



# Peter Symonds College

## CODE OF CONDUCT FOR FULL TIME 16-19 STUDENTS

The College aims to create a positive and supportive learning environment in which all learners and staff work together to achieve success. We respect and value all members of the College community and expect the following standards of behaviour from all students.

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

- To talk to and treat all students, staff, College visitors and members of the local community with respect and behave at all times in an appropriate and courteous manner including on College trips, visits and work experience
- To respect the quiet working requirements of designated quiet study areas in the College, including the Study Support department, Careers department and areas of the Learning Resource Centre
- To use the litter bins provided to dispose of any rubbish
- To wear clothes appropriate to a working environment.
- Not to smoke or vape around the perimeter of the College or anywhere on the College site except in the designated smoking area

### **Help to ensure a productive, safe and secure learning environment:**

- Not to eat or drink in lessons or in other designated areas. Bottled water may be used at the teacher's discretion.
- Mobile phones must be switched off and remain out of use and sight throughout lessons, unless the teacher has given permission for them to be used for educational purposes.
- Not to cause a distraction to others or disrupt teaching and learning
- To always act to promote the health, safety and welfare of others
- Not to bring alcohol, drugs, drugs paraphernalia, other controlled (illegal) substances on to the College site
- Not to misuse or supply prescribed drugs
- Not to enter the College site or participate in College activities under the influence of alcohol or drugs.
- To behave at all times in accordance with the College's health and safety policy and, when appropriate, with the College's fire evacuation procedures
- Not to bring any prohibited item on to the College site (a list of prohibited items can be found in the Appendices to the Student Disciplinary Policy and the College Guidelines on Searching Student Possessions)

### **Accept responsibility for your own learning:**

- To aim for 100% attendance and arrive punctually at all timetabled activities ready and prepared to learn with the right equipment
- To participate actively and to the best of your ability in lessons and in the general life of the College
- To meet all assignment and coursework deadlines
- To complete 4-5 hours of independent private study per subject each week
- Not to take personal or family holidays of any kind during term time
- To enrol on and fully participate in the enrichment programme

- To attend any designated Study Support and Study Skills lessons and appointments
- To attend and participate fully in all compulsory lectures and events for example Symonds Lectures and Careers Day
- Not to undertake any more than 10 hours of paid employment a week during term time
- To be available for College activities between the hours of 9am – 4.40pm Monday to Friday, prioritising this over other commitments and making personal appointments outside these times
- To undertake work experience during my time at College

**Promote good communications:**

- Carry my College ID with me at all times and produce it when requested to do so by a member of staff
- Promptly co-operate with all reasonable requests made by a member of staff
- In email communications always use a polite and respectful tone

**Promote the good reputation of the College:**

- Show respect and consideration for residents in the surrounding neighbourhood. This includes not congregating outside houses to smoke or vape, dropping litter or blocking pavements
- Behave at all times in ways which will reflect creditably upon the College; instances of misconduct off the College site either on a College activity or elsewhere, which bring discredit upon the College may be treated as if they had taken place on College premises; this also applies to behaviour on social media

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

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| • IT – Student Conditions of Use        | • Equality & Diversity Policy for Students                     |
| • Prevention of Bullying and Harassment | • Health and Safety  |
| • Drugs and Alcohol Policy              | • Disciplinary Policy and Procedures – Students                |
| • Coursework Charter                    | • Policy on Progress Monitoring and Support for 16-19 Students |

**Misconduct**

The College’s requirements in respect of student behaviour are made clear in this Code of Conduct. Allegations of misconduct will be treated seriously and will be dealt with in accordance with the Disciplinary Policy - Students.

Types of misconduct include but are not limited to:

**Inappropriate conduct**

- repeated pattern of poor behaviour
- smoking around the perimeter of the College site
- parking on the College site without authorisation
- minor incidents of inappropriate and disrespectful language
- failure to produce a College Student ID when asked to do so by a member of staff

### **Serious Misconduct**

- disruption of or improper interference with the academic, administrative, sporting, social or other activities of the College whether on campus or elsewhere, intentionally or otherwise
- wilful damage to or the defacing of College property or the property of other members of the College community.
- misuse of the College premises or property belonging to the College or to another person.
- bringing any paraphernalia in to College that could be used for substance misuse.
- breaching College regulations on smoking and vaping
- any behaviour either on campus or elsewhere which brings the College into disrepute including through social media use
- verbally threatening behaviour towards a student or member of staff
- inviting unauthorised external visitors on site
- deliberate and repeated failure to produce a College Student ID when asked by a member of staff
- cheating and/or plagiarism in an internal examination or assessment. The College reserves the right to impose its own sanctions in addition to the awarding body's sanction for an act of plagiarism in an external examination or non- examined assessment

### **Gross Misconduct**

- possessing, using, sharing, supply or being under the influence of an illegal drug or psychoactive substance anywhere on the College campus
- possessing, using, sharing or being under the influence of alcohol on the College premises
- misuse or supply of prescribed drugs
- fighting or violent or aggressive behaviour
- violent, indecent, disorderly, threatening or offensive noise, behaviour or language while on College premises or engaged in any College activity. This includes sexual violence and sexual harassment.
- bullying, harassment, victimisation or discrimination against another member of the College community on any grounds
- serious violation of health and safety procedures
- serious breaches of the College's Equal opportunities Policy
- failure to comply with a previously imposed penalty or sanction
- inappropriate or disrespectful behaviour or language towards a member of staff
- possession or use of a weapon or anything that can be used as an offensive weapon
- serious damage to, theft or unauthorised possession of any property or facilities belonging to the College
- seriously disruptive behaviour
- serious breaches of the College's IT – Student Conditions of Use Policy
- serious breaches of the College's Social Media Policy
- serious breaches of the College Code of Conduct
- deliberate falsification of College documentation/records.

**By signing this I confirm that I will abide by all the rules and regulations of the College as set out in the College Charter, College Policies and the Student Code of Conduct.**