

## **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. Lateness will incur negative conduct points via ClassCharts. 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.

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.

*The full Attendance Policy and procedures for supporting students to improve attendance are available on the Post 16 website.*

## **Independent Study**

As a post 16 student you have up to ten 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 or in study pods unless for a specific learning activity as instructed by the teacher.
- Student behaviour in lessons must not adversely affect the 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, should they not wish to join the rest of the school in the canteen. 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 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 work environment (smart casual). Clothing should not display any slogans or images that may be deemed offensive and students should stick to a common sense policy of "clean, comfortable, covered".

## **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.

## **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 are allowed to responsibly in the designated areas on the school site.

## **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.