

Post 16 Code of Conduct  
Serlby Park Academy

| ISSUE/ITEM           | RULE/S   | CONSEQUENCES   |
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| GENERAL PRESENTATION | <p>Students will be expected to be of smart appearance. Not being of smart appearance is unacceptable. This includes travelling to and from the academy.</p> <ul style="list-style-type: none"> <li>• Smart office dress only. Subdued colours, not bright.</li> </ul> <p>The only exception is for vocational subjects such as Level 2 plumbing and motor mechanics etc – Work Wear must be worn – SPT Polo shirt is allowed, with work boots and black trousers.</p> <ul style="list-style-type: none"> <li>• ‘Hoodies’ are not allowed in the academy.</li> <li>• It is preferred that students representing SPA do not exhibit facial piercings, however if students do come to the academy with them – they must be clear.</li> <li>• <u>Permissible jewellery</u><br/>           One simple watch<br/>           One plain set of small studs. 1 per ear. No spacers / plugs etc.<br/>           One small plain ring<br/>           Thick necklaces are not permitted – one discrete neck chain if necessary<br/>           One bracelet<br/>           Absolutely no other jewellery is acceptable</li> <li>• Shaved, or partly shaved, haircuts and hair styles dyed in unusual ways are unacceptable. Natural colours only. Hair style must be appropriate.</li> <li>• Makeup must be minimal and discrete as should any nail varnish worn.</li> </ul> | <ul style="list-style-type: none"> <li>• Student warned or sent home to change</li> <li>• Hoodies maybe confiscated</li> <li>• Students will be asked to remove item.</li> <li>• Students refusing to remove piercing will be sent home</li> </ul> |

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| <p>SMOKING</p>    | <p>Smoking is not allowed in academy, walking to and from the academy, standing outside the academy, at an academy event or when representing the academy.</p> <p>Where a student is located with another pupil who is smoking they will be deemed to be 'associated with a smoker' and will be treated as if they were smoking.</p>   | <ul style="list-style-type: none"> <li>• Referral to Head of 6<sup>th</sup> form</li> <li>• Suitable sanctions put in place</li> </ul>  |
| <p>ATTENDANCE</p> | <ul style="list-style-type: none"> <li>• 95% is the expected attendance of all students</li> <li>• Students must be on time to the academy. Registration is at 8.30am. Being late to registration is unacceptable.</li> <li>• Students must attend all registration periods. Failure to attend is unacceptable. The only exception is for students travelling on a Tuesday, Wednesday or Thursday. Non- attendance will be classed as truancy.</li> <li>• Students are expected to attend all assemblies. Non- attendance without a valid reason is unacceptable. Non- attendance will be classed as truancy.</li> <li>• Students must be on time to all lessons. Lateness to lessons is unacceptable.</li> <li>• Students must attend all lessons. Non- attendance without a valid reason is unacceptable. Failure to attend lessons shows a lack of commitment to study and is unacceptable.</li> <li>• Students should seek authorisation from a member of staff before leaving academy due to sickness or unforeseen circumstances. Not following the correct procedure is unacceptable and will be classed as truancy.</li> <li>• Students leaving academy for any reason are required to sign out</li> </ul> | <ul style="list-style-type: none"> <li>• Letters sent to both students and parent/Guardian when this falls below the required standard</li> <li><br/></li> <li>• Referral to head of sixth form</li> <li>• Climate for learning monitoring</li> </ul> |

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|  | <p>and sign in on their return. Not following the correct procedure is unacceptable.</p> <ul style="list-style-type: none"> <li>• Students must attend and register to all study periods. Non-attendance or leaving early is unacceptable. Non-attendance will be classed as truancy.</li> </ul>   |  |
| SETTING A GOOD EXAMPLE TO YOUNGER PUPILS | <p>Students are expected to act as 'role models' for younger pupils at all times. Failure to do so is unacceptable.</p>  |  |
| BULLYING                                 | <p>Students must conduct themselves properly at all times. Bullying is unacceptable.</p>   | <ul style="list-style-type: none"> <li>• Immediate referral to the Head of Sixth form</li> <li>• Escalation of incident referral made to VP</li> </ul>   |
| OFF SITE VISITS                          | <p>During off site visits students must conduct themselves in an appropriate manner at all times. Inappropriate behaviour is unacceptable.</p>   | <ul style="list-style-type: none"> <li>• Warnings given – any future visit may be cancelled</li> </ul>   |
| VANDALISM AND DAMAGE TO ACADEMY PROPERTY | <p>Students are expected to respect their environment. Vandalism or damage to academy property is unacceptable.</p>  | <ul style="list-style-type: none"> <li>• In severe cases students will be asked to leave the academy</li> </ul>  |
| CLASS AND HOMEWORK                       | <ul style="list-style-type: none"> <li>• Students are expected to work to the best of their ability. Not working to the best of your ability is unacceptable.</li> <li>• Students are expected to work to the best of their ability. Not working to the best of your ability is unacceptable.</li> <li>• Students are expected to have a strong work ethic. Not working to the best of your ability is unacceptable.</li> <li>• Students are expected to meet all deadlines. Failure to meet all deadlines is unacceptable.</li> </ul> | <ul style="list-style-type: none"> <li>• Departments deal with the issue initially but can be referred to head of sixth form if persistent</li> <li>• Students placed on a climate for learning programme</li> </ul> |

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|                          | <ul style="list-style-type: none"> <li>Students are expected to complete 5 hours of independent learning per week, excluding personal study periods but including homework. Students are expected to keep a diary of their independent learning. Failure to keep a diary is unacceptable.</li> <li>Plagiarism is unacceptable. Reference your source appropriately. Failure to do so is unacceptable.</li> </ul> |  |
| INDEPENDENT LEARNING     | Students are expected to complete 5 hours of independent learning per week, excluding personal study periods but including homework. Students are expected to keep a diary of their independent learning. Failure to keep a diary is unacceptable.   | <ul style="list-style-type: none"> <li>Pink slip issued</li> </ul>   |
| TRACKING PROGRESS        | Students must continually track their own progress and be fully aware of their target and current grades, in all subjects, with the support of tutors and subject teachers. Failure to do so is unacceptable.  | <ul style="list-style-type: none"> <li>Pink slip issued</li> </ul>   |
| ACADEMY REPORTS          | When appropriate students may be placed on report at the discretion of a member of staff. There are no exceptions.   | <ul style="list-style-type: none"> <li>Pupils placed on sixth form report</li> <li>Escalation of issue – referred to Head of 6<sup>th</sup> form, possible parental interview</li> <li>Continuation of any issue could result in you being asked to leave the 6<sup>th</sup> form</li> </ul>   |
| IPODS/ELECTRONIC DEVICES | <ul style="list-style-type: none"> <li>May only be used in the Sixth Form Study Room</li> <li>Mobile phones may be brought into the academy but texting is permissible in the sixth form study room, otherwise they must be kept in bags and switched off until after the students have left the academy site</li> </ul>   | <ul style="list-style-type: none"> <li>Any IPODS/Electronic Devices on display will be confiscated and treated as per the mobile phone rule.</li> <li>The academy is not responsible for damage or theft of IPODS but remains responsible for the security of confiscated items.             <ul style="list-style-type: none"> <li>Any mobile phones on display will be confiscated. Repeat offenders will not be allowed to bring their phones into the academy</li> </ul> </li> </ul> |
| DRIVING /LESSONS         | <ul style="list-style-type: none"> <li>Driving lessons are not allowed during the normal academy day</li> <li>Driving - a speed limit of 5-10MPH will apply on the academy drive</li> </ul>  | Matter referred to Head of Sixth Form / Pastoral Behaviour Manager.  |

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|   | at all times   |  |
| ABIDE BY THE ACADEMYS<br>HEATH AND SAFETY<br>POLICIES   | Students must not bring any cigarettes, matches, lighters, alcohol, illegal substances or any sort of object that may be harmful to others | Matter referred to Head of Sixth Form /Behaviour Manager |
| <p>OTHER ISSUES – STUDENTS ARE POLITELY REQUESTED TO:</p> <p>Inform the Academy if there are any changes to you contact details</p> <p>Inform the Academy of reasons for absence</p> <p>Do not take holidays during normal term times</p> <p>Behave safely, sensibly and responsibly at all times outside academy in public places. Students are expected to behave considerately to each other and members of the community.</p> |  |  |