

Before your class

- If you are feeling unwell we politely request that you do not attend class
- Please let us know if you have any access requirements
- Tell us if you have an underlying medical condition that will affect your learning experience, or that may be important in an emergency
- Inform us as soon as possible if you will miss class

Arriving for class at New Oriel Hall

- The the main doors should be open, come in turn right and go up the stairs to meeting room 2
- On arrival please familiarise yourself with the venue fire exits and evacuation procedure
- The tutor will welcome students in to the classroom from 5 minutes before the lesson start time
- If you arrive early please wait downstairs in the main hallway until 5 minutes before your lesson start time
- If you are late, please yourself in to the classroom and join the lesson

Arriving for class at Bath Academy

- The front door at Bath Academy is always be locked and does not open when pushed. Please press the buzzer (round button) to your left.
- Tutors will be in the hallway to answer the buzzer between 6.25-6.30pm. We advise you arrive within this window as we may not be able to let you in earlier.
- If you arrive late we may not hear the door buzzer from class and we request you notify your tutor via their Doorbell post in the Student Information area of the Forum [Luli's doorbell post](#) [Esther's doorbell post](#) and follow the instructions in the post, your tutor will come let you in when appropriate to pause the lesson.
- You can do this from your phone using our App or website. If this fails or you are not a website member then call 07892685611
- On arrival please familiarise yourself with the venue fire exits and evacuation procedure

When in class

- Bring your course book, notepad and stationary to class each week. We advise you bring any reading/distance glasses if you require them to see the screen and/or text books
- Help us to keep floors clear of bags, coats and other hazards during class. In the event of an evacuation of the building please follow your tutors instructions
- Use chairs, tables, doors, stairs and any other fittings or equipment in the building safely and for their intended purpose
- We recommend you bring your own refreshments and anything else you require for the lesson and wear warm clothing during the winter months as the old building we use can be cold first thing in the morning and last thing at night

Our culture

- Please show respect to your tutor and other students and avoiding interrupting them, raise your hand or wait until an appropriate moment to comment or answer/ask a question
- Tutors will endeavour to give all students equal opportunities to participate in all lesson activities and may not wish to answer all questions at the time if they deem it not relevant to the lesson objectives or group level.
- Inappropriate, offensive or violent behaviour from students towards our tutors, other students or members of the public will not be tolerated and could result in you being excluded from lessons and your actions being reported to relevant authorities
- If you have any concerns about the conduct or welfare of our tutor or another student please contact us at info@todoelmundo.co.uk or phone 07892685611 if urgent
- Our values are joy, friendship and learning. We welcome all feedback to help us know what we are doing right and what we can improve on.