

## Coombe Dean School Post 16 Code of Conduct

*In order to maintain a place within Coombe Dean Post 16 all students must agree to and comply with the following requirements of the P16 Code of Conduct.*

### Attendance and Punctuality

Students must attend all lessons, study sessions, assemblies and tutor sessions promptly as timetabled. At least 95% attendance is expected. Those students who fall below the 95% expectation and do not have medical evidence to support their absence, or who are persistently late to lessons, may be placed on attendance monitoring and could be asked to leave CDS P16 if low attendance persists.

Holidays are not authorised in school time.

If a student is absent from school for longer than five days due to illness, parents/carers will be asked to provide medical evidence to support the students' absence. Students absent for more than 20 consecutive days may legally be removed from roll.

Leave of absence to enable a student to undertake employment cannot be granted, unless it is work experience approved or arranged by the school.

Students are entitled to reasonable leave of absence to attend open days and interviews. This must be arranged **in advance** with the P16 office, ideally with at least two weeks' notice.

As a student at Coombe Dean you agree to:

- Attend regularly, on time and ready to learn
- Sign-in before 9am every morning
- Attend registrations, tutor time, assembly and enrichment opportunities
- Sign-in at reception if they arrive after 9am
- To tell the school in good time if there is a problem which prevents them from attending or may make them late
- Make every effort to make dental/medical appointments outside of school hours. If unavoidable to try to avoid missing taught lessons
- To provide evidence to support absence such as appointment card/letter or text or copy of prescription slip with name and date clearly visible. If none of these are available, to provide a signed, dated letter from parent/carer
- Make requests for planned absences with reasonable notice – at least one week
- If unavoidably absent, contact teachers and use Class Charts to ensure they have caught up on missed work (ahead of the next lesson where possible)
- Sign out when leaving the school site.

### Part time employment

- Whilst it is understood that many students will want to take on part-time work while studying post 16, it is expected that students will limit their working hours to 8 per week and only outside of school hours. This will ensure that students are able to devote the necessary time to their studies and see successful progress and outcomes.

### Independent Study

As a post 16 student you have up to 10 hours of independent study time within your school day across the week. You should be aiming to be doing at least 10 more hours at home. We are proud to be able to provide you with access to study spaces and IT equipment to support you in that time and we ask that you observe the following rules to ensure everyone can use these facilities effectively to support their learning.

- Quiet, respectful working is expected in the study pods.
- Food must not be consumed in the study pods or ICT room.
- If a student wishes to work elsewhere, such as in a classroom or specialist room, they must get permission from the class teacher or a member of the P16 team.
- Students must not disturb others during study periods.
- Students should not leave the site during study periods unless they have permission e.g. to travel to a consortium school.

### Behaviour

The school behaviour code applies to all Post 16 students.

- Students **should not become involved in disputes** with or between younger pupils. Report any incident to a member of staff.
- **No smoking** in or around the school premises, including in the surrounding residential area.
- Students **must not take photographs, film or record** a lesson or conversation with staff or students unless this has been agreed in advance.
- Mobile phones must not be used in lessons unless for a specific learning activity as instructed by the teacher. They may be used in the common room area, but you **must not be seen with a phone outside of the post 16 centre**.
- Student behaviour in lessons and study spaces must not adversely affect learning in any way.

### Common Room

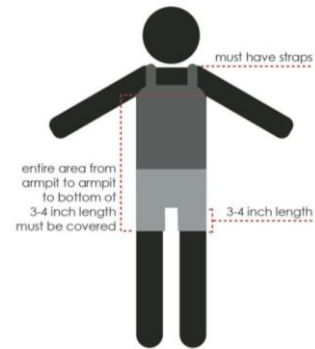
Students are expected to look after the common room and P16 centre, ensuring that it is a comfortable working environment for all and that there is no littering or damage to displays, furniture or equipment.

- Any accidental damage should be reported to the P16 office immediately.
- Ball games must not be played in the common room or around the school site unless arranged with a member of the PE staff.
- Music/ audio should be played on **headphones only**.
- P16 students are afforded the privilege of eating in the common room space. We expect you to **treat this privilege responsibly**, using the bins provided for food wrappers and returning all plates and cutlery to the canteen.
- Students **may not order food in or bring in “takeaways”** for themselves or other students.

- Student **must not enter or leave the common room by the fire door** except in an emergency.

### Dress Code

Students are expected to **dress appropriately for a diverse work environment, including people of a range of ages and backgrounds.** Clothing should not be revealing or display any slogans or images that may be deemed offensive: students should stick to a common sense policy of “**considerate, comfortable, covered**”.



### Home/Independent Learning

Teachers will set additional study work up to one hour per hour of lesson time. This means students should expect to undertake approximately **5 additional hours of study per week** on top of their in-school independent study time.

It is expected that students will complete **all** work set, either in the classroom or remotely, and meet deadlines as set by their teachers. If there is any issue with completing an independent study task, we expect students to contact teachers to explain the issue at least 24 hours before the deadline set (preferably sooner) and agree a new deadline.

If you are absent from a lesson where independent study was to be handed in or shared with the group, students should ensure that the work is sent to the teacher electronically or via another student **before** the lesson.

### Examination Entries

Examination Entries are confirmed in early February. If for any reason a student leaves a course after exam entries are made, they may be billed for the cost of the cancellation.

Students must attend all scheduled exams. If a student misses a public examination without appropriate evidence of exemption, they may be billed for the cost of the examination.

### Car parking

Students should park off-site where possible. Please avoid Renoir Close as elderly residents there need easy access.

### Equipment

Students must ensure that they check with teachers what folders, books and other equipment are required for each of their subjects. It is students' responsibility ensure they have the correct books and equipment for lessons and independent study.

### Communication

Student must check their school email, ClassCharts and Microsoft Teams daily to ensure they are up to date and respond accordingly within set deadlines.

## P16 Agreement

All P16 students and their parents/carers are asked to sign this agreement. The agreement is an outward expression of the ethos and philosophy of the P16 centre and identifies the key components of the partnership between student, home and school.

As a result of signing this agreement a Post 16 student can expect:

- High quality teaching through subject expertise, providing appropriate and challenging learning activities, giving you regular feedback and academic guidance.
- An ethos based on positive relationships, aspiration and the open-minded pursuit of knowledge, understanding and experience.
- Access to the post 16 area, study pods, ICT facilities and a common area to relax and socialise.
- Help with learning through the development of effective study skills, assistance with exam technique and academic writing and methods, and time management with regular feedback on performance and support with target setting.
- Pastoral support and guidance through your tutor and the tutorial programme.
- Careers education and guidance through our outreach programme, visits and visiting speakers, careers advisors and support from higher education and training providers.
- Opportunities within the wider school community to develop as an all-round individual, gain confidence and assume greater responsibility.
- Opportunities to organise and participate in activities that promote happiness and wellbeing in our school.
- Educational visits which enhance the curriculum and develop positive relationships within the post 16 community.

**We expect Coombe Dean Post 16 students to:**

- Have read and agreed to follow the P16 Code of Conduct
- Take advantage of the school's teaching and learning opportunities by developing and maintaining high standards in dress, behaviour, attendance, punctuality, effort and commitment to deadlines.
- Respond to advice from teachers and tutors in a positive way that demonstrates their acceptance of the post 16 ethos of positive relationships, high aspirations and open minds.
- Take advantage of all opportunities provided by the pastoral and careers programme in order to make informed choices about the future and grow as a person as well as a learner.
- Take part in the wider participation programme and other activities to support your wider development.
- Commit to completing all subjects chosen at the start of the year.
- Communicate with teachers and the post 16 team regarding any issues or concerns in a timely and appropriate fashion.

**Parents/carers can support by:**

- Fulfilling their legal responsibility to ensure their child attends school regularly, on time and prepared for the day
- Providing accurate and up to date contact details
- Contacting or ensuring students contact school the first day they are absent for any reason and then on all subsequent days if the student is unable to contact the school him/herself
- Avoiding taking family holidays in term time
- Contacting the school in good time if they know of a problem that may prevent their child attending school
- Supporting students in ensuring evidence to support absence is provided to the school
- Attending parent/carer meetings and letting us know if there are any concerns that you don't think students are sharing with us



## **Coombe Dean Post 16 Agreement**

*All P16 students and their parents/carers are asked to sign this agreement. The agreement is an outward expression of the ethos and philosophy of the P16 centre and identifies the key components of the partnership between student, home and school.*

As a result of signing this agreement a Post 16 student can expect:

- High quality A Level and B Tech teaching through subject expertise, providing appropriate and challenging learning activities, giving you regular feedback and academic guidance.
- An ethos based on positive relationships, aspiration and the open-minded pursuit of knowledge, understanding and experience.
- Access to the post 16 area, study pods, ICT facilities and a common area to relax and socialise.
- Help with learning through the development of effective study skills, assistance with exam technique and academic writing and methods, and time management with regular feedback on performance and support with target setting.
- Pastoral support and guidance through your tutor and the tutorial programme.
- Careers education and guidance through our outreach programme, visits and visiting speakers, careers advisors and support from higher education and training providers.
- Opportunities within the wider school community to develop as an all-round individual, gain confidence and assume greater responsibility.
- Opportunities to organise and participate in activities that promote happiness and wellbeing in our school.
- Educational visits which enhance the curriculum, develop positive relationships within the post 16 community and help inform your next steps.

### **We expect Coombe Dean Post 16 students to:**

- Have read and agreed to follow the P16 Code of Conduct which is found on the Post 16 section of the school website here: <https://www.coombedean.co.uk/sixth-form/key-documents>
- Take advantage of the school's teaching and learning opportunities by developing and maintaining high standards in dress, behaviour, attendance, punctuality, effort and commitment to deadlines.
- Respond to advice from teachers and tutors in a positive way that demonstrates their acceptance of the post 16 ethos of positive relationships, high aspirations and open minds.

- Take advantage of all opportunities provided by the pastoral and careers programme in order to make informed choices about the future and grow as a person as well as a learner.
- Take part in the wider participation programme (one hour per week of volunteering) and other activities to support your wider development.
- Commit to completing all courses chosen at the start of year 12.
- Communicate with teachers and the post 16 team regarding any issues or concerns in a timely and appropriate fashion.

### **Parents/carers can support by:**

- Fulfilling their legal responsibility to ensure their child attends school regularly, on time and prepared for the day
- Providing accurate and up to date contact details
- Contacting or ensuring students contact school the first day they are absent for any reason and then on all subsequent days if the student is unable to contact the school him/herself
- Avoiding taking family holidays in term time
- Contacting the school in good time if they know of a problem that may prevent their child attending school
- Supporting students in ensuring evidence to support absence is provided to the school
- Attending parent/carer meetings and letting us know if there are any concerns that you don't think students are sharing with us

### **Course changes will not be allowed after the 29th September 2023.**

*For students who persistently fail to comply with the Post 16 expectations outlined in this agreement and do not respond to intervention strategies applied to support them, we reserve the right to terminate their provision, with support from our careers team.*

Signed by Student:

Print name:

Signed by Parent/Carer:

Print name: