject, either in addition to, or instead of, normal classes. Tuition can also be arranged in the student's home if preferred. Please see your local Avaline Staff of Studies for more details. The fees for private tuition are not included in the school tuition. Students and parents (guardians) are required to make payments based on the fee invoice issued by the school.



补习：蔚翎学校提供学科补习课程，学生可以根据自己需要与蔚翎校区工作人员联系参加补习。费用不含在学校学费内。学生及家长（监护人）需要根据学校开具的收费通知单进行付款

Books and Stationery

You are expected to supply your own books, stationery and pens.

书本和文具：学生需要自行提供书本及文具

Student ID cards

You should get your Avaline student ID card, as soon as possible. You must carry your Avaline student card with you at all times for security reasons.

学生证：学生需要尽快领取蔚翎学生证，并处于安全原因需在校区内佩戴蔚翎学生证。

Anti-Bullying Policy 预防校园霸凌条例

Statement of Intent 声明

AVALINE SCHOOL ("The School") is committed to providing a caring, friendly and safe environment for all of our students so they can learn in a relaxed and secure atmosphere and in which students and parents feel that they can report incidents of bullying, confident that they will be dealt with in an appropriate manner. Bullying of any kind is unacceptable at our School. **Everyone has the right to learn and work in an environment free from harassment and discrimination, where they feel safe.** If bullying does occur, all students should be able to tell a member of staff and know that incidents will be dealt with promptly and effectively. At Avaline School we take bullying very seriously as we understand what a devastating impact it can have on a person and their social and academic development. As part of the School's commitment to British & Chinese Values, it is important that all students and staff respect individual liberty and have tolerance and mutual respect for others with different faiths and beliefs. Equally, the School is committed to identifying and combating discrimination.

"蔚翎学校（以下简称“学校”）致力于为我们所有的学生提供一个关爱、友好和安全的学习生活环境，以便学生能够在轻松和安全的氛围中学习，学生和家長可以放心地举报校园霸凌事件，我们将及时处理校园霸凌事件。在我们学校，任何形式的校园霸凌都是不可接受的。每个人都有权在没有骚扰和歧视的环境中学习和工作，以确保学生的安全感。如果发生霸凌事件，所有学生都应该及时向蔚翎校区的工作人员反映，我们的工作人员在得到举报后将会得到迅速和有效的处理。在蔚翎学校，我们非常重视校园霸凌问题，因为我们清楚的了解它对一个学生以及学生的社交和学术发展所可能产生的毁灭性影响。作为学校遵循英国和中国价值观也是我们承诺回馈社会的一部分，蔚翎尊重个人自由，尊重不同信仰，我们希望我们的学员及员工能够待人宽容和相互尊重。最后学校致力于识别和打击各种歧视行为。”

This policy is based on and refers to the latest guidance, "Preventing and Tackling Bullying", which replaces the previous guide –Safe to learn: embedded anti-bullying work in schools. Emphasis is placed on compliance with the Equality Act 2010.

这一政策基于并参考了《英国预防和应对霸凌》的最新指南，该指南取代了以前《安全学习：学校内饭霸凌工作》的指南。我们再次重申并强调我们遵守英国 2010 年的《平等法案》。

Students are expected to report bullying incidents to a teacher and parents should let the Shool know immediately if they believe their son or daughter is being bullied.

学生有责任向老师报告霸凌事件，如果家長认为自己的子女正遭受校园霸凌，家長也应立即通知学校。

The Aims of the Policy 政策的目的是

1. To enable students to understand clearly what constitutes bullying throughout the curriculum and day to day life at School by raising awareness.
通过提高学生的意识，使他们能够清楚地了解在课程和日常生活中什么行为构成霸凌。



2. To enable students to understand that bullying, whether it is physical, verbal or indirect will not be tolerated by the School community.
使学生明白，不管是身体上的、言语上的还是间接的霸凌，在学校社区中都不会被容忍。
3. To enable parents to feel confident that bullying will be firmly dealt with by the School.
使家长感到有信心，学校会坚决处理霸凌问题。
To promote a non-violent ethos in the School. 在学校内倡导非暴力的理念。
4. To raise staff awareness of the presence of bullying, in particular cyber bullying.
提高教职员对霸凌存在的认识，特别是网络霸凌。
5. To establish guidelines for action where bullying is evident. 建立明确的处理霸凌情况的行动指南。
6. To ensure that all students feel it is 'safe to learn' in our environment.
确保所有学生都感到在我们的环境中“安全学习”。

We expect students and staff to have a clear understanding of the effects of bullying on the individual. Although bullying is not a specific criminal offence, there are criminal laws that apply to harassment and threatening behaviour.

我们期望蔚翎学员和员工都能够清楚地了解校园霸凌对个体的影响。尽管霸凌不具体的刑事犯罪行为，但有适用于骚扰和威胁行为的刑事法律。

The Principal directs the staff within the School to ensure that measures on behaviour and discipline form part of the code of conduct and behaviour management arrangements.

校长指示学校内的员工确保行为和纪律措施成为行为规范和行为管理安排的一部分。

What Is Bullying 什么是霸凌?

Bullying is behaviour by an individual or group usually repeated over time that intentionally hurts an individual or group either physically, emotionally or both. Bullying can take many different forms, physical, psychological or verbal. It can also take indirect forms, which include cyber bullying; now the most dominant form of bullying amongst children over 12. The motivation to bully can come from racial ideas, religion, individual differences, cultural, sexual and sexist concepts, or bullying can relate to a person's special educational needs and disability.

霸凌是指一个人或一组人的行为，通常在一段时间内反复进行，有意伤害个人或一组人，无论是在身体上、情感上还是两者兼而有之。霸凌可以采取许多不同的形式，包括身体、心理或口头霸凌。它还可以采取间接的形式，包括网络霸凌，这现在是 12 岁以上儿童中最主要的霸凌形式。霸凌的动机可能来自于种族观念、宗教、个体差异、文化、性别和性别歧视概念，或者霸凌可能与一个人的特殊教育需求和残疾有关。

Bullying can take different forms, but the three main types are: 霸凌可以采取不同的形式，但主要的三种类型是：

Physical Verbal Indirect 身体、口头和间接。

Hitting, kicking, taking or hiding belongings including money Name-calling, teasing, insulting, writing unkind notes Spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours, cyber bullying such as sending malicious e-mails or text messages, Facebook post or Tweets

打击、踢人、拿走或隐藏财物，包括索取金钱，起外号、取笑、侮辱、写不友好的便条 传播关于某人的恶意故事、排斥社交群体、成为恶意谣言的对象，进行网络霸凌，如发送恶意电子邮件或短信、Facebook 帖子或 Tweets。(微信，微博，小红书等社交媒体)

All of the above methods of bullying have a psychological effect on the victim. Bullying is the use of aggression with the intention of hurting another person. Bullying results in pain and distress to the victim. Bullying can be: 上述所有霸凌方法都对受害者产生心理影响。霸凌是以伤害他人为意图而采取攻击性行为。霸凌导致受害者痛苦和困扰。霸凌可以是：

Racist Bullying – this refers to a range of hurtful behaviour, both physical and psychological, that makes a person feel unwelcome, marginalized, excluded, powerless or worthless because of their colour, ethnicity, culture, faith community, national origin or national status. 种族主义霸凌 - 这指的是一系列令人痛苦的行为，



既包括身体上的伤害，也包括心理上的伤害，使一个人因其肤色、种族、文化、信仰团体、国籍或国家地位而感到不受欢迎、边缘化、排斥、无权无势或毫无价值感。

Bullying related to sexual orientation/gender – this refers to the hurtful behaviour both physical and psychological, that makes a person feel unwelcome, marginalized, excluded, powerless or worthless because of their sexual orientation (especially those who are lesbian, gay or bisexual, i.e. homophobic bullying), or their gender. 与性取向/性别有关的霸凌 - 这指的是一系列令人痛苦的行为，既包括身体上的伤害，也包括心理上的伤害，使一个人因其性取向（尤其是那些是女同性恋、男同性恋或双性恋的人，即同性恋恶霸霸凌），或其性别而感到不受欢迎、边缘化、排斥、无权无势或毫无价值感。

What is cyber bullying 什么是网络霸凌？

Cyber bullying is the use of electronic media - especially mobile phones and the internet - to intimidate, threaten or upset someone. Cyber bullying is now the dominant form of bullying for children, especially teenagers. Cyber bullying takes many forms (new ones constantly emerge), the principal forms include: denigration, harassment and threat, flaming, humiliation and embarrassment, stalking, posing and blackmail.

网络霸凌是利用电子媒体，尤其是手机和互联网，来恐吓、威胁或使某人不安。网络霸凌现在是儿童，特别是青少年的主要霸凌形式。网络霸凌有多种形式（不断出现新形式），其中主要形式包括贬低、骚扰和威胁、火拼、羞辱和尴尬、跟踪、伪装和敲诈。

Cyber bullying can also include 网络霸凌还可以包括：

- texting scary or rude messages by mobile phone 通过手机发送可怕或粗鲁的短信
- sending unpleasant photographs by mobile phone 通过手机发送不愉快的照片
- using online message boards, chat rooms or social networking sites to post cruel messages 使用在线留言板、聊天室或社交网站发布残酷的信息
- deleting the victim's name from or ignoring their messages on social networking sites Making allegations or disseminating rumors about others using social networking sites such as Facebook or Twitter 从社交网站上删除受害者的姓名或忽视他们的消息，在社交网站上对他人提出指控或传播谣言，如 Facebook 或 Twitter。(微信，微博，小红书等社交媒体)

SEN or disability related - when an individual or group uses someone's individual characteristics such as their intelligence, their learning ability or their disability to cause harm and upset. 与特殊教育需求 (SEN) 或残疾相关 - 当个人或群体利用某人的个人特征，比如智力、学习能力或残疾，来造成伤害和不适。

Why is it Important to Respond to Bullying 为什么回应霸凌很重要？

Bullying hurts. No one deserves to be a victim of bullying. Everybody has the right to be treated with respect. Students who are bullying need to learn different ways of behaving. The school has a responsibility to respond promptly and effectively to issues of bullying. Pupils and staff must understand the importance of using inclusive and non-derogatory language. Pupils also need to understand the difference between banter and interactions that can hurt or threaten.

霸凌伤人。没有人应该成为霸凌的受害者。每个人都有被尊重对待的权利。进行霸凌行为的学生需要学会不同的行为方式。学校有责任迅速和有效地回应霸凌问题。学生和员工必须理解使用包容和非侮辱性语言的重要性。学生还需要明白玩笑和可能会伤害或威胁他人的互动之间的区别。

Objectives of this Policy 该政策的目标：

- All governors, teaching and non-teaching staff, students and parents should have an understanding of what bullying is. 所有校董、教职员工、学生和家長都应了解什么是霸凌。
- All governors and teaching and non-teaching staff should know what the school policy is on bullying, and follow it when bullying is reported. 所有校董和教职员工都应知道学校关于霸凌的政策，并在报告霸凌行为时遵循该政策。



- All students and parents should know what the school policy is on bullying, and what they should do if bullying arises. 所有学生和家長都应了解学校关于霸凌的政策，以及在发生霸凌时应该采取的措施。
- As a school we take bullying seriously. Students and parents should be assured that they will be supported when bullying is reported. 作为学校，我们认真对待霸凌问题。学生和家長应确信，他们在报告霸凌行为时会得到支持。

Bullying will not be tolerated 霸凌将不会被容忍

Signs and Symptoms 迹象和症状

A student may indicate by signs or behaviour that he or she is being bullied. Adults should be aware of these possible signs and that they should investigate if a student 学生可能通过迹象或行为暗示自己正在遭受霸凌。成年人应该注意到这些可能的迹象，并在学生表现出以下情况时进行调查：

- is frightened of walking to or from school 害怕走路上下学
- doesn't want to travel on public transport 不愿意乘坐公共交通工具
- begs to be driven to school 恳求被开车送去学校
- changes their usual routine 改变了平时的日常活动
- is unwilling to go to school (phobic) 不愿意上学 (恐学症)
- begins to truant 开始逃学
- becomes withdrawn, anxious, or lacking in confidence 变得内向、焦虑或缺乏自信
- starts stammering 开始口吃
- attempts or threatens suicide or runs away 试图自杀或威胁自杀，或者离家出走
- cries at night or has nightmares 晚上哭泣或者做噩梦
- feels ill in the morning 早上感到不适
- begins to do poorly in academic work 在学业上开始表现不佳
- comes home with clothes torn or books damaged 放学回家时衣服破损或书本受损
- has possessions which are damaged or "go missing" 个人物品受损或失踪
- asks for money or starts stealing money (to pay bully) 请求钱或开始偷钱 (用于支付给霸凌者)
- "loses" money continually 持续“丢失”钱财
- has unexplained cuts or bruises 有不明原因的划伤或淤血
- comes home hungry (lunch money has been stolen) 放学回家时饿了 (午餐钱被偷了)
- becomes aggressive, disruptive or unreasonable 变得咄咄逼人、粗暴或不讲理
- is bullying other students or siblings 霸凌其他学生或兄弟姐妹
- stops eating 停止进食
- is frightened to say what's wrong 害怕说出问题所在
- gives improbable excuses for any of the above 为以上任何情况提出不合理的借口
- is afraid to use the internet or mobile phone 害怕使用互联网或手机
- is nervous & jumpy when an e-message is received 当收到电子消息时感到紧张和焦虑

These signs and behaviours could indicate other problems, but bullying should be considered a possibility and should be investigated. 这些迹象和行为可能表明其他问题，但应该考虑霸凌作为可能性，并应进行调查。

Raising Awareness of Bullying 提高对霸凌问题的警示

This is done by the application of our values throughout the School, through the curriculum and assemblies, together with 通过在整个学校内应用我们的价值观，通过课程和集会，以及以下方式来实现：

- Staff training and communication with the Avaline School Centres and Campus in China to share strategies and experiences. 与中国蔚翎学校中心和校园进行员工培训和沟通，以分享策略和经验。
- Peer training and mentoring 同伴培训和指导。
- It should be noted that bullying not only affects students – staff can also be bullied - by other staff, parents or students. New staff are inducted and are made aware to whom they can express their concerns if the need arises, eg they can talk to their line manager or a member of the Leadership Team 需要注意的是，霸凌不仅影响学生，员工也可能受到其他员工、家長或学生的霸凌。新员工将接受入职培训，并被告知如果需要，可以向谁表达他们的担忧，例如，他们可以与其直接主管或领导团队的成员交谈。



Examples of unacceptable behaviour include 不可接受行为的示例包括：

- name-calling 取绰号
- racist and sexist behaviour 种族主义和性别歧视行为
- making threats 发出威胁
- making people feel small 使人感到渺小
- hurtful remarks and personal comments 伤人的言辞和个人评论
- dares – making someone do something they do not want to 挑衅 – 让某人做他们不愿意做的事情
- whispering about others 在背后议论他人
- laughing at a hurt or upset person 嘲笑受伤或心情不好的人
- preventing someone getting help 阻止某人寻求帮助
- ignoring people and leaving them out 忽视他人和排斥他们
- mocking differences 嘲笑差异
- damaging work or belongings 破坏工作或财务
- hiding belongings 隐藏财务
- pressurising children to join in inappropriate behaviour 压迫孩子参与不适当的行为
- other behaviour that makes someone feel unhappy 其他使某人感到不愉快的行为

Engaging bullying issues in the curriculum 在课程中涉及霸凌问题

Teaching may be used to promote pro-social behaviour in lessons; themes such as teamwork (e.g. in sport or the sciences), moral issues (e.g. in assemblies, in Sociology and the sciences) and citizenship (e.g. in PSHE/SMSC) are examples of this 教育可以用来在课堂上促进亲社会行为；团队合作（例如在体育或科学课程中）、道德问题（例如在集会、社会学和科学课程中）以及公民教育（例如在个人社会健康教育/宗教、道德、社会与文化教育中）是这方面的例子。

The focus of such work must direct students to be open in dealing with bullying, so that if a student is being bullied they must tell someone. We advise students to tell their Personal Tutor or a member of the Leadership Team. However, we also urge students to tell a friend or any Tutor if they feel more comfortable doing so. We work vigorously to ensure that friends help the victim and act as a support when it comes to informing details of the bullying. We also advise students to tell their parents if they feel comfortable in doing so. 这类工作的重点必须引导学生在处理霸凌问题时保持开放，因此如果学生受到霸凌，他们必须告诉某人。我们建议学生告诉他们的个人导师或领导团队的成员。然而，我们也敦促学生如果感到更舒适的话，可以告诉朋友或任何导师。我们努力确保朋友在通报霸凌详情方面能够帮助受害者并提供支持。我们还建议学生如果感到舒适的话告诉他们的父母。

Procedures 程序

- Report bullying incidents to staff 向教职员报告霸凌事件。
- The incidents will be recorded by staff 工作人员将记录这些事件。
- In serious cases, parents should be informed and will be asked to come in to a meeting to discuss the problem in person or to do so by telephone when this is not practicable 在严重情况下，应通知家长，并要求他们亲自参加会议讨论问题，或在不可行的情况下通过电话进行讨论。
- If necessary and appropriate, police will be consulted 如有必要且合适，可以咨询警察的意见。
- The bullying behaviour or threats of bullying must be investigated and the bullying stopped quickly 必须对霸凌行为或霸凌威胁进行调查，并迅速制止霸凌行为。

An attempt will be made to help the bully (bullies) change their behaviour. 将尝试帮助霸凌者改变他们的行为。

Outcomes 结果

- The bully (bullies) may be asked to genuinely apologise. Other consequences may take place.



- 霸凌者可能会被要求真诚道歉。可能会有其他后果。
- In serious cases, suspension or even exclusion will be considered. 在严重情况下，将考虑暂停或甚至开除。
- If possible, the students will be reconciled. 如果可能的话，学生将会被调解以实现和解。

After the incident/incidents have been investigated and dealt with, each case will be monitored to ensure repeated bullying does not take place. 在调查和处理完事故后，每个案件将会被监测，以确保不会再次发生重复的霸凌行为。

Prevention 预防

We will use KIDSCAPE methods for helping young people to prevent bullying. As and when appropriate, these may include 我们将使用英国 KIDSCAPE 方法来帮助年轻人预防霸凌。在适当的情况下，这些方法可能包括：

- writing a set of School rules 制定一套学校规则
- asking students to sign a behaviour contract 要求学生签署行为合同

holding discussions about bullying and why it matters 进行关于霸凌及其重要性的讨论。

Following a report of Bullying 在收到霸凌报告后：

- If a member of staff believes that bullying is taking place, they should allow the victim to talk whilst reassuring the student that the school will deal with it sensitively but firmly.
如果一名教职员相信正在发生霸凌，他们应该让受害者倾诉，同时安慰学生，告诉他们学校会以敏感而坚决的方式处理此事。
- The member of staff must refer any incidents of bullying in writing to a member of the Leadership Team, who will liaise with the Principal and decide on action to be taken. 教职员必须以书面形式向领导团队的一名成员报告任何霸凌事件，领导团队成员将与校长联系并决定采取的行动。

This may include 这可能包括：

- Talking with the victim. 与受害者交谈
- Asking the victim to write down their version of events. 要求受害者写下他们对事件的版本。
- Calming their feelings. 安抚他们的情绪。
- Talking with the alleged bully. 与涉嫌霸凌的人交谈。
- Informing the parents of both parties. 通知双方的父母。
- Trying to resolve the problem through counselling. 尝试通过咨询来解决问题。
- If the allegation is proven and serious, this may require disciplinary action. 如果指控被证明是严重的，可能需要采取纪律行动。
- Support may be provided for the victim via the Tutor, or through peer mentoring or external agencies. 可以通过导师、同辈指导或外部机构为受害者提供支持。
- The Leadership Team member will liaise with the student's Tutors to monitor the situation, checking that further bullying is not occurring. 领导团队成员将与学生的导师联系，监测情况，确保没有进一步的霸凌行为发生。
- The Leadership Team member will record the incident and action taken 领导团队成员将记录事件和采取的行动。

Guidance on advice to victim and protagonist 关于对受害者和霸凌行为发起者的建议指导：

To the victim 对受害者的建议：

- revenge is not appropriate. 寻求复仇是不适当的。
- involving other students, friends may not help. 涉及其他学生或朋友可能不会有所帮助。
- report future fears or incidents to an appropriate adult. 如果有未来的担忧或事件，应向合适的成年人报告。
- reconciliation or avoidance should be considered. 应考虑调解或避免。



To the protagonist 对霸凌行为发起者的建议:

- behaviour is unacceptable. 行为是不可接受的。
- behaviour is recognised as designed to cause distress. 行为被认定为旨在造成困扰的。
- serious sanctions may follow. 可能会采取严重的制裁措施。
- reconciliation or avoidance should be considered. 应考虑调解或避免。

To the parents 给家长的建议:

- advise their son or daughter to inform the school as soon as possible. 建议他们的子女尽快告知学校。
- reassure that the school does its best to resolve all cases. 安慰他们, 学校会尽力解决所有案件。
- parents who are made aware that their son or daughter is bullying other students are 对于得知自己的儿子或女儿在霸凌其他学生的家长, 应该:

asked to explain that what he/she is doing is wrong and makes others unhappy. 要求他们解释他们的儿子或女儿的行为是错误的, 并使其他人感到不快。

Sanctions 制裁措施:

- Parents informed. 通知家长。
- Student withdrawn from social contact with others. 学生被限制与其他人社交接触。
- Exclusion from individual lessons. 暂停参加课程。
- Temporary exclusion from school. 暂时性停学。
- Permanent exclusion from school. 永久性开除学校。

The school will endeavour to maintain counselling even when sanctions have been applied. If the school feels that a pattern has emerged with an individual who is being bullied, or someone who is bullying, the school will act quickly and sensitively to ensure that this is dealt with. 学校将在采取制裁措施后努力继续提供心理咨询。如果学校感到某个个体受到霸凌或者是霸凌行为的源头存在一种模式, 学校将迅速而敏感地采取行动以确保处理这种情况。

Who is responsible for implementing the policy? 谁负责执行这项政策?

The Local Campus or Centre staff. 地方校园或中心的工作人员。

When is the policy implemented? 政策何时实施?

Whenever the school is responsible for the conduct and welfare of its students. 每当学校负责管理和关心其学生时。

Monitoring and Success Criteria 监测和成功标准

By the number of reported incidents and responses to questionnaires (parental and student). 通过报告的事件数量和问卷调查 (家长和学生) 的反应来监测。

This policy has been formulated using the following publication 这项政策是根据以下出版物制定的:

Preventing and Tackling Bullying and is informed by a range of materials from the Anti-Bullying Alliance and Kidscapeeg Stay Cool in School by Margaret Goldthorpe and other relevant texts. 英国《预防和应对霸凌》, 并借鉴了来 f 和 KIDSCAPE 等多种材料, 以及 Margaret Goldthorpe 的《Stay Cool in School》和其他相关文本。



Behaviour Policy 学生行为准则

Behaviour Management, Rewards, Sanctions and Exclusion Policy (including drugs and alcohol 2020-2021) 行为管理、奖励、制裁和开除政策 (包括药物和酒精, 2020-2021 年版)

At Avaline School we expect high standards of behaviour and wish to promote positive behaviour in all our students. We value honesty, care for others, respect for self and others and for property and the environment. The rules and procedures that are in place reflect this code but also exist to protect and promote the safety and well-being of all members of the School. This policy is available to all parents, prospective parents and students on demand, through the School website and also through the School Office. The School places particular attention on cyber bullying and any form of e-intimidation. In everything we do, the School is fully committed to its own values and identifying and combating discrimination of all types in compliance with the Equality Act 2010. The School believes in early intervention in terms of disciplinary behaviour and considers it essential that students are aware of what is deemed right and wrong behaviour so that they can enjoy and optimise their experience of the curriculum.

在蔚翎学校, 我们期望学生保持高标准的行为, 希望在所有学生中促进积极的行为。我们重视诚实、关心他人、尊重自己和其他人、以及尊重财产和环境。已经制定的规则和程序反映了这一行为准则, 同时也旨在保护和促进学校所有成员的安全和福祉。本政策可供所有家长、潜在家长和学生要求查阅, 通过学校网站以及学校办公室提供。学校特别关注网络霸凌和任何形式的电子恐吓。在我们所做的一切事情中, 学校完全致力于自身的价值观, 并根据 2010 年的《平等法》, 努力识别和打击各种形式的歧视。学校坚信在纪律行为方面进行早期干预是不可避免的, 学生需要知道什么是被视为正确和错误的行为, 以便享受并优化他们的课程体验。

BEHAVIOUR MANAGEMENT 行为管理

Roles and Responsibilities 角色和责任

The Local Campus and Centre Principal and Head of Centre will be responsible for the implementation and day-to-day management of the policy and procedures. Teaching staff will be responsible for ensuring that the policy and procedures are followed, and consistently and fairly applied. Mutual support amongst all staff in the implementation of the policy is essential. Staff have a key role in advising the Local Principal on the effectiveness of the policy and procedures. They also have responsibility, with the support of the Local Principal, for creating a high quality learning environment, teaching good behaviour and implementing the agreed policy and procedures consistently. The Local Principal and staff will ensure there is no differential application of the policy and procedures on any grounds, particularly ethnic or national origin, culture, gender, religion or disability. They will also ensure that the concerns of students are listened to and appropriately addressed. 蔚翎学习中心校长以及中心主任将负责实施和日常管理政策和程序。教职员工负责确保遵循政策和程序, 并进行一致和公平的执行。在政策实施中, 所有教职员工之间的相互支持至关重要。教职员工在政策和程序的有效性方面具有关键作用。他们还有责任, 在地方校长的支持下, 创建高质量的学习环境, 教导良好的行为, 并一致地实施已同意的政策和程序。地方校长和教职员工将确保政策和程序不会因任何原因, 特别是种族或国籍、文化、性别、宗教或残疾而有不同的应用。他们还将确保学生的关切得到倾听并得到适当的解决。

Parents will be expected to work in partnership with the school to assist the school in maintaining high standards of behaviour and will have the opportunity to raise with the school any issues arising from the operation of the policy. Students will be expected to take responsibility for their own behaviour and will be made fully aware of the school policy, procedure and expectations. Students also have a responsibility to ensure that incidents of bullying and any form of harassment are reported. 家长将被期望与学校合作, 协助学校维持高标准的行为, 并有机会向学校提出由政策操作引发的任何问题。学生将被期望对自己的行为负责, 并将充分了解学校的政策、程序和期望。学生还有责任确保霸凌和任何形式的骚扰事件得以报告。

Encouragement is facilitated by recognition of, and praise for, good behaviour and praise and commendation should be used as much as possible. Failure by students to conform should be dealt with, in the first instance, by speaking to them appropriately and issuing warnings. The procedures indicated below can then be followed, if necessary. 鼓励是通过承认和表扬良好行为来促成的, 尽量多地使用表扬和赞扬。



如果学生未能遵守规定，应首先通过适当的方式与他们交谈并发出警告来处理。然后，可以根据以下所示的程序进行处理，如果有必要的话。

The procedures arising from this policy will make clear to the students how acceptable standards of behaviour can be achieved and will have a clear rationale, which is made explicit to staff, students and parents. The procedures will be consistently and fairly applied and promote the idea of personal responsibility and that every member of the School has a responsibility towards the whole community. 本政策所产生的程序将明确告诉学生如何达到可接受的行为标准，并具有明确的理念，该理念将向教职员工、学生和家長明确说明。这些程序将一贯和公平地应用，并促进个人责任观念，即学校的每个成员都对整个社区负有责任。

Rights and Responsibilities 权利和责任

We believe that every member of the school community has the right to be safe and happy, so that every student can achieve his or her full potential. We all have responsibility to do everything we can to ensure that right for others, and to look out for and protect each other. We expect everyone to behave in ways that support others. Our policy applies to all young people and adults who work in the school, including visitors. 我们相信，学校社区的每个成员都有权安全和快乐，以便每个学生都能发挥他或她的全部潜力。我们所有人都有责任尽一切努力确保他人的权利，并关心和保护彼此。我们期望每个人的行为都能支持他人。我们的政策适用于在学校工作的所有青少年和成年人，包括访客。

Responsibilities for all of us 我们所有人的责任包括：

- Respect each other. 互相尊重
- Respect everyone's right to be safe 尊重每个人的安全权
- Celebrate each other's successes 庆祝彼此的成功成功
- Recognise diversity in others and respect and tolerate differences 认识到他人的多样性，尊重和容忍差异。
- Respect diversity and prevent any form of discrimination against a protected characteristic 尊重多样性，防止针对受保护特征的任何形式的歧视。
- Look after our environment 照顾我们的环境。
- Avoid behaving in a way which is threatening, rude, hurtful or humiliating 避免以威胁、粗鲁、伤害或羞辱的方式行事。
- Do nothing that will damage the reputation of the School – either within the School or outside of the School 不要做会损害学校声誉的事情 - 无论是在学校内部还是在学校外部。

Responsibilities of all Staff 所有教职员工的責任包括：

- Respect each individual student and recognise his or her needs 尊重每个个体学生并认识到他或她的需求。
- Treat all students with dignity and respect 尊重并尊重所有学生。
- Praise and encourage whenever possible 在可能的情况下赞扬和鼓励。
- Ensure rules and expectations are clear 确保规则和期望明确。
- Be fair and consistent in expectations and applications of rules 在规则的期望和应用方面公平且一致。
- Supervise carefully to ensure safety and safeguarding of all students 仔细监督以确保所有学生的安全和保护。
- Listen to students who express concerns 听取表达关切的学生意见。
- Promote British and Chinese Values through the curriculum and extra-curricular activities 通过课程和课外活动推广英国及中国价值观。



Responsibilities of Teachers 教师的责任包括:

- Offer lessons which are stimulating and appropriate for each student 提供激发学生兴趣、适合每个学生的课程。
- Give opportunities for success in as many ways as possible, in and out of lessons 在课内外尽可能多地提供成功的机会。
- Give praise and reward wherever possible, including for good behaviour 在可能的情况下给予表扬和奖励, 包括对良好行为的表扬。
- Communicate concerns about behaviour with parents when appropriate 在适当的情况下与家长沟通有关行为的担忧。
- Treat students with dignity and respect 尊重学生并以尊严和尊重对待他们。
- Respect other students' right to learn in a safe and peaceful environment 尊重其他学生在安全和平的环境中学习的权利。

Responsibilities of Students 学生的责任包括:

- Take responsibility for their actions at all times 随时对自己的行为负责。
- Follow rules in all situations 在所有情况下遵守规则。
- Work hard 努力学习。
- Take action when something is wrong (i.e. tell a member of staff) 当发现有问题时采取行动 (即告诉一位教职员)。
- Avoid behaviour which hurts, disturbs or distracts others, whether directly or through electronic means 避免伤害、打扰或分散他人注意力的行为, 无论是直接还是通过电子方式。
- Listen carefully to tutors and respect reasonable requests 仔细听取导师的建议并尊重合理的要求。

POWER TO SEARCH WITHOUT CONSENT 无需同意即可进行搜索的权力

Members of staff have the power to search without consent if they are aware or strongly suspect that a student may be concealing prohibited items, including: 如果教职员意识到或强烈怀疑学生可能隐藏了违禁物品, 包括但不限于以下物品, 教职员有权在不经同意的情况下进行搜索:

- Knives and weapons 刀具和武器
- Alcohol 酒精类饮品
- Stolen items 被盗物品
- Fireworks 烟花
- Pornographic images 色情图片
- Any article that has been or is likely to be used to commit an offence 任何已经或可能被用于犯罪的物品
- Illegal drugs and banned substances 非法药物和被禁止的物质

REWARDS FOR STUDENTS 学生奖励

The School is keen to show its appreciation of good behaviour and hard work in the full range of activities. A School ethos of encouragement is central to the promotion of good behaviour and hard work. There will be an emphasis on praise both informal and formal to individuals and groups. 学校热衷于表达对学生在各种活动中的良好行为和努力工作的赞赏。鼓励的学校氛围对于促进良好行为和努力工作至关重要。将强调对个人和团体的赞扬, 包括非正式和正式的赞扬。

Students are rewarded for good behaviour/performance in many informal ways within the school. Examples of outstanding work can be commended to the Principal or Vice Principals at any time. 学生会在学校内以许多非正式的方式受到良好行为/表现的奖励。杰出的工作示例可以随时向校长或副校长表扬。



Rewards will be given to students who 将奖励授予以下学生：

- Demonstrate excellent levels of attendance 展示出色的出勤水平
- Complete academic work to an exceptionally high standard 以异常高的标准完成学术工作
- Take part and give their time for extra-curricular activities and demonstrate leadership
Demonstrate significant progress in their studies 参加并为课外活动提供时间，并展示领导能力
- Achieve excellence or recognition for work done outside of the School (including charitable work) 在学业上取得显著进展，在学校外部的的工作中取得卓越或受到认可（包括慈善工作）
- Excel at sporting or other cultural events 在体育或其他文化活动中表现出色

Rewards take various forms and include 奖励采取多种形式，包括：

Celebration Evenings – during which parents are invited to an evening event to be part of the school's recognition of those students who have made significant academic progress or those students who have helped others and enriched the school community 庆祝活动 - 在这些活动中，邀请家长参加晚间活动，以便学校表彰那些取得显著学术进展或帮助他人丰富学校社区的学生。

- Recognition via certificates – presented during term time 通过证书予以认可 - 在学期内颁发
- Recognition and reward through, for example, book tokens or cinema tickets 通过书券或电影票等方式予以认可和奖励
- Letter from the Principal outlining the achievement of a student 校长亲笔信，概述学生的成就

Sanctions For Students 对学生的处罚

It is expected that in most cases concerning discipline a verbal reprimand will be adequate. Students may be subject to suspension from the school for serious misdemeanours or anti-social behaviour. Permanent exclusion may occur when a student commits a serious offence.

通常情况下，对于纪律问题，口头警告通常足够。对于严重的不当行为或反社会行为，学生可能会受到暂时停学的处罚。当学生犯下严重罪行时，可能会发生永久开除的情况。

Misbehaviour In Classes 课堂上的不当行为

Minor transgressions such as inattention or speaking out of turn will be dealt with by the Teacher. More serious disruptive or inappropriate behaviour may result in the student being reported to the Local Head of Centre or Campus. In practice, this is very rare. Members of staff have the power to use reasonable force to prevent students from committing an offense, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom.

轻微的违规行为，如不专心或插话，将由教师处理。更严重的干扰性或不当行为可能会导致学生被报告给中心或校区的负责人。在实践中，这种情况非常罕见。教职员有权使用合理的力量来防止学生犯罪，伤害自己或他人，或损害财产，并在课堂上维护良好的秩序和纪律。

Bullying 霸凌

Any occurrence of bullying will immediately be reported in accordance with the Anti-Bullying Policy and the person to whom it is reported to will take such action as is necessary. This may include disciplinary sanctions and, if necessary, expulsion. All incidents of bullying are taken very seriously.

任何霸凌事件将立即按照反霸凌政策进行报告，接收报告的人将采取必要的行动。这可能包括纪律处分，必要时会开除。所有的霸凌事件都受到非常严肃的对待。

Infringement of School Rules 违反学校规定

The breaking of School rules may result in loss of privileges, a reprimand or confiscation of goods e.g. mobile phone. Persistent breaking of rules will result in suspension.

违反学校规定可能会导致丧失特权、口头警告或没收物品，例如手机。持续违反规定将导致暂时停学。

Exclusion 开除



Serious or persistent disregard of School rules may result in a student being either temporarily or permanently excluded from School 严重或持续不遵守学校规定的行为可能会导致学生被暂时或永久开除出学校。

Suspension or Temporary Exclusion 暂时停学或临时开除

A student may be suspended for a fixed period of time, usually not more than one week, for a serious breach of School rules. Persistent antisocial behaviour or failure to comply with rules may also result in suspension. The Local Principal may suspend a student for other serious offences such as bullying or theft. All students suspended will only be allowed back into the School following a readmission interview with parents or Guardian. The purpose of the readmission interview is to revisit why the student was suspended and whether the student recognises their fault and whether there is an opportunity for restorative justice. 学生可能因严重违反学校规定而被暂时停学，通常不超过一周。持续的反社会行为或未遵守规定也可能导致暂时停学。本地校长可能会因霸凌或偷窃等其他严重违规行为而暂停学生。所有被暂停学的学生只有在与父母或监护人进行再次录取面试后才允许返回学校。再次录取面试的目的是重新审视学生为何被停学，学生是否认识到了自己的过错，以及是否存在修复性司法的机会。

Permanent exclusion 永久开除

Any student who is found to be in possession of or using any controlled drug or illegal substance must expect to be asked to leave the School immediately. Persistent or serious misbehaviour, such as gross rudeness to a member of staff, or failure to co-operate with the aims of the School may also result in a student being asked to leave the School. 任何被发现拥有或使用任何受控制的药物或非法物质的学生都必须准备立即被要求离开学校。持续或严重的不当行为，如对教职员工的极其粗鲁，或未能配合学校的目标，也可能导致学生被要求离开学校。

Procedure 程序

- The Local Principal or Head of Centre will explain clearly to the student what he or she is accused of; 本地校长或中心负责人将清楚地向学生解释他或她被指控的内容；
- The student will be given the opportunity to explain his or her point of view; 学生将有机会解释自己的观点；
- The Local Principal or Head of Centre will normally consult the parents of the student concerned before deciding to exclude the student permanently, unless the offence is so serious as to warrant immediate removal of the student from the School. The Chair of Advisers will be informed immediately; 通常在永久开除学生之前，本地校长或中心负责人将与学生的父母协商，除非犯罪如此严重以至于需要立即将学生从学校撤离。将立即通知顾问主席；
- Parents will be expected to make arrangements for the student to be removed from the School as soon as possible. 父母将被要求尽快安排学生离开学校。

Under certain circumstances the Local Principal or Head of Centre may decide to exclude a student either temporarily or permanently. The School operates a zero-tolerance policy towards drugs, alcohol or serious racial or other discriminatory behaviour to students or staff. For clarity the School deems it a serious offence if any student is caught with or using any substance that is prohibited by law, including cannabis and all forms of class A-C as under the Misuse of Drugs Act 1971 and the all NPS drugs as described in the Psychoactive Substances Act 2016. Possession of drugs, NPS or alcohol for personal use or with the intent to supply is very likely to result in permanent exclusion. 在某些情况下，本地校长或中心负责人可能会决定暂时或永久开除学生。学校对学生或员工涉及药物、酒精或严重的种族或其他歧视性行为采取零容忍政策。为了明确起见，如果学生被发现携带或使用任何根据 1971 年药物滥用法案和 2016 年精神活性物质法案列为非法的物质，包括大麻和 A-C 类的所有形式，学校将视其为严重违规行为。持有药物、精神活性物质或酒精供个人使用或供应他人的意图极有可能导致永久开除。

If a student is caught or found (either directly or through camera evidence) to be possessing or distributing banned substances, the following procedure will be followed 如果学生被抓到或被发现（无论是直接还是通过摄像头证据）携带或分发被禁止的物质，将按照以下程序进行处理：



If a criminal offence has been committed, the Police will be informed and parents immediately informed by telephone of all drug-related incidents 如果已经犯下刑事罪行，将通知警方，并通过电话立即通知父母所有与毒品有关的事件。

If drugs are found in the possession of a student, then this is likely to result in an immediate permanent exclusion. 如果学生携带毒品，那么这很可能导致立即永久开除。

If a student has taken drugs or some unknown substance and is subsequently ill, then the well-being of that student takes priority and first aid and medical assistance will be given; any enquiries or actions are secondary to the recovery of the student. 如果学生已经服用毒品或某种未知物质，并随后感到不适，那么首要考虑的是学生的健康，将提供急救和医疗帮助；任何调查或行动都次于学生的康复。

The following are also regarded as very serious breaches of School rules (the list is not exhaustive) and are likely to result in temporary or permanent exclusion depending on circumstances and the student's previous history: 以下行为也被视为非常严重的违反学校规定（列表不是详尽无遗的），具体情况和学生以前的记录可能导致暂时或永久开除：

1. Theft 盗窃
2. Vandalism to School property 破坏学校财产
3. Arson 纵火
4. Smoking on School premises (including e-cigarettes) 在学校校园内吸烟（包括电子烟）
5. Bullying or any acts of violence or intimidation/discrimination against fellow students (within or outside of the School) 针对其他学生的霸凌行为或任何暴力、恐吓/歧视行为（无论在学校内还是外）
6. Chronic absenteeism 长期旷课
7. Possession of offensive weapons 携带攻击性武器
8. Aggressive, rude, abusive or inappropriate behaviour towards staff/visitors or other students 对工作人员/访客或其他学生的侵略性、粗鲁、滥用或不当行为
9. Disruptive behaviour to either fellow students or teachers/staff 对同学或教师/工作人员的干扰行为

Persistent breaches of School rules 持续违反学校规定

Appeals 上诉

Parents wishing to appeal against the Principal's decision are entitled to be heard by the Chairman of the Board of Advisors. 希望对校长的决定提出上诉的家长有权向顾问委员会主席提出申诉。

The School Behaviour Rules For Students 校园学生行为准则

Students are reminded of the following expectations: 学生应遵守以下期望：

Do 应该遵守

1. Behave in a manner that respects the right of others to work and study in an appropriate atmosphere 以一种尊重他人权利的方式行事，以在适当的氛围中工作和学习
2. Wear your ID card attached to a lanyard (once issued) 佩戴您的学生证，系在吊带上（一旦发放）
3. Respect and follow the instructions of the security staff at the School 尊重并遵循学校安全人员的指示
4. Be courteous to others and respect their religious and cultural practices 对他人友好，并尊重他们的宗教和文化习惯
5. Follow instructions given by staff 遵循工作人员的指示
6. Ensure that all mobiles are on silent and placed inside a bag and not on the desk 确保所有手机处于静音状态，放在书包内，而不是桌子上



7. Arrive at School on time and with the appropriate equipment for classes 准时到校，并携带适当的课程装备
8. Be punctual for all lessons; teachers may disallow students entry to their class if they are significantly late without a valid reason; they will be asked to see their Head Centre or one of the Local Principals 所有课程应准时上课；如果没有有效理由，老师可以阻止学生进入他们的课程；他们将被要求去找他们的校区主任或其中一位校本部主任
9. Report yourself to reception if you are late and ask to be brought up to the lesson with a member of staff who will explain your reason for being late 如果你迟到了，应该自己前往接待处，并要求由一名工作人员陪同前往课堂，工作人员会为你解释你迟到的原因
10. Expect a teacher to confiscate a mobile phone or other e-device (lap top or iPAD) if they have repeatedly asked you politely to refrain from using or looking at it; any device will be returned at the end of the lesson and kept in full sight of the student 如果老师已经多次礼貌地要求你不要使用或查看手机或其他电子设备（笔记本电脑或 iPad），你应该期望老师会没收手机或其他电子设备；任何设备将在课程结束时归还，并始终放在学生的视线内
11. Meet homework and coursework deadlines and be aware of dates of examinations and examination entry 遵守家庭作业和课程作业的截止日期，并了解考试日期和报考要求
12. Respect School property, handle equipment with care and use litter bins 尊重学校财产，小心使用设备并使用垃圾桶
13. Report any accidental damage or matters that may concern you regarding health and safety 报告任何意外损坏或关于健康和安全方面可能让你担忧的事情
14. Come to School appropriately dressed 穿着合适地前往学校
15. Comply with requests of staff and tutors concerning matters of health and safety in School or in the immediate vicinity 遵守有关学校或附近环境健康和安​​全事项的工作人员和导师的要求
16. Inform the School if you have any specific allergies or you need access to specific medications 如果你有特定的过敏反应或需要使用特定药物，应通知学校
17. Inform senior staff or your Personal Tutor of any grievances or disputes. 如果你有任何不满或争议，应通知高级工作人员或你的个人导师。
18. Keep the School up to date with contact details and any change of circumstances 保持联系方式的及时更新，以及任何情况的变化
19. Attend meetings with your Personal Tutor 出席与个人导师的会议
20. Treat staff and other students with consideration and courtesy 以体贴和礼貌的方式对待工作人员和其他学生
21. Keep noise down to a reasonable level, especially in classes, corridors and the canteen 保持噪音在合理的水平，特别是在课堂、走廊和餐厅
22. Keep to a walking pace in the building and especially on the stairs 在建筑物内，特别是在楼梯上，保持步行速度
23. Behave in the way expected in School when travelling from School to external places such as sports centres and during outings 在从学校前往体育中心等外部地点以及外出期间，表现出在学校所期望的行为方式
24. Maintain an attendance record at or above 95% 保持出勤率达到或超过 95%
25. Comply with all School Health and Safety rules and regulations 遵守学校的所有健康和安​​全规则和法规
26. Report anything that you notice that is not quite right in the School, including items that may relate to H&S or people within the School that seem suspicious 报告你注意到的学校内不正常的事情，包括可能与健康和安​​全有关的物品或看起来可疑的人员

Do not 不应该

1. Engage in any form of plagiarism or submit work that is not your own 以任何形式参与抄袭或提交不是你自己的作业
2. Bring alcohol or illegal drugs to School (including legal highs) or arrive under their influence 携带酒精或非法药物进入学校（包括法律允许的饮品）或在其影响到校
3. Interfere with others' right to enjoy the School in the common parts (corridors, passages, canteen, etc.) through anti-social behaviour and excessive noise 通过反社会行为和过多噪音干扰他人 在学校公共区域（走廊、通道、餐厅等）享受学校的权利
4. Smoke cigarettes or E-cigarettes on site 在校园内吸烟或使用电子烟



5. Attempt to sell or give other students alcohol or illegal drugs 试图向其他学生出售或提供酒精或非法药物
6. Hit, threaten, abuse or bully or discriminate against others in any manner through verbal, physical or via social media platforms 通过口头、身体或社交媒体平台对其他人进行打击、威胁、辱骂、霸凌或歧视
7. Engage in any activity that discriminates against others on grounds of race, ethnicity, gender, religion, sexual orientation or ability (mental or physical) 参与任何歧视他人的活动，包括种族、族裔、性别、宗教、性取向或能力（智力或身体）方面的歧视
8. Carry any weapons or blades in the School (or anywhere outside) 在学校（或学校外的任何地方）携带任何武器或刀片
9. Interfere with the fire alarm system or tamper with fire extinguishers 干扰火警系统或篡改灭火器
10. Interfere with the Lockdown alert system of the School 干扰学校的封锁警报系统
11. Use graffiti or disfigure any elements of the School's walls, corridors, staircase, entrance hall, paintings or posters 使用涂鸦或毁坏学校的墙壁、走廊、楼梯、入口大厅、画作或海报的任何元素
12. Object to any search of personal property or person following a theft at the School; (female students will be searched by a female member of staff and all searches are only of surface clothing and bags) 在学校发生盗窃后，反对对个人财产或个人进行搜查；（女学生将由女性工作人员搜查，所有搜索仅限于表面衣物和包装袋）
13. Bring food or fizzy drinks into classrooms or laboratories 将食物或汽水带入教室或实验室
14. Attempt to record (sound or visual) any lessons or the comments of a teacher without the express permission of the teacher; this will be considered a very serious offence 未经老师明确许可，试图记录（声音或视觉）任何课程或老师的评论；这将被视为非常严重的违规行为
15. Take photos of other students or staff without their expressed permission 未经其他学生或工作人员的明确许可，拍摄他们的照片
16. Download or disseminate any material from the Web that is likely to offend, encourage any form of extremist view or behaviour 下载或传播可能冒犯、鼓励极端观点或行为的网络材料
17. Engage in cyber bullying or intimidation through the use of Facebook or other social media platforms 通过社交媒体平台进行网络霸凌或恐吓
18. Refer to any member of staff in social networks without their permission 未经许可在社交网络中提及任何工作人员
19. Contact any member of staff through social media networks 通过社交媒体网络联系任何工作人员
20. Use mobile phones or other electronic devices during class unless specifically allowed by the tutor 除非导师明确允许，否则不要在课堂上使用手机或其他电子设备
21. Chew gum in lessons or disrupt lessons in any way 在课堂上咀嚼口香糖或以任何方式干扰课堂
22. Play loud music in the corridors, canteen or during classes 在走廊、餐厅或课堂上放大声音的音乐
23. Listen to music via mobiles or other devices without the permission of staff 未经工作人员许可，在手机或其他设备上听音乐
24. Talk and disrupt other students during lessons or in the library 在课堂上讲话并干扰其他学生，或者在图书馆里这样做
25. Attempt to distract other students during lessons or engage in low-level anti-social behaviour 试图在课堂上分散其他学生的注意力，或者参与低级别的反社会行为
26. Wear "hoodies" inside the School; staff will ask you to remove them 在学校内穿着带兜帽的衣物；工作人员将要求您脱掉帽子
27. Dress in a manner that is likely to shock or offend others 以可能令人震惊或冒犯他人的方式着装
28. Congregate outside the School entrance and block the public access on the street 在学校入口外面聚集并阻塞街道上的公共通道
29. Engage in any anti-social behaviour in or around the School 在学校内部或周围参与任何反社会行为
30. Engage in any activity that is likely to bring the School into disrepute and damage its reputation 参与可能使学校声誉受损的任何活动，损害学校的声誉



Attendance Statement 学生出勤率

The School has a strict policy on attendance and all students are required to understand and respect it. Unauthorised absences are not tolerated and parents are quickly informed. If a student develops a pattern of unauthorised attendance or cumulatively has too many unexplained absences, then he/she will be suspended or permanently excluded. If a student has an authorised absence, then the School must be informed by parent/guardian and documentary evidence should be provided to support it. A record is kept of any absences and registers are taken in every lesson. 学校对出勤情况有严格的政策，所有学生都必须了解并尊重这一政策。未经授权的缺勤是不被容忍的，学校会迅速通知家长。如果学生出现未经授权的缺勤情况或累积了太多未经解释的缺勤，那么他/她将被停学或永久开除。如果学生有经授权的缺席，那么学校必须由家长/监护人通知，并提供支持的文件证明。所有的缺席都会被记录下来，每节课都会进行考勤登记。

We expect all of our students to have as near a 100% record of attendance as possible as well as an excellent record of punctuality for lessons. 我们期望所有的学生都能尽可能地保持近乎 100% 的出勤记录，以及对课程的准时出勤记录。

Surname 姓 *		First Names 名 *	
Preferred Name 英文名		Date of Birth 出生日期 *	
Course Details 就读课程 *			
Centre Details 就读校区 *			

I / We accept the place which has been offered to me/us for the student (named above), on the terms of:
我/我们接受为上述学生所提供的学位，并同意以下条款：

- the offer letter 书面录取通知
- this acceptance form 这份接受表格
- the School's Terms and Conditions enclosed with the offer letter 随录取通知附上的学校条款与条件
- the School's fees list, as varied from time to time. 学校的费用清单，随时可能会有变动
- the School's Behaviour Management, Rewards, Sanctions and Exclusions Policy (Behaviour Policy) 学校的行为管理、奖励、处分和开除政策（行为政策）
- the School's Privacy notice to Parents 学校向家长提供的隐私通知
- the School's Privacy notice to Students 学校向学生提供的隐私通知

Cancellation rights 取消权利

I / We understand that I/we may cancel this agreement at any time within 14 days of the date of acceptance only if the offer is made and accepted entirely at distance by means of post, fax or electronic communication.

我/我们理解，只有在录取通知完全通过邮寄、传真或电子通信等远程方式进行，并且在录取通知的日期之后的 14 天内，我/我们才能取消此协议。

Declarations by the signatories to this acceptance form 签署此接受表格的签署人声明：

I / We declare as individuals and jointly that: 我/我们以个人身份和共同身份声明：

Terms and conditions: Before signing this acceptance form, I / we have read and understood and I / we agree to the School's Terms and Conditions and, where appropriate, the Conditions of Award of a scholarship, which will undergo reasonable change from time to time. I / We have retained a copy of the School's Terms and Conditions with our records.

条款和条件：在签署此接受表格之前，我/我们已经阅读并理解，并同意学校的条款和条件，如适用，奖学金的授予条件，这些条件将不时进行合理的更改。我/我们已经保存了学校的条款和条件的副本在我们的记录中。

Disclosures: I / We have already provided and will continue to provide details of any medical condition, health problem or allergy affecting the student; any learning difficulty, disability, or special educational need of the student, as well as any behavioural, emotional and / or social difficulty of the student (for example dyslexia, dyspraxia, attention deficit disorder, visual or hearing impairment or any condition requiring use of a wheelchair). I / We attach in confidence details of any relevant information received since my / our previous disclosure.

披露：我/我们已经提供并将继续提供关于学生的任何医疗状况、健康问题或过敏反应的详细信息；学生的任何学习障碍、残疾或特殊教育需求，以及学生的任何行为、情感和/或社交问题（例如阅读障碍、发育障碍、注意力缺陷障碍、视觉或听力障碍或需要使用轮椅的情况）。我/我们会保密地附上自我/我们上次披露以来收到的任何相关信息的详细资料。



Safeguarding: I / We, before signing this form, have disclosed in full and continue to provide information that relates to safeguarding and child protection issues.

保护措施：在签署这份表格之前，我/我们已全面披露，并将继续提供与保护措施和儿童保护问题相关的信息。

Medical matters: I / We have completed / will complete in confidence the School's Application form with Medical and SEN section and will continue to provide all relevant information about any medical condition, health problem, or allergy which affects the student and / or which may prevent the student from taking a full part in the School's academic and games or sports curriculum, outdoor activities and educational visits or if the student has been in contact with anyone with an infectious or contagious disease.

医疗事项：我/我们已经填写/将会填写学校的医疗和特殊教育需求部分的申请表，并将继续提供所有关于学生的任何医疗状况、健康问题或过敏反应的相关信息，这些信息可能会影响学生是否能够充分参与学校的学术、体育课程、户外活动和教育参观，或者如果学生与患有传染性或接触传染病的人有过接触。

Parental responsibility: I / We understand that this declaration applies only when the Parents of the Student are contracting with the School and the Student is aged under 18 years. I / We both have parental responsibility (i.e. legal responsibility) for the student named above. I / We confirm that no other person's consent is required for the student to attend the School.

父母责任：我/我们明白，这份声明仅适用于当学生的父母与学校签订合同，并且学生未满 18 岁的情况。我/我们都对上述学生拥有父母责任（即法定责任）。我/我们确认没有其他人需要同意学生就读学校。

If any person signing this acceptance form does not have parental responsibility for the student, please provide a brief written explanation of the relationship between that person and the student together with the name(s) of all others with parental responsibility for the student.

如果签署这份接受表格的任何人不对学生拥有父母责任，请提供一个简短的书面解释，解释该人与学生之间的关系，以及所有其他对学生拥有父母责任的人的姓名。

Authorities given by the Parents / Student Payer 家长/学费支付人授权

I / We give the following express authorities on behalf of myself / ourselves and (so far as I am / we are entitled to do so) on behalf the student.

我/我们代表自己以及（只要我/我们有资格代表的话）代表学生，授予以下明确的授权。

Commencement of services: I / We consent to the school providing educational services to the student if he / she starts as a student at the School within 14 days of the date of this acceptance form.

服务的开始：如果学生在填写此接受表格后的 14 天内成为学校的学生，我/我们同意学校向学生提供教育服务。

Educational visits: I / We consent to the student taking part in all educational visits which take place off school premises while he / she is a student at the school.

教育参观：我/我们同意学生在成为学校学生期间参加所有学校校外教育参观活动。

Transport: I / We consent to the student travelling by any form of public transport and / or in a motor vehicle driven by a responsible adult who is duly licensed and insured to drive a vehicle of that type.

交通：我/我们同意学生乘坐任何形式的公共交通工具，或者由持有适当牌照和保险的负责成年人驾驶的机动车辆出行。

Student Photo/Video 学生照片/视频

- Avaline School are granted permission to take photographs and/or videos of the student. 蔚翎学校获得允许拍摄和/或录制学生的照片和/或视频。
- Avaline School are granted full rights to use the images resulting from the photography/video filming, and any reproductions or adaptations of the images for fundraising, publicity or other purposes to help achieve the school's aims. This might include (but is not limited to), the right to use them in printed and online publicity, social media and press releases. 蔚翎学校获得完全使用这些照片/视频以及这些照片/视频的复制品或改编版进行筹款、宣传或其他有助于实现学校目标的用途的权利。这可能包括（但不限于）在印刷和在线宣传、社交媒体和新闻稿中使用这些照片。
- The student's images will be held in accordance with the Data Protection Act; 学生的图像将按照数据保护法的规定进行保存；



- That the images of the student captured in the video recordings and/or photographs will be the copyright of the school and other intellectual property which arises in the recordings will also belong to the School; 在录制的视频和/或照片中捕捉到的学生图像将归学校所有的版权，其他在录制中产生的知识产权也将归学校所有；
- The images will not be associated with distressing or sensitive issues; 这些图像不会与令人不安或敏感的问题相关联；
- The School will regularly review and delete any unwanted material; 学校将定期审查和删除任何不需要的材料；
- You can ask the School to stop using the student's images at any time, in which case they will not be used in future publications but may continue to appear in publications already in circulation. 您可以随时要求学校停止使用学生的图像，届时它们将不会在未来的出版物中使用，但可能会继续出现在已经流通的出版物中。

Terms and Conditions 条款与条件

Attendance: The School has a strict policy on attendance and all students are required to understand and respect it. Unauthorised absences are not tolerated and parents are quickly informed. If a student develops a pattern of unauthorised attendance or cumulatively has too many unexplained absences, then he/she will be suspended or permanently excluded. If a student has an authorised absence, then the School must be informed by parent/guardian and documentary evidence should be provided to support it. A record is kept of any absences and registers are taken in every lesson.

出勤：学校对出勤有严格的政策，所有学生都需要理解并尊重该政策。不允许未经授权的缺勤，学校会迅速通知家长。如果学生形成了未经授权的出勤模式或累积了太多未解释的缺勤，那么他/她将被暂停或永久开除。如果学生有经授权的缺勤，那么家长/监护人必须通知学校，并提供书面证据来支持。学校会记录任何缺勤情况，并在每节课上进行点名。

We expect all of our students to have as near a 100% record of attendance as possible as well as an excellent record of punctuality for lessons 我们期望所有学生的出勤记录尽可能接近 100%，并且对课堂的守时记录也非常优秀。

Withdrawal from the Course 撤销课程

1. If the student decides to withdraw from the course at any point after they have registered on the course, they are not entitled to a refund of any tuition fees they have already paid, and are liable for the remainder. 如果学生决定在注册课程后的任何时间退出课程，学校将不会退还已支付的任何学费，且学生需要承担后续所产生的费用。
2. If a student decides to withdraw from the course before the course start, the School will retain deposit £5000, but any remainder will be refunded. 如果学生决定在课程开始前退出课程，学校将保留押金 5000 英镑，但将退还任何剩余部分。
3. If a student decides to withdraw from the course after the course start, they are not entitled to any refund of any tuition fees already paid, and are liable for the remainder up to the full tuition fee amount. 如果学生在课程开始后决定退出课程，学校将不会退还已支付的任何学费，且学生需要承担后续所产生的费用。
4. Rare cases of special consideration and extreme, unexpected circumstances leading to the student's non-arrival or withdrawal from the course will be considered by the Local Principal on an individual basis. 针对学生未能到达或退出课程的特殊情况和极端、意外的情况，将由当地校长根据个体情况进行考虑。

Expulsion: If the student is expelled from the course, for any reason, they are not entitled to any refund of tuition fees paid, and are liable for any outstanding balance. 开除：如果学生因任何原因被开除出课程，学生将不得退还已支付的学费，并应承担任何未付清的费用。

Provision Of Education 教育的提供

1. The School will do all that is reasonable to provide an educational environment and teaching of a range, standard and quality which is suitable for the student. 学校将尽一切合理的努力提供适合学生的教育环境以及适当的标准和质量的教育。



- The School cannot guarantee that the student will achieve his or her desired results or that their results will be sufficient to enable the student to gain entry to other educational establishments. 学校不能保证学生将达到他们期望的成绩，或者他们的成绩足以使他们获得其他教育机构的入学资格。
- The right is reserved to the Course Director to organise the course and the structure of the course in the most appropriate manner to meet the requirements of the course community as a whole, including other students and staff. 课程主任保留以最适当的方式组织课程和课程结构的权利，以满足整个课程社区的要求，包括其他学生和教职员工。

General 一般条款

The School may change these Terms and Conditions from time to time. The student will be provided with a copy of any revised Terms and Conditions before any changes are enforced.

学校可能会不时更改这些条款和条件。在强制执行任何更改之前，将向学生提供修订后的条款和条件的副本。

If the School undergoes any changes during the student's time at the School which we consider will have a significant impact on the student's education and welfare, the School will give the student as much notice as possible.

如果学校在学生在学校的时间内发生任何变化，我们认为这将对学生的教育和福祉产生重大影响，学校将尽可能提前通知学生。

Signatures 签名

By signing these Terms and Conditions, the student and, where applicable, their parent(s) or legal guardian(s), agree for the School to process the student's personal information as is deemed necessary for the legitimate purposes of the School.

通过签署这些条款和条件，学生和（如适用）他们的父母或法定监护人同意学校根据学校认为必要的合法目的处理学生的个人信息。

I / We have paid by bank transfer * / debit card * for the fee being the Acceptance Deposit and Registration Fee which will be held without payment of interest in the general account of the School in accordance with the School's Terms and Conditions referred to above.

我/我们已通过银行转账* / 借记卡*支付学费，这是接受押金和注册费，将根据上述学校的条款和条件存放在学校的一般账户中，不支付利息。

Student Name 学生姓名:	Secondary Signatory 第一监护人	Secondary Signatory 第二监护人
Student's Signature 学生签字:	Signature 监护人签字	
Name in full (please include all names) 监护人姓名		
Relationship to student 与学生的关系		
Date 日期		

