



# English in Totnes

A boutique language school in beautiful Devon

## **English in Totnes Attendance and Lateness for Junior and Young Adult Students under 18 years old**

You must attend all of your lessons and activities. It is very important that we know where you are at all times. We check your name on the attendance list before every lesson or activity. If you are ill, you or your host family must contact us. You can call your Group Leader or the school emergency number.

### **Attendance**

If you are absent without permission, we will search for you until we have made contact and know how you are and where you are.

### **Punctuality**

You must arrive on time for lessons and activities. If you are delayed for any reason, please inform your Group Leader or call the school emergency number. You can ask your host family to call for you if you prefer.

We have an attendance register for every class and activity. If you are late, you will be marked 'late' on the register. Unexplained absence or persistent lateness will be treated as a disciplinary matter and you may be excluded from certain activities.

### **Illness During Lessons or Activities**

If you start to feel ill during a lesson or an activity, tell your teacher or social leader. Another member of staff can supervise you away from class or the activity if you need to have a break. We have staff who are trained in first aid for minor injuries, and if necessary, we will arrange for you see a doctor.



**English in Totnes**, Gate House, 2 High Street, Totnes, TQ9 5RZ

T: +44 (0)1803 865722, E: [info@englishintotnes.com](mailto:info@englishintotnes.com), W: [www.englishintotnes.com](http://www.englishintotnes.com)

Registered in England and Wales. Company no: 07116300. Registered at the above address.