



## **Student Code of Conduct**

Effective Date: 1 January 2026

### **1. Purpose of This Code**

This Code of Conduct sets out the expected standards of behaviour for all students enrolled with Kingsbridge Communication Academy (KCA). By joining any KCA course, students agree to follow these rules in order to maintain a safe, respectful and productive learning environment.

### **2. General Behaviour Expectations**

All students are expected to treat tutors and fellow students with courtesy and respect, communicate politely and professionally, respect cultural and religious differences, follow tutor instructions and contribute positively to lessons. Any form of bullying, harassment, discrimination, racism, abuse or intimidation is strictly prohibited.

### **3. Online Classroom Etiquette**

During live online sessions students must join on time, use their real name, keep microphones muted unless speaking, avoid background noise or distractions, dress appropriately, use respectful language and avoid any disruptive behaviour. Repeated lateness or disruption may result in removal from a session.

### **4. Respect for Others**

Students must not use offensive language, make discriminatory jokes or comments, engage in political or personal arguments, embarrass other students or share personal information about others without permission. KCA operates a zero-tolerance policy toward harassment or abusive conduct.

### **5. Use of Group Chats and Communication Platforms**

Where KCA uses WhatsApp, Google Chat or other platforms, students must use them only for course-related purposes, avoid spamming or advertising, not send inappropriate messages, respect the privacy of others and not contact other students privately without consent. Misuse may lead to removal from the course.

### **6. Safeguarding and Under-18 Students**

For students aged 16–17, all communication must remain professional and course-related. Private messaging between students should be avoided and any safeguarding concerns must be reported to KCA immediately. Parental involvement may be required where necessary.

### **7. Recordings and Course Materials**

All sessions are recorded for safeguarding and educational purposes. Students must not download, copy, share or distribute any recordings or materials. Breach of this rule may result in immediate removal from the course without refund.

### **8. Academic Integrity**

Students must complete tasks honestly, not submit copied work, participate genuinely in speaking activities and follow assessment instructions. Dishonest behaviour may result in failure to receive certification.

**9. Attendance and Participation** Students are responsible for attending sessions on time, participating actively and completing any required catch-up work. Failure to attend does not exempt students from course rules or payment obligations.

**10. Consequences of Misconduct**

If a student breaches this Code of Conduct, KCA may issue warnings, remove the student from sessions, restrict access to platforms or remove the student permanently from the course without refund. Serious misconduct may result in immediate removal.

**11. Adherence to Other KCA Policies**

Students must comply with all other Kingsbridge Communication Academy policies and documents, including but not limited to the Terms and Conditions, Refund Policy, Privacy Policy and Attendance and Certification Policy. Breach of any KCA policy may also be treated as a breach of this Code of Conduct.

**12. Student Responsibility**

All students are personally responsible for their own behaviour and conduct while enrolled with KCA. Ignorance of this Code of Conduct or any related policy is not an excuse for misconduct.

**13. Changes to This Code**

KCA reserves the right to update or amend this Code of Conduct when necessary. Any changes will be communicated to students.

Authorised by:

**Choudhry Zeeshan Khan**

Director & Principal Tutor – Kingsbridge Communication Academy

Certified Level 5 TEFL Educator