



# Student Code of Conduct

<b>Review Period:</b>	<b>Annual</b>	<b>Date approved:</b>	<b>June 2016</b>
<b>Approved by:</b>	<b>SMT or Designated Person</b>	<b>Date to be reviewed:</b>	<b>June 2017</b>

## Term Dates

<b>Autumn Term</b>	Term begins PD day Study leave Term ends	5 <sup>th</sup> September 2016 11 <sup>th</sup> October 2016 24 <sup>th</sup> October – 28 <sup>th</sup> October 2016 16 <sup>th</sup> December 2016
<b>Spring Term</b>	Term begins PD day Study leave Term ends	3 <sup>rd</sup> January 2017 10 <sup>th</sup> February 2017 13 <sup>th</sup> February – 17 <sup>th</sup> February 2017 7 <sup>th</sup> April 2017
<b>Summer Term</b>	PD day Term begins Bank holiday Bank holiday Study leave Term ends	24 <sup>th</sup> April 2017 25 <sup>th</sup> April 2017 1 <sup>st</sup> May 2017 29 <sup>th</sup> May 2017 30 <sup>th</sup> May to 2 <sup>nd</sup> June 2017 23 <sup>rd</sup> June 2017

## Important Dates

New Parents Evening	28 <sup>th</sup> September 2016
Year 12 & 13 Parents Evening	1 <sup>st</sup> and 15 <sup>th</sup> November 2016
	2 <sup>nd</sup> and 7 <sup>th</sup> February 2017
College Assessment week	16 <sup>th</sup> January 2017
AS Level Results	17 <sup>th</sup> August 2017
GCSE Results	24 <sup>th</sup> August 2017

## College Mission

'Empowering students to achieve academic excellence within a supportive and challenging learning community'.

## Student Expectations

As a student you can expect the College to give you the best opportunity to succeed on your course and prepare you for the next stage of your life. In return we expect you to act in a responsible, respectful and mature way. We also expect you to study hard and make the most of your time at college. To ensure we provide an environment that is safe, healthy, and enjoyable and maximises learning, we ask you to follow this code carefully:

## College Commitment to all Students

### Learning

Our business at Hartlepool Sixth Form College is for all students to learn and achieve. Any behaviour that compromises self-learning and / or that of others is not acceptable.

### Respect

All our relationships at Hartlepool Sixth Form College are based on mutual respect. Any behaviour which demonstrates a lack of respect is not acceptable.

### Safety

HSFC and our staff must work within a safe and secure environment. Any behaviour which compromises this is not acceptable.

## In the Classroom

1. Be on time (punctual), attend all classes and communicate reasons for any absence to your subject teacher either before or on the day of absence. We have a minimum acceptable attendance of 95%, you need to be here to learn.
2. Please be ready to participate in lessons with all equipment needed and be ready to engage in the learning.
3. It is very important that you meet all course requirements such as assessment deadlines, completing tasks/activities set as independent learning activities outside lessons.
4. Always try to produce all work, both in and out of class, to the best of your ability and give all assignments the amount of time needed to fulfil your potential.
5. Switch your mobile phone off in class, workshops and learning workshops unless being used during the lesson. They can be an unnecessary interruption to your learning.
6. You should behave appropriately in class to contribute to the learning and never disrupt the learning of others with inappropriate behaviour.
7. Please do not eat or drink in classrooms (with the exception of water).

## Around the College

1. Ensure that you undertake at least two hours independent study on the D2L each week. This will help you become a more independent learner and prepare you for the next stage of your lives.
2. Use private study time effectively throughout the week to ensure that all deadlines for assignments are met. This is time on your timetable where you can use the resources in college to really stretch yourself.
3. Please produce a valid student ID card when required by a member of staff, it is important to keep the College safe and secure.
4. Treat all College staff and fellow students with respect and courtesy at all times.
5. Students with restricted mobility have right of way (at all times) when using the college lifts.
6. Smoking is only allowed in the designated area (smoking shelter at the rear of the College). There should not be any smoking at the front of the building.
7. Chewing gum is not allowed on the college campus, it can get on clothes, carpets and furniture.
8. Students should never use foul and abusive language in College, it is disrespectful to those who hear it.
9. Students must never be in possession of or under the influence of alcohol or controlled substances. The College would respond to this very firmly.
10. Students should make sure they know and adhere to the IT code of practice.
11. The College campus operates a 'self-clear' policy in the student refectory; please ensure all litter is put in the appropriate separate bins provided.
12. Students should only eat food in the designated areas around the college – no food is to be consumed on the corridors.
13. Please adopt safe driving practices when driving on the College campus, the campus speed limit is 15 mph.

## Unacceptable Behaviour

To protect the learning environment and the welfare of both students and staff the College takes seriously any breaches of this code and will follow the College's Student Disciplinary Procedure should this happen. Furthermore, the College's Student Disciplinary Procedure will be used in cases where students are involved in:

- Theft of any kind
- Threatening behaviour or assault
- Bullying or harassment including by text, email or social media
- Damage to property (College and personal property)
- Possession and/or use of alcohol
- Possession and/or use of illegal substances
- Cheating, plagiarism, forgery and gambling
- Inappropriate access to web material deemed unsuitable

*This is not an exhaustive list; it reflects the range and seriousness of behaviour which the College deems to be unacceptable. The College reserves the right depending upon the severity of student behaviour to invoke the disciplinary procedure at any stage. For more serious breaches of the student code of conduct, this may involve moving straight to a final warning.*

## Equality of Opportunity

All members of our College community must be treated with respect and courtesy, whatever their role. Every person does matter.

## Other relevant policies

- Progression Policy
- Attendance Policy
- Student Disciplinary Policy
- College Equality and Diversity Policy.

## What can you expect from the College and our staff:

1. To be treated with respect at all times.
2. All staff are ambitious for you and have the highest expectations of you.
3. A carefully negotiated and agreed programme of study.
4. Clear and precise information on your course, assessment requirements and appropriate deadlines (including coursework and internal/external examinations).
5. Regular setting of work with prompt marking and return to allow you to make progress.
6. Effective and regular monitoring and reviewing of your progress, which will include the setting of targets and action plans.
7. Access to the resources required for progress in each part of your programme
8. Pastoral care and support, including a core tutorial programme.
9. Careers advice and guidance, including progression to Higher Education and assistance with UCAS Applications as well as preparation for the world of work.
10. Opportunities to take part in social, cultural, leisure and sporting activities.

**Signature of Student** \_\_\_\_\_ Date \_\_\_\_\_

**Signature of Tutor** \_\_\_\_\_ Date \_\_\_\_\_