



Hills Road Sixth Form College Cambridge

CODE OF CONDUCT FOR FULL-TIME STUDENTS June 2018

The College is a caring learning community which respects the right of each individual student to have a safe, enjoyable and successful learning experience. As members of the College community, all students are asked to abide by its code of conduct which is outlined below:

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

- talk to all students, staff, College visitors and members of the local community with respect and behave at all times in an appropriate and courteous manner
- do not transmit any communications or images (via phones, IT or other means) which may cause distress
- when using social media: behave in a courteous and honest way, respecting the privacy and the feelings of others at all times; and avoiding the use of names, contact details or images of other students or members of staff without their prior permission.
- use the designated eating areas when consuming food and drink and do not take food or drink (other than bottled water) into lessons or other timetabled activities
- do not chew gum or drop litter on the College site
- dress in a manner which is appropriate for a working environment
- set mobile phones to silent in lessons, tutorial periods, the Library and in departmental teaching and resource areas
- smoking (including e-cigarettes) is not permitted anywhere on the College site, except in the designated smoking areas on Purbeck Road; the College site includes the Sports and Tennis Centre, the Luard Road playing fields and the area in front of the main college gates on Hills Road.

Help to ensure a safe and secure learning environment:

- wear your College lanyard with your student ID card at all times on the College site making sure it is visible
- do not invite visitors onto the College premises
- ensure any external visitors involved in student organised events are approved by a member of staff. They must sign in at reception and wear a visitor's badge
- leave the College site by 6.00 pm, and do not access the College during holiday periods, unless under the supervision of a member of staff
- behave at all times in accordance with the College's health and safety policy and, when appropriate, with the College's fire evacuation procedures
- do not have in your possession:
 - weapons or anything that can be used as an offensive weapon
 - alcohol
 - controlled (illegal) substances
- do not misuse or supply prescribed drugs
- do not enter the College site or participate in College activities under the influence of alcohol or drugs.

Accept responsibility for your own learning:

- participate actively and to the best of your ability in lessons and in the general life of the College
- attend punctually all required activities including enrichment, supported independent learning sessions and compulsory workshops
- complete assignments to the best of your ability and by the stated deadlines
- do not cause a distraction to others or disrupt the teaching and learning taking place
- be available for College activities during the College day (9.00 am – 4.00 pm); personal appointments should be made outside these times, as should any paid work
- take any personal and family holidays outside college term times.

Promote good communications:

- log on each day to your College IT account to read the daily news, check and respond to your email from staff and account for absences
- only send e-mails to multiple recipients if you have the permission of a member of staff whose initials should appear on the email
- only use language in written and verbal communications that is polite and respectful.

Promote the good reputation of the College:

- 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
- do not use those open spaces in the immediate neighbourhood of the College which are private property. These include the residents' area behind the Marque building on Hills Road and the residents' area between Abbey College and Harrison Drive behind the College
- the Cambridge Leisure Park and the businesses within it are all private companies. You must behave in the way we expect on College premises while using these facilities, in particular by not leaving litter and having respect for other people who work at or use the facilities
- seek permission from the Principal before making use of the College logo or any other College publicity material
- seek the Principal's approval before broadcasting or publishing information about the College or members of the College community.

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

- equality and diversity
- health and safety
- bullying
- acceptable use of IT
- course work and plagiarism

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 College's Disciplinary Policy and Procedures for 16-19 Students.

Types of misconduct include but are not limited to:

Inappropriate conduct

Relatively minor breaches of the Code of Conduct such as inappropriate and disrespectful language, eating and drinking while using computers in resource areas and failure to wear a College issued visible lanyard/temporary ID

Serious Misconduct

Serious misconduct includes, but is not restricted to:

- disrupting the learning of others intentionally or otherwise
- verbally threatening behaviour towards a student or member of staff
- inviting unauthorised external visitors on site
- allowing a person who is not a member of the College Community to access the site and/or providing an unauthorised person with a College lanyard
- smoking on College premises (other than in the designated smoking area)
- behaving in a way that brings discredit on the student and/or the College, including through social media use
- deliberate and repeated failure to wear a College-issued visible ID lanyard
- 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

Gross misconduct refers to incidents where a student's alleged conduct is so seriously in breach of College conduct requirements that the student's right to remain at the College may be in doubt. It includes, but is not restricted to:

- seriously disruptive behaviour
- violent, dangerous or intimidatory conduct, including sexual violence
- possession or use of weapons or anything that can be used as an offensive weapon
- bullying, harassment, victimisation or discrimination against another student or staff member on any grounds
- serious damage to, theft or unauthorised possession of any property or facilities
- serious violation of health and safety procedures
- serious misuse of IT including misuse of social media interactions
- possession, use or supply of controlled (illegal) substances
- misuse or supply of prescribed drugs
- possession or consumption of alcohol
- deliberate falsification of college documentation/records.

You will have already agreed to abide by this code of conduct when accepting your place at College, and again at enrolment. By doing so, you have indicated your acceptance of the College's expectations. Failure to meet the expectations outlined in this code of conduct may result in disciplinary action in accordance with the following College policies:

- Disciplinary Policy and Procedures for 16-19 Students including
- Right of Search
- Subject Monitoring, Support and Referral for 16-19 Students