

# Code of Conduct

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

*It is very important that this is read and understood by students and their parents/carers. At the end of this section is a QR code to take you to a form to complete to confirm that you have read, understood and agreed to adhere to the terms of this code of conduct.*

## **Attendance and Punctuality**

Students must attend all taught and supervised sessions and tutor sessions on time 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 Post 16 if low attendance persists.

Students must let the school know if there is a problem that is preventing them from attending or making them late by contacting Post 16: [sstapleton@coombedean.co.uk](mailto:sstapleton@coombedean.co.uk) or phoning through to the Post 16 office.

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.

If unavoidably absent, students should contact teachers directly and use ClassCharts to ensure they have caught up on missed work (ahead of the next lesson).

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

Holidays are not authorised in school time.

Driving lessons should be organised outside of school hours and will not be authorised in the school day.

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.

## **Part Time Employment**

Whilst it is understood that many students will want to take on part-time work while studying in 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.

## **Communication**

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



# Code of Conduct (Continued)

## 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.
- Silent working only in designated silent 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 must ensure they sign in and out each day with their student ID card using the machine outside the Post 16 office.
- Students must not leave the site during study periods unless they have permission (e.g. to travel to a consortium school) or are finished for the day. If they need to leave the site, all students must ensure they sign out.

## 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 to ensure they have the correct books and equipment for lessons and independent study. Students are expected to have their handbook accessible at all times.

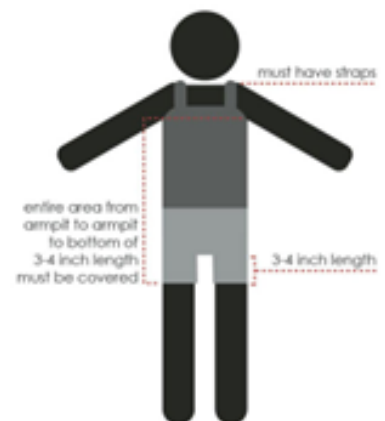
## Car parking

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

## 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 commonsense policy of "considerate, comfortable, covered".

Students are provided with a Post 16 lanyard and ID card which must be worn visibly at all times while on site.



## Code of Conduct (Continued)

### 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.

Students must not bring prohibited items into school including:

- Knives and weapons
- Alcohol
- Illegal drugs or any drug-related paraphernalia
- Stolen items
- Tobacco and cigarette papers
- E-cigarettes, vapes and related paraphernalia
- Fireworks
- Pornographic images
- Energy drinks
- Laser pens

No smoking or vaping is allowed 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/headphones **must not** be used in lessons unless for a specific learning activity as instructed by the teacher.

Mobile Phones/headphones may be used in the common room area, but you **must not be seen with a phone/headphones outside of the Post 16 centre.**

Student behaviour in lessons and study spaces must not adversely affect learning in any way.

## Code of Conduct (Continued)

### The Common Area

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 personal headphones only.
- Keep the space tidy and free of litter or food waste.
- 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.

### 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 per subject 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 following the January mocks. 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.

*This code of conduct sits in addition to the rules and expectations of the school as outlined in the policies section of the school website.*



Follow this QR code to complete the Code of Conduct:



<https://forms.office.com/e/6kSUyEEqMm>