

Student Code of Conduct

Rules for the students

This is how we do it here | For all students

Version 1 · October 2026

> **In short.** You are here to get a job and a better future. The rules in this code are the rules of a good workplace. If you follow them, you become the kind of worker employers want.

1. Why we have this code

You are at this school for one reason: to get a job and a better future. Everyone who works here has the same goal for you.

Employers tell us what they look for. They want a worker who comes on time, who can be trusted and who does the job properly. A worker like that keeps the job. A worker who is skilled but late and careless does not.

So we train you for working life from the first day. The rules may feel strict. They are strict because we want every employer in the Gambia to say: “Send me a GambiaPartner student.”

> **Your place is valuable.** Many young people are waiting for a place at this school, and most of the cost of your training is paid by people who believe in you. We spend that money on students who want to learn and to work.

2. Our three values

> **Be on time. Be reliable. Do your best.**

- **Be on time.** A worker who is late makes the whole team wait.
- **Be reliable.** Do what you have said you will do. Tell the truth, also when you have made a mistake.
- **Do your best.** Be proud of your work. Finish it properly, also when nobody is watching.

The same rules and the same consequences apply to every student in every trade, and the trainers follow the same values.

3. Time and attendance

- **School starts at 08:45.** You are in your place, ready to work, before the session starts.
- **Every day.** You come to school every school day. Attendance is registered at every session.
- **Tell us.** If you are ill or cannot come, you tell the school before the session starts.
- **The absence limit.** If you are absent for 10% of the time or more, you are not admitted to the examination. A medical certificate is taken into account.

4. Ready to work

- **Uniform.** You wear the school uniform on the school grounds, unless the school has decided something else.
- **Protective equipment.** In the workshop you use the work clothes and the protective equipment the trainer tells you to use.
- **Mobile phone.** Your phone is switched off and put away during lessons and in the workshop.

5. School fees

- **On time.** School fees are paid on time, on the dates given by the school.
- **A problem paying?** Speak to the administration before the date, not after.

6. Tools, materials and the workplace

- **The tools.** You take care of the tools, clean them and put them back in their place.
- **The materials.** You do not waste materials. Cement, timber, cable, pipes and fabric cost money.
- **The workplace.** You leave your work area clean and safe at the end of every day.
- **Quality.** Work that is not good enough is taken down and done again by the student who made it.
- **School property.** Nothing that belongs to the school leaves the school without permission.

7. Honesty and respect

- **Report it.** If you break something or make a mistake, you report it. Reporting has no consequence. Hiding has.
- **Your own work.** In tests and assessments you do your own work.
- **Respect.** You follow the instructions of the trainers and the staff, and you treat every student with respect. Women and men are equal in every workshop.
- **No harassment.** No bullying, no threats, no violence, and no unwanted touching or comments.
- **Alcohol and drugs.** Alcohol and drugs are forbidden at the school, and nobody comes to school under their influence.

8. Safety

- **The safety rules.** You follow the safety rules of the workshop. If you see something dangerous, you stop and tell the trainer.
- **Accidents.** You report every accident and every injury, also small ones.

9. What happens when a rule is broken

We can forgive, but there is always a consequence. The consequence comes the same day, every time, and it is the same for everyone. The trainer gives it.

What happened	The consequence	Who decides
You are late, or not ready to work	Maintenance or farm work after school the same day, one or two hours depending on how late you were	The trainer
You leave tools or the work area dirty, or waste materials	You clean up or do the work again before you go home	The trainer
You break the same rule again and again	A meeting with the Principal and a written warning. Your parent or guardian is informed	The Principal

What happened	The consequence	Who decides
You continue after a written warning	You can lose your place at the school	The Principal
You are absent 10% of the time or more	You are not admitted to the examination	The Principal

Some acts are so serious that a student can lose the place at once, without a warning: theft, violence or threats, sexual harassment, alcohol or drugs at the school, damaging tools, equipment or buildings on purpose, cheating in an examination, and being admitted on false information. Before the Principal decides, the student is always told what the matter is about and is allowed to explain. The parent or guardian is informed.

10. What the school promises you

- **The same rules.** The same rules and the same consequences for every student.
- **Good trainers.** Trainers who come on time, are prepared, and follow the school's rules for staff.
- **Real training.** Training in real skills, with real tools and materials.
- **Respect.** No student is hit, shouted down or treated unfairly.
- **A fair hearing.** If you think a decision is wrong, you can speak to the Principal.
- **Work placement.** Help to find a work placement when you have completed your training.

11. The main prize

At graduation the best student in each trade receives a prize. The main prize of the school does not go to the most skilled student. It goes to the student who has best lived our values: on time, reliable and always doing their best. The trainers record this in every unit, all through the two years.

12. My commitment

I have read this code, or it has been read and explained to me. I understand the rules and the consequences, and I will follow them.

The student	Parent or guardian, and the school
Name: _____	Parent or guardian: _____
Trade: _____	Signature: _____
Signature: _____	For the school: _____
Date: _____	Date: _____