



DETAILED CONDITIONS OF THE STUDENT CODE OF CONDUCT/CONTRACT WITH SFX (2024-25)

Please read this document very carefully and acknowledge and agree. Students are not enrolled in the college until this is completed

The contract underpins the partnership which has been agreed between the College, students and parents/carers. It sets out important rules and expected standards of student behaviour, which are essential in maintaining SFX as a safe college where learning is the goal of everything we do.

The Learning Agenda

- I understand that SFX only enrolls students who are committed to honouring the College Mission Statement.
- I understand that SFX only enrolls students committed to undertaking full-time education. As such, the College may insist that to remain at SFX, I must undertake the full list of courses agreed when I sign my Learning Agreement in September 2024.
- I will work to the best of my ability and meet all homework/assignment deadlines. I will engage positively in all class activities, group work and discussion. I will also spend adequate time outside class preparing and improving work. I understand that failure to meet coursework or portfolio deadlines may result in my removal from a course. Without a full-time learning programme, I will be asked to leave the College.
- I will behave in a manner that is respectful towards other students and staff and members of the public.
- I will arrive properly equipped to participate fully in all my lessons, with all items necessary for individual learning in every lesson.
- I will aim to consistently achieve 100% attendance
- I will fully engage with the College's compulsory Core Curriculum programme for Religion and Philosophy, Tutorial and Careers.
- I will show full commitment to any Enrichment activity, either compulsory or voluntary, that is organised by the College, e.g. sports, trips, conferences, revision classes, etc.
- Where applicable, I will inform all tutors of planned absences in advance and will ensure that a parent / guardian notifies the college about absence because of illness on the first day of the absence.
- If I am unwell, and wish to go home to recuperate, I will sign out at reception before I leave College.
- I will submit up-to-date medical evidence for ongoing illness, if requested to by the College
- If work experience is part of my programme, I will attend each day and participate fully in all activities that are offered by the employer.
- I will make myself available for my progress meetings with my teachers.
- I understand that the college will share with parents / guardians matters of educational information, including for over 18s unless I am not dependent on a parent / guardian.
- I will abide by the Academic Honesty Policy in all work that is submitted for internal and external assessment.

General Conduct

- I will behave in a way which does not offend others, is not discriminatory, abusive or aggressive in terms of age, disability, gender, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation, and which shows care and consideration for all fellow students and staff and members of the public.
- **I understand that the following types of behaviour will lead to automatic exclusion which, in some cases, may be permanent. (1)**
 - Fighting with / assault on or intimidation of another student, member of staff or member of the public inside or outside the College or in the local area
 - Verbally aggressive or abusive behaviour, inside or outside the College or in the local area, towards another student, member of staff or member of the public
 - Violence by verbal encouragement (incitement of violence)/ aggression, being present in the vicinity of a violent incident and /or failing to inform the college of potential risk / harm to students, staff or members of the public
 - Failure to leave the local area when told to do so by a member(s) of staff
 - Possession of an offensive weapon or item which could cause harm. I understand that the College reserves the right to search students for offensive weapons, and that this is done for the safety of all in our community. I agree, as part of my contract with the College, that I will enter the College building via the search arch, should I be required, at random, and I also agree, as part of my contract with the College, that I am willing to submit my belongings for search before I enter the arch, and myself should I set off the search arch alarm. I understand that those who are in possession of offensive weapons pose a danger to everyone, and will not be allowed to return to the College. Further, the College will have unannounced searches in association with the Metropolitan Police throughout the year.

OFFENSIVE WEAPONS – Students are prohibited from bringing offensive weapons into College. The College has a legal right to search students, if it is reasonably suspected that they may be carrying an offensive weapon. Any student found to be carrying an offensive weapon will be permanently excluded and will be reported to the police.

In this case, the College defines offensive weapons as any items which may be used to cause harm, e.g. fire arms, bb guns, knives, fireworks, blades of any kind, screwdrivers, nunchukas, belts and buckles, laser pens, knuckledusters, large rings, CS gas or pepper spray, any corrosive substance, manually sharpened items or items specifically manufactured to cause harm or altered to have the potential to cause harm.

Students may have a reasonable explanation for bringing into College an item which may cause harm, e.g., an umbrella or belt to hold up trousers. In such cases, if the item is used to cause harm, it will be considered an offensive weapon, and the disciplinary process will be managed accordingly.

- Possession, distribution, selling or storage of drugs, including so-called 'legal highs' (substances with stimulant or mood-altering properties including edibles, the use of which may not yet be banned by current legislation regarding the misuse of drugs), alcohol or stolen goods. I understand that providing other students with 'laughing gas' is now a criminal offence, and that the College will report such incidents to the police. I also understand that the College bans student use of 'laughing gas', and that I may be excluded, if found in possession of 'laughing gas' canisters, full or empty. If found during random searches, the college will initiate disciplinary procedures. The college reserves the right to search any student suspected of carrying illegal substances or substances that may do them or others harm.
- Fraud, e.g. falsifying documentary evidence or other official documents, using lost / stolen credit cards, using fake banknotes or coins in the College or in the local area
- Theft from local businesses, residential properties in the local area, other students, staff or the College, including mobiles / chargers / wires left unattended. Shoplifting will not be tolerated, as it is a criminal offence and brings the College into disrepute.
- Deliberate damage of student, staff or College property or property belonging to local residents or visitors to the local area, including damage to parked vehicles

- Bringing in an outsider or helping an outsider to come into the College without approval, e.g. by sharing an ID card or lanyard, and failing to inform College staff of the presence of an outsider in the College
 - **Bringing the College into disrepute**, e.g. by causing a public nuisance / generating complaints from neighbours, including hanging around in front of/on private property, unnecessarily blocking the pavements in the local area, screaming for no reason near residential areas or at / near bus stops or tube stations, walking in the middle of the road and thus putting self and other road users at risk. **Students should note that they may not go onto local housing estates or other local private residential property under any circumstances.** This provision includes the use of social media that may bring the college into disrepute.
 - Bullying or harassment, whether in person, via third parties (i.e. other students or individuals who are not students) or **on social media**
 - Filming, photographing or recording teachers, students or others without their written permission and /or posting the film/ photo(s)/ recording(s) on social media or sending them to other individuals
 - Engaging in any financial agreement or transaction or sale of goods with another student or assisting a third party to do so
 - Compromising the security of the College and the safety of others by entering or exiting the building through the fire doors except in the event of a fire when the fire doors will automatically open
- **I understand that the following will lead to sanctions up to and including temporary and permanent exclusion:**
 - Failing to comply with the Learning Agenda as expressed above
 - Persistent disruptive/disrespectful behaviour or persistent failure to abide by College regulations

Child on Child abuse: I understand that any form of child on child abuse is unacceptable and will be treated in the strictest way. I understand that child on child abuse includes bullying, violence, harassment, abusive comments and remarks, the sharing of inappropriate images and videos and anything that causes another person to feel humiliated, harassed or bullied.

E-Scooters: I understand that there is no facility in college to store e-scooters or similar modes of transport. I will not bring an e-scooter to college.

Face covering: I understand that I should not be wearing any form of face covering in college. The only exception will be where medical evidence and parental permission has been provided.

Vaping: Anyone found vaping or in possession of a vape or e-cigarette will have this confiscated and not returned and their parents called to inform them of the use/possession of a vape/e-cigarette and to highlight its unacceptable and potentially illegal use.

The decision that a student should be permanently excluded or asked to leave will be made by an Assistant Principal Student Welfare and countersigned by the Associate Principal. Students will be offered the opportunity to appeal to the Principal, whose decision will be final. ⁽²⁾

(1) Where there is the possibility of a criminal offence, the Police Liaison Officer will be contacted

(2) Grounds for Appeal and the Appeals Procedure will be made available if a permanent exclusion letter is issued

Please note: The Appeals Procedure includes the following: *In significant cases, of a serious breach of the code of conduct, and for the safety of our College community, a decision to permanently exclude may have to be taken immediately.*

Further Detail

- I will respect the needs of other students and staff by observing all rules and safety regulations throughout the College, paying particular attention to those in laboratories, workshops, sports areas and all public areas on site. I will behave responsibly in respect of the health and safety of myself and others in the College.
- I will immediately and **without argument** hand my ID card to **any** member of staff who requests it
- I will not pass my ID card or lanyard to another student or anyone from outside the College or in any way assist any individual who is not a current student to come on site.
- I understand that I should not invite friends/acquaintances from outside the College on site or to the vicinity of the College, and that I could be held responsible for any incidents in the College or in the vicinity of the College, which may result from such an invitation.
- I will dispose of all litter and gum using an appropriate bin. I will not spit on site or in public areas. I will not smoke (including E-cigarettes, vapes and illegal substances) or vape in any area of the College or College grounds or outside the College gates in Malwood Road or sitting on the walls of residential or commercial properties in the local area
- I will not play games, e.g., 'Pound Up' or card games, which involve gambling for money or other property, either inside or outside the College.
- If I need to go home because of an emergency when I have timetabled lessons, I will arrange to do so with my Personal Tutor, contact any staff whose lessons I will miss, and sign out at reception
- **I will keep noise levels to a minimum on site and in public places, e.g. at bus stops and in residential areas**
- I will not engage in any trespassing behaviour, e.g. on local council or private residential property or be the cause of complaints to the College from local businesses or residential areas
- I understand that the College cannot accept responsibility for my personal property. I should not bring in valuables or large sums of money. Mobile phones / i-pads/ laptops etc. are brought into College at my own risk. Mobile phones are disruptive to others. My phone / i-pad/ earphones etc. must be **switched off and put away** during lessons, other guided activities, (unless this is required in the lesson) and when working in the LRC, unless a teacher specifically gives permission for work to be done on these. Noise and music from these devices must never disturb the College environment. **Should I ignore these rules, I accept that I will be asked to hand over my equipment to a member of staff.** My equipment will be returned at the end of the College day (4.00 p.m.) at reception. **The College takes no responsibility for lost or stolen items.**
- I understand that birthday cakes, balloons, candles and the ordering of takeaway foods and drinks for celebrations is not permitted in social or other areas, nor is the placing of orders for delivery to College.

I understand that SFX is part of a wider community, which includes local residents, businesses and commuters. I understand that I must follow the guidelines below immediately outside the College and in all roads in the local area:

- Keep noise to a minimum
- Leave enough space for others to use the pavement, particularly the elderly, infirm and those with young children
- Use the bins provided to dispose of litter
- Treat all workers in local businesses and the local area with respect and courtesy

Student Entry To and Exit From The College

I understand that:

- Students may **only** enter the College via the security gates at Main Entrance to the building using their ID card
- Students may not enter or exit the building via fire exits except in the event of a fire when the doors should automatically open to allow exit
- Where a student is not in possession of an ID card, entry to the College may be gained by asking for a temporary ID. Students may request up to three temporary one-day ID cards per term. These must be returned to the Security staff at the end of each day. Students who come without an ID card on more than three occasions per term may gain entry to the College either by purchasing a new ID card (£5) or by returning home to get a forgotten card.
- **Any attempt to force entry or exit, or which results in damage to the security gates will be treated as vandalism of College property and will be dealt with in accordance with the statement about General Conduct above, and may result in exclusion, temporary or permanent.**

- Any attempt to help an intruder gain access to the College via the security gate will be treated in accordance with the Student Code of Conduct and Student Contract
- **Any attempt to by-pass the security system or to ignore those who are employed by the College to oversee the security gates and patrol the corridors will be regarded as flouting the College security system, which is in place for the safety of all, and will be dealt with in accordance with the statements above about General Conduct**

Progression within college

There is no automatic progression on BTEC courses from Level 1 to Level 2 or Level 2 to Level 3. Students hoping to progress to the next level **must fulfil all the minimum requirements below:**

- Achieve a Pass at Level 1 to progress to Level 2
- Achieve a Merit Pass at Level 2 to progress to Level 3
- Have a satisfactory reference from the Personal Tutor, Head of House and BTEC Team Leader
- Have a satisfactory reference from the work experience employer
- Have satisfactory attendance and punctuality, deadline management and complied with the Learning Code (stages)

Progression from Year 1 of a Level 3 programme to Year 2 is subject to an exemplary college record, including attendance, punctuality and behaviour.

Students' Responsibilities for Attendance and Punctuality

I understand and agree to abide by the College expectations for good attendance and punctuality, as set out below:

To ensure you achieve your maximum potential, it is essential you attend all lessons on time. The College sets high standards for learning and achievement, and expects you to achieve 100% attendance and be on time for all lessons. Excellent punctuality and attendance will reflect positively in assignment grades, exam results, references, and progression at SFX or to university/employment. Students pay a high price for taking on too much part-time work. Research shows that grades drop in proportion to hours worked.

Persistent poor attendance and/or lateness will result in disciplinary procedures. As part of the early intervention policy, contact / meeting with a parent /guardian can be arranged at any time. If no improvement is seen, the College reserves the right to pursue poor attendance/ punctuality with the full force of the Learning Code, up to and including permanent exclusion. Students with unsustainable attendance can be asked to leave College at any time during the year.

Attendance

- In the event of illness, or unforeseen absence, a **parent/guardian** must contact the College before 9.00, even if the student's first lesson is later that day. This can be done via email or phone.
- Specialist appointments must be verified by evidence on official headed paper, e.g. hospital appointment, orthodontist, physiotherapist, etc. This evidence must be submitted to the Support Services (reception) desk in **ADVANCE** and the absence will be coded.
- Non-specialist appointments are **unauthorised**, e.g. doctor, dental, opticians, driving lessons, job interviews, etc. and should not be made during the College day.
- Students can review their attendance on Dashboard and parents can access it via the parent portal
- For long term or persistent absence caused by illness, an up-to-date medical certificate must be given to the Head of House, upon request, accompanied by a letter from the student's parent / guardian.

- For open days and interviews at universities, students must collect a Confirmation of Student's Absence form from Support Services to take with them, have it stamped by the university to confirm their attendance, and return it to Support Services promptly.

Punctuality

The college expects all students to be on time for all lessons. We would advise all students to arrive at least 5 minutes early for all lessons. Lateness and persistent lateness have a detrimental effect on student progress and outcomes, disrupt others' learning and will not be tolerated by the College.

- If lateness becomes a problem, the teacher will put the student onto Stages of the Learning Code.
- Students returning from a specialist appointment should hand in documentary evidence at Support Services.
- Students must take responsibility for catching up on missed classwork /assignments

Please note: The college reserves the right to introduce attendance and punctuality initiatives throughout the year, this may include not allowing latecomers into lessons and disrupting learners.

Fitness to Study Policy

- I understand that the College will act reasonably, within the resources at its disposal, to support me to continue my education in the event of serious illness or disability
- I understand that I will be required to furnish the College with **up to date medical certification** upon request, as evidence of any ongoing illness or disability, as set out in the Fitness To Study Policy
- I understand that no reasonable adjustment can be made without medical evidence of the impact of my illness on my ability to attend and learn
- I understand that no reasonable adjustment can be made for public examinations unless the College receives a letter for the examination board, which gives a diagnosis, states the impact of the illness on my ability to function in College and to learn / revise and any recommendations about the type of reasonable adjustment(s). **This letter must be signed by a hospital consultant.**
- I understand that the College may make a decision to ask me to leave temporarily or permanently, if it deems this to be in my best interest or that of other students
- I understand that unverified and medically uncertified absences, **consecutive or cumulative**, may result in the termination of my course(s) or place at College
- Where studies are interrupted by medically verified ill health, the College will consider an application to return to study

Acceptable Use Policy for Information and Communication Technology Resources (ICT)

I agree to abide by the Policy as set out below:

The College has provided a large number of computers and mobile devices for your use. The computers offer access to vast amounts of valuable information and access to services to support you during your studies. The computers and mobile IT devices are provided and maintained for your benefit. You are encouraged to enjoy these resources and to ensure that they remain available to all. Any damage, malicious alteration or inappropriate use of the computer equipment may harm your education and that of others. To protect all in its care the College must insist that you adhere to the Acceptable Use Policy which lists the rules for the use of the equipment. Students who receive an Apple iPad as part of the College's digital transformation strategy, you are required to review and agree to the terms and conditions of the iPad use policy.

Use of Computers and I.T. Equipment

- Respect the equipment and other students' rights to use the equipment.
- You must not use a computer unless a teacher or appropriate member of staff has said you can. Unsupervised use of computers is not allowed.
- You must not install, or attempt to install programmes of any type on a machine, or store programmes on computers without the permission of an appropriate member of staff. This includes playing games over the Internet.
- The system must not be used to download or listen to music or video files for personal use.
- You must not damage, disable or otherwise harm the operation of computers, or intentionally waste resources (printouts cost money).
- Care for the environment in your working practices.
- You are expected to respect and not attempt to bypass security in place on the computer systems. Accessing, copying, removing or otherwise altering other people's work or attempting to alter the settings of computers is not an acceptable use of the equipment.
- You will make every effort not to introduce viruses onto the College network.
- You must log off of the machine once you have finished using it.

E-Safety Rules & Guidance for using Internet, SFX Moodle & Mobile Devices

- Never give your network username and password to others.
- All network and Internet use must be appropriate to education.
- Copyright and intellectual property rights must be respected – always acknowledge where your information came from and quote your sources, including images.
- Always use your College email for College matters. Staff will generally use College email addresses when communicating with students.
- Email messages shall be written carefully and politely, particularly as they could be forwarded to unintended readers.
- Do not open personal emails or messages, unless you know who they are from.
- You must not forward confidential messages or other sensitive information.
- Users must take care not to reveal personal information through email, personal publishing, social network sites, tweets, blogs or messaging (including text messages).
- Use of social networking sites and chat rooms are not permitted during teaching hours, unless supervised by teaching staff.
- Your use of the I.T. facilities must not harass, harm, offend or insult others, either inside or outside the College.
- Take care when posting photographs or video clips of yourself and be aware they could be posted by others without your permission, or be used against you in some way.
- When posting photographs or video clips of others, always ensure you have their permission.

- Anonymous messages and chain letters are not permitted.
- Use of College resources for personal financial gain, gambling, political activity and advertising is prohibited
- You must not damage, disable or otherwise harm the operation of computers, or intentionally waste resources (printouts cost money).
- You are expected to respect and not attempt to bypass security in place on the computer systems. Accessing, copying, removing or otherwise altering other people's work or attempting to alter the settings of computers is not an acceptable use of the equipment.
- You will make every effort not to introduce viruses onto the College network.

Use of the Internet:

An Internet filtering policy is in place designed to protect students from content considered undesirable. You must comply with the legal requirements for using materials obtained from the Internet and reusing them in the curriculum. Use of the Internet must be reasonable and is to be used for curriculum purpose. Internet access is logged for students. These logs can be investigated as required by the College Management and may be used in student disciplinary actions. Access to and use of social sites, including instagram, X etc. is not permitted for social purposes, whether on college machine or on your own device via the College's WiFi. Extra care must be taken to ensure that you do not violate any of the principles of the Data Protection Act and Computer Misuse Act when using College IT services.

Monitoring student use of I.T. resources

The College will exercise its obligation to monitor the use of the network, including access to websites and emails. Every keyboard keystroke is monitored for auditing and safeguarding reasons. The College takes safeguarding very seriously and is required to monitor and report any activities that may be deemed as extreme in nature and has a potential of causing harm to self or others. The IT administrator will remove inappropriate materials where it is believed that unauthorised use may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, images or sound.

Sanctions

Irresponsible use of I.T. resources may result in the loss of network or Internet access. Evidence of serious misuse of email and/or internet by you, may result in disciplinary action. For serious violations, temporary or permanent exclusion may be imposed and, where appropriate, police may be involved or other legal action taken.

Academic Honesty – Guidelines for Students

At SFX we place a high value on honesty and this extends to work submitted for assessment. When writing your essays, assignments and coursework, you must always acknowledge your sources, whether you are quoting the words of another person or if you are using their ideas. In this way you will avoid plagiarism, which is passing off someone else's work as your own.

How to avoid plagiarism:

- Be organised – keep a record of your sources as you do your research, including the URLs for websites and the date retrieved. Also keep a copy of all your notes.
- Follow guidelines on how to do your references, e.g. the 'LRC Referencing Guide', available to all students on Google Drive, or ask for help from your subject tutor or from LRC staff.
- When quoting someone else, always provide a reference to the source of the quote.
- When using someone else's ideas, acknowledge this in your work and put the details of the source in your references.
- Try to use your own ideas and words as far as possible.
- Never copy directly from texts, including books, magazines and newspapers without saying where you got the information from.
- Never copy and paste from the internet or other online resources without showing your sources, including the URL and the date retrieved.
- Never use images, graphics, video clips, diagrams, graphs or maps taken from texts or the internet without citing the source.
- Never present the work of another student as your own.

The College will treat cases of academic dishonesty very seriously and the consequences could include receiving zero marks for your work or even being disqualified from your course.

I agree to abide by the Academic Honesty Policy as set out above.

Academic honesty and Artificial Intelligence (AI)

Artificial Intelligence (AI) refers to technology that can perform tasks that usually require human intelligence, such as writing text, generating images, speech recognition, decision-making, and language translation. AI is based on the idea of creating machines that can "think" and "learn" like humans do, using algorithms that can process large amounts of data and draw conclusions from it.

At St. Francis Xavier we encourage you to use all forms of technology that supports your learning including artificial intelligence such as Chat GPT, however, we require you to openly and transparently acknowledge how and why you have used it. Articulating how and where AI has informed or supported your work will allow you to demonstrate the development of your own learning while avoiding academic misconduct and dishonesty.

There are many different ways that you may have used AI tools in the preparation of an assessment. While you may not have used content directly as a source of information in a quotation or citation, you may have used it as a digital assistant in the creation of your assessed work. To maintain good academic practice and the fairness of assessment you must acknowledge this contribution.

When using AI tools to support your learning and preparing for assessment you will need to acknowledge in an open and transparent way how and why you have used AI for the development of your work.

Best practice when using AI is likely to take the form of a short statement at the end of your list of references that includes:

- a list of the AI tools used and why you chose them (E.g. Chat GPT)
- a brief explanation of what you used the tool for (E.g. to improve the clarity of your writing, to gather information, to aid your understanding of a concept, topic or course materials, to generate new ideas or plan your writing, to check facts, to analyse data, to experiment)
- a list of any prompts you found helpful, including a comment on why they were useful

It's vital when approaching any assignment that you ensure that the work is your own or that you have followed the College's guidelines and expectations about the use of AI.

As a parent/ guardian, I give my consent for my child to use AI tools as part of their educational activities, recognizing that these tools will be utilized to enhance learning, support assignments, and develop digital literacy skills under appropriate supervision and in-line with the College's Academic Honest and Artificial Intelligence Guidance outlined above.

Consent for College trips and other off-site activities

Having enrolled at the college and signing the Learning agreement, parents / guardians / students consent:

1. To take part in college trips and other activities that take place off site; and
2. To be given first aid or urgent medical treatment during any college trip or activity.

Please note the following important information:

The trips and activities covered by this consent include;

- All activities including off-site sporting fixtures, that are part of the regular curriculum and life of the college.
- They take place during the normal college day – 8am-5pm.
- They take place locally; involve walking or a short vehicle journey or trip on public transport.
- The activities present no significant risks.

The trips and activities **not** covered by this consent, and where additional consent will be requested include;

- Off-site sporting fixtures outside the school day.
- All visits which take place during the holidays or a weekend.
- All visits which include overnight stay (residential trips).
- Adventure activities at any time

Please also note:

- The college will send information about each trip or activity before it takes place to students and parents (or people with parental responsibility).
- You can, if you wish, tell the college that you do not want your child to take part in any particular college trip or activity.

Photo consent

I consent to photos and/or videos of me / my child being recorded, stored and used for educational or promotional purposes by the college, or any third party engaged by the college. The names of students in such photos/videos will not be publicised without your specific permission.

St Francis Xavier Learning Code 2024/25

These stages of intervention are for students who need support to achieve success in terms of:

- Attendance and punctuality.
- Behaviour in class.
- Meeting deadlines for homework and coursework.
- Attitude to, and standard of work (including in relation to Value Added Target grade)

Stages of intervention	Review time	Whose responsibility?	How to contact NOK of student	Correspondence to confirm what was discussed with NOK
OK	N/A	N/A	N/A	N/A
Warning 1	6 weeks	Teacher/Tutor	Phone call or meet with NOK	Letter home
Warning 2	6 weeks	Teacher/Tutor & HOH/HOD	Phone call or meet with NOK	Letter home
Warning 3	6 weeks	HOH/HOD	Meet with NOK	Letter home



The letter should be sent after speaking with NOK and student

- Alternative languages for Warning 1 and Warning 2 will be available in: **Arabic, French, Italian, Lingala, Polish, Portuguese, Somali, Spanish, Twi, Yoruba**
- The letters will be sent in English as well as the alternative language.