

IP Rules & Regulations for Southend-on-Sea

These are our rules and regulations to ensure that you behave responsibly and safely during your summer course in our centres. These rules must be adhered to and must be respected by all students.

- **Respect other students:** Our aim is to bring together international young people from all over the world in our course centres, who want to learn a foreign language and gain intercultural experiences. Therefore discriminating, racist or sexist behaviour will not be tolerated.
- **Mandatory Attendance:** The lessons, the daily assemblies/ TTT time to talk, as well as the meals must be attended by all IP students.
- **Leaving the Campus:** All students under the age of 16 participate in a compulsory programme with a wide range of activities. They are not allowed to leave the campus without staff members- even if their parents give them the permission to do so. We also offer an activity called 'Free time in Town' where students under 16yo are accompanied from the campus to the town centre and are allowed up to 2 hours of free time to explore the city centre in pairs or larger groups. This option is offered to all students aged over 13 years. Please note, students under the age of 13 must be accompanied by a member of staff.
- During excursions you will also have the chance to explore and have some free time in pairs or groups with a staff member waiting for you at the meeting point. Please note, students under the age of 13 must be accompanied by a member of staff. Students 13 years and older may leave in groups of two or more.
- Participation in the afternoon activity programme is voluntary for students 16 years and above. They can choose between taking part in the offered programme activities or exploring the town with their friends (must be in pairs) in the afternoon after informing our staff members and signing out. Students will not be allowed to leave the campus without supervision after dinner. Our staff members reserve the right to limit these times when necessary.
- **Curfew/Night Check:** All students must be in their rooms at 10.30 pm. Staff members will conduct a night check at 11pm to ensure that all students are in their rooms.
- **Noise:** Please respect the need for quiet of fellow students and residents living nearby particularly after 10pm.
- **Privacy:** The privacy of fellow students and staff must be respected. Do not enter designated areas or rooms of fellow students without permission.
- **Rooms:** Rooms can only be shared by students of the same sex.
- **Damages/loss of keys:** IP will have to be reimbursed for all damages or loss of keys. In accidental cases, the damages are probably covered by your insurance.
- **Theft:** Please always take care of your belongings as we do not take responsibility for lost or stolen items. We report all thefts to the police. In case no safe and lockable room is available we offer a secure area in our office to store valuables.
- **Fire safety:** Fire doors cannot be blocked or left open. Setting off fire extinguishers will be dealt with as an act of vandalism. There is a 300 GBP penalty charge for setting off the fire alarm unnecessarily.
- **Alcohol:** It is not allowed to consume alcohol of any kind.
- **Smoking/Vaping:** Smoking and vaping is not allowed anywhere in our IP centres regardless of your age. If you are found smoking or vaping whilst participating in our programmes, we reserve the right to confiscate the cigarettes or vape and not return it to you or your parents. You will not be compensated
- **Drugs:** Consumption or dealing of drugs is strictly prohibited.
- **Weapons:** Carrying weapons of any kind (flick knives, tear gas, etc.) is forbidden.
- **Tattoos/Piercings:** Students under the age of 18 are not allowed to get tattoos or piercings during their stay.
- **Swimming:** Please note, that sea swimming is not an IP organised activity, and you are asked not to swim in the sea during your stay. However, it is principally allowed on supervised beaches/pools only

when a lifeguard is present, unless otherwise determined in writing by parents/guardians.

- **Mobiles:** The use of mobile telephones during lessons and assemblies is not allowed. If disregarded, staff may confiscate the mobile phone. IP is not liable for the loss or damage of mobile phones.
- **Social Media:** Students are not allowed to post pictures and/or videos of other participants which may harm their reputation and/or violate their privacy. Please post responsibly.
- **E-Safety:** Accessing, viewing, or sharing inappropriate materials online or via social media is strictly forbidden.

Breaches of Rules and Regulations

Breaking our rules and regulations may result in disciplinary action being taken. All disciplinary action will follow a fair and proportionate process, with students given the opportunity to explain their actions. Serious incidents may be reported to parents, group leaders, or agents as appropriate. This can include, but is not limited to, the removal of privileges (for example, a downgrade of your student bracelet), being removed from an activity, or temporary confiscation of electronic devices.

Repeated offences or any behaviour that causes, or may cause, harm or danger to yourself or others may lead to suspension or removal from the course. In such cases, IP will not cover any additional costs resulting from a student's suspension or dismissal and devices that are not legally allowed for students in the UK (eg vapes) will not be returned.

Should you have any complaints or want to report abusive behaviour, please feel free to talk to any member of staff or email: info@internationalprojects.com For more information on our complaints procedure and our policy on abusive behaviour please see:

https://www.internationalprojects.com/wp-content/themes/international-projects/assets/download/EN/26-ESE_Complaints_Procedure_2026.pdf