
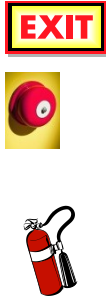





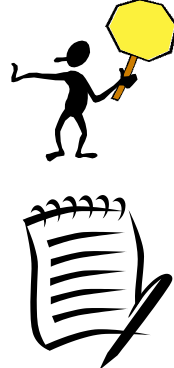


Galway Adult Basic Education Service

Cód Iompair / Code of conduct

	<p>Bí freagrach as do chuid oibre. Tar ag do rang go rialta. Bí in am. Déan do obair bhaile.</p> <p>Take charge of your learning by making sure you attend classes regularly, on time and by working on your skills between classes.</p>
 <p>Oifig/Office 091;50 60 60</p>	<p>Mura mbeidh tú in ann bheith i láthair cuir glaoch ar do theagascóir nó chuig an ionad.</p> <p>Contact your tutor or the centre office as soon as possible if you cannot attend class for any reason.</p>
	<p>Ní mór meas a bheith agat ar fhoghlaimoirí eile agus ar theagascóirí. Ní ghlacfar le ciníochas, gnéaschlaonadh, fóibe homaighnéasach nó caitheamh anuas ar mhíchumas</p> <p>Act respectfully towards all other learners and staff. Any behaviour which is racially or sexually offensive, homophobic or offensive to those with disabilities will not be tolerated.</p>

	<p>Déan cúram do rialacha sláinte agus sábhailteacht. Tabhair áird ar leith ar do shábhailteacht féin agus ar shábhailteacht daoine eile.</p> <p>Be aware of our Health and Safety regulations and act at all times with regard to your own safety and that of others.</p>
	<p>Más é do thoil é coinnigh timpeallacht an ionaid glan agus slachtmhar. Bíodh meas agat ar threalamh agus ar mhaoin an ionaid. Bíodh meas agat freisin ar mhaoin de chuid baill foirne, comhfhoghlaimoirí agus cuairteoirí.</p> <p>Keep the centre clean and tidy. Respect the equipment and property of the centre and that of its staff, other students and visitors.</p>
	<p>Cloígh le polasaí úsáide an idirlíon. Ní cheadaítear úsáid ríomhaire mura bhfuil ball fóirne i láthair san ionad</p> <p>Agree by the centre's Internet Use Policy and remember that use of the computers is permitted <u>only</u> when a staff member is present in the centre.</p>
	<p>Cinntigh do ghuthán póca a chasadh as le linn ranganna.</p> <p>Make sure mobile phones are switched off during classes.</p>

	<p>Tá cosc ar alcól is ar dhrúgaí san ionad. Níl cead freastal ar an ionad faoi thionchar an alcóil nó faoi thionchar drugaí.</p> <p>You must not attend the centre in possession of, or under the influence of, alcohol or illegal drugs.</p>
	<p>Tá cosc ar chaitheamh tobac san ionad</p> <p>Remember smoking is not allowed in any of our buildings.</p>
	<p>Má bhristear na rialacha thuas cuirfear i bhfeidhm an córas seo a leanas:</p> <p>The following approaches will be adopted if the rules are violated:</p> <ol style="list-style-type: none"> 1. Fógra béil / Verbal Warning 2. Fógra scríofa/Written Warning 3. Áit sa rang a chailleadh / Losing a place in the class. <p>Aontaím leis na rialacha thuas/ I agree to the above.</p> <p>Foghlaimoir / Learner</p> <hr/> <p>Dáta / Date: _____</p>

	Ainm Grúpa/Group Name
	Teagascóir / Tutor:
	Rang / Class Time

	Síniú / Signature
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