

HILLS ROAD SIXTH FORM COLLEGE

CODE OF CONDUCT FOR FULL-TIME STUDENTS

The College is a caring learning community which respects the right of each individual student to have a safe, enjoyable and successful learning experience. As members of the College community, all students are asked to abide by its code of conduct which is outlined below:

All students are expected to:

Show consideration and respect for others and for the College environment:

- talk to all students, staff, College visitors and members of the local community with respect; and behave at all times in an appropriate and courteous manner
- avoid transmitting any communications or images (via phones, IT or other means) which may cause distress
- respect College property, buildings and grounds by not dropping litter, posting notices without permission or otherwise causing damage
- use the designated eating areas when consuming food and drink and avoid taking food or drink (other than bottled water) into lessons or other timetabled activities
- dispose of chewing gum (responsibly) before entering the College site
- avoid walking or sitting on the grass in the Main Quad
- dress in a manner which is appropriate for a working environment, avoiding clothing which is extreme, offensive or distracting, or a potential risk to health or safety; suitable clothing and footwear is expected for sporting activities
- ensure mobile phones or other electronic devices are switched off in lessons and tutorial periods unless permission has been given by staff for their use in teaching and learning activities. Such devices should be switched off in the Library; mobile phones may be used, with appropriate consideration to others, in social areas, dining areas and corridors.

Help to ensure a safe and secure learning environment:

- carry your College ID card at all times and show this to College staff when requested
- seek permission if you wish to bring or invite any visitors onto the College premises; report immediately the presence of any unauthorised visitor to a member of staff or to the College Reception
- leave the College site by 6.00 pm, unless under the supervision of a member of staff
- avoid carrying an offensive weapon or anything which could be mistaken for an offensive weapon
- avoid consuming alcohol or any illegal substances on or off the College premises during the College day or when engaged in College activities; avoid bringing alcohol or any illegal substances onto the College premises
- help to keep the College a smoke-free zone by not smoking anywhere on the College site, except in the designated smoking area on Purbeck Road; the College site includes the Sports and Tennis Centre and the Luard Road playing fields.
- avoid playing ball games or throwing frisbees or other projectiles on the College site.
- avoid causing an obstruction on the pavement outside the College by gathering in groups or by locking bicycles to the railings at the front of the College
- avoid causing an obstruction inside the College by sitting or leaving bags in corridors
- behave at all times in accordance with the College's health and safety policy and, when appropriate, with the College's fire evacuation procedures.

Accept responsibility for your own learning:

- participate actively and to the best of your ability in lessons and in the general life of the College
- attend punctually all required activities
- be prepared for all lessons by bringing relevant books, materials, equipment and stationery

- complete assignments to the best of your ability and by the stated deadlines
- avoid any behaviour which would cause a distraction to others or disrupt the teaching and learning taking place
- prioritise College commitments over other activities during the College day (9.00 am – 4.00 pm); personal appointments with doctors, dentists, or for driving lessons should, as far as possible, be made outside these times, as should any paid work; if possible, avoid taking a holiday during term time
- accompany your parent(s)/guardian(s) to the annual subject consultations with your teachers.

Promote good communications:

- log on each day to your College IT account in order to account for absences, read the daily bulletin and check and respond to your email (especially messages from staff)
- only send e-mails to multiple recipients if you have the permission of a member of staff whose initials should appear on the email; in such cases, the content must be about College activities and care must be taken where the content could be considered to be controversial; for example, taking a particular political or religious stance
- avoid language in verbal or written communications which could be considered to be disrespectful or offensive.

Promote the good reputation of the College:

- behave at all times in ways which will reflect creditably upon the College; instances of inappropriate behaviour off the College site which bring discredit upon the College may be treated as if they had taken place on College premises.
- seek the Principal's approval before broadcasting or publishing information about the College or members of the College community.

Abide by all College policies and expectations, including those relating to:

- equality and diversity
- health and safety
- bullying
- acceptable use of IT
- coursework and plagiarism.

Shortly after the start of term, your tutor will ask you to sign this code of conduct as part of your learning agreement with the College. By doing so, you will be indicating your acceptance of the College's expectations. You are welcome to raise any concerns you may have before signing.

Failure to meet the expectations outlined in this code of conduct may result in disciplinary action in accordance with the 'Inappropriate and Serious Misconduct' policy. Cases of serious misconduct^[1] could result in permanent exclusion from the College.

^[1] Serious misconduct includes seriously disruptive or dangerous behaviour, verbal or physical abuse, bullying, harassment, theft, possession or use of illegal substances or alcohol, criminal damage, serious IT misuse.