

Student Code of Conduct



SHOOTERS HILL
SIXTH FORM COLLEGE

Inspiring Young People

Student Code of Conduct

Introduction

The purpose of the College is to provide teaching and encourage learning. It is a community which embraces diversity and requires consideration, acceptance and courtesy in all behaviour.

The College expects all staff and students to show respect for one another in all aspects of their contact.

This Code of Conduct applies to all students on taught courses and any breach will be taken seriously and, where necessary, dealt with through the Student Disciplinary Regulations. Sanctions against unacceptable behaviour will be applied consistently in the interests of everyone's learning, teaching and social experience.

1. Expectations (General, Health & Safety)

- Students must follow formal instructions given by staff.
- In the interest of the security of all members of the College, students must wear their identity lanyards at all times and must be prepared to show these whenever they are requested. Loss of an identity card must be reported immediately to Student Services.
- All members of the College should take responsibility for the safety of their personal property, keeping valuables with them at all times. Unattended property will be removed by staff and deposited at the Reception Desk for reasons of security. Property will be held by the Reception Desk for a maximum period of 6 months before being destroyed by the College. Suspicious packages must be reported to the Facilities Manager, who will then contact the police.
- All students have a responsibility to ensure their contact details are kept up to date, with particular emphasis on their mobile phone numbers.
- College material, furniture and equipment must not be marked, changed or damaged in any way. Students should report damaged materials, furniture, and equipment to an appropriate member of staff as soon as possible.
- If the alarm sounds continuously, everyone should leave the building promptly by the nearest exit and follow instructions from staff. Any student failing to evacuate a building promptly during a fire alarm will be dealt with through the Student Disciplinary regulations.
- Improper or malicious use of fire alarms will be dealt with through the Student Disciplinary Regulations and may result in a period of suspension from the College.
- In line with English law, the College has a No Smoking Policy and in the interest of all, smoking is restricted to a small number of designated outside areas, which are clearly signed.
- All members of the College are asked to help to keep the environment pleasant by putting rubbish in the bins.

2. Expectations (Teaching Environments)

- The core purpose of the College is to offer teaching, support learning and encourage research. As such, it is extremely important that the teaching environment allows students to learn to their fullest potential. Students should ensure they meet the student expectations displayed on posters in all classrooms and workshops at all times.
- Students who do not meet these expectations may expect to be asked to leave the relevant teaching space and may also be subject to disciplinary action.
- Sessions should start on time and students should arrive punctually since late arrivals are disruptive to other participants.
- Latecomers may be refused entry, and should leave immediately, if requested. In the event that a student wishes to leave a lesson before its scheduled finished time, the prior agreement of the session leader should be obtained except in the case of departure necessitated by reason of illness or other unforeseen circumstance.
- All mobile phones, Blackberries, and other electronic devices must be switched off in class (except in exceptional circumstances and with permission from the session leader). Laptops (and other auxiliary aids required due to disability) can be used, with permission from the class tutor.
- No video or tape recording of any session should take place without the permission of the tutor and other students/participants.
- Students should not talk amongst themselves whenever anyone is addressing the class as a whole.
- Only bottled water, but no other food or drink may be taken into classrooms (unless specific permission is given, where students have particular medical/dietary requirements).

3. Non-exhaustive examples of breaches of the Regulations for Student Conduct

- The Student Disciplinary and Appeals Procedure may be invoked if a student is alleged to have committed any action which interferes with the achievement of the College's objects as stated above, or which adversely affects the safety or well-being of the College's staff and/or students and/or visitors, or which may bring the College into disrepute. The following, non-exhaustive list sets out examples of such misconduct.
 - Engaging in any conduct which prevents, obstructs or disrupts, or is intended to prevent, obstruct or disrupt:-
 - a) Teaching, learning, assessment or work carried out within the College or on trips and visits, or placement or similar;

b) the administration of the College;

c) the discharge of duties or activities by any members of the College staff or authorised visitor of the College;

- Behaviour either on or off College premises which may bring the College or any member of the College into disrepute.
- Assaulting or sexually harassing any fellow student or member of the College staff or authorised visitor of the College, or contravening the College's Diversity and Dignity at Work and Study Policy.
- Threatening or insulting any fellow student, or member of the College staff or authorised visitor of the College.
- Misusing or damaging any learning materials (including computer misuse or unauthorised use), equipment, furniture, fittings, services, including fire alarms and fire extinguishers or property belonging to or under the control of the College, or any student or member of staff of the College.
- Misappropriating any funds or assets of the College, or of any member of staff or student of the College.
- Committing a breach of the regulations, rules, policies or codes of practice of the College (or any part thereof), or disregarding the legitimate instruction of an authorised officer of the College.
- Invading or abusing, or attempting to invade or abuse, the secrecy, integrity or privacy of any files or confidential material held by the College, including information held on the College's computer systems.
- Being found guilty of any criminal offence such as is likely to damage the good name of the College, or, behaving in such a way as would amount to a criminal offence.
- Taking any action likely to cause injury or distress to any person on College premises, or to impair the safety and security of those premises.
- Bringing onto site banned objects including but not limited to weapons, alcohol, drugs or drug paraphernalia and pornographic material. Please be aware that the college will exercise its right to conduct searches of the clothing and bags of any student if it has reason to suspect that banned objects have been brought onto site in line with the powers granted by the Secretary of State for Education. The college will notify Police if any illegal items are discovered in the possession of any student.