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**DETAILED CONDITIONS OF**

**THE STUDENT CODE OF CONDUCT/CONTRACT WITH SFX (2019 - 20)**

**Please read this document very carefully and then sign and return the attached summary as requested.**

**This document forms an integral part of the student’s contract with the College and is to be retained by the student. N.B. Individuals are not fully enrolled as students until this contract and other attachments are fully completed, signed and returned to the College.**

**The contract underpins the partnership which has been agreed between the College, students and parents/carers. It sets out important rules and expected standards of student behaviour, which are essential in maintaining SFX as a safe college where learning is the goal of everything we do.**

**It contains a number of important points:**

* **The Learning Agenda**
* **General Conduct / Health and Safety of Learners**
* **Student Entry to and Exit From the College**
* **Attendance and Punctuality Policies**
* **Fitness to Study Policy**
* **Acceptable Use Policy for Information and Communication Technology Resources (ICT)**
* **Academic Honesty – Guidelines for Students**
* **Use of the Learning Resources Centre (LRC)**

**The Learning Agenda**

• I understand that SFX only enrols students who are committed to honouring the College Mission Statement.

• I understand that SFX only enrols students committed to undertaking full-time education. As such,

the College may insist that to remain at SFX, I must undertake the full list of courses agreed when I

sign my Learning Agreement in October 2019.

• I will work to the best of my ability and meet all homework/assignment deadlines. I will engage

positively in all class activities, group work and discussion. I will also spend adequate time outside

class preparing and improving work. I understand that failure to meet coursework or portfolio

deadlines may result in my removal from a course. Without a full-time learning programme, I will be

asked to leave the College.

• I will behave in a manner that is respectful towards other students and staff and members of the public.

• I will arrive properly equipped to participate fully in all my lessons, with all items necessary for

individual learning in every lesson.

• I will aim to consistently achieve 100% attendance

• I will fully engage with the College’s compulsory Core Curriculum programme for Religion and Philosophy, Tutorial and Careers.

• I will show full commitment to any Enrichment activity, either compulsory or voluntary, that is

organised by the College, e.g. sports, trips, conferences, revision classes, etc.

• Where applicable, I will inform all tutors of planned absences in advance and will ensure that a parent / guardian notifies the college about absence because of illness on the first day of the absence.

• If I am unwell, and wish to go home to recuperate, I will sign out at Support Services before I leave

College.

• I will submit up-to-date medical evidence for ongoing illness, if requested to by the College

• If work experience is part of my programme, I will attend each day and participate fully in all

activities that are offered by the employer.

• I will make myself available for my KAPP meetings with my Tutors.

• Where applicable, I will attend Careers interviews as arranged.

• I will abide by the Academic Honesty Policy in all work that is submitted for internal and external

assessment.

**General Conduct**

* I will behave in a way which does not offend others, is not discriminatory, abusive or aggressive in terms of age, disability, gender, gender re-assignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief and sexual orientation, and which shows care and consideration for all fellow students and staff and members of the public.
* **I understand that the following types of behaviour will lead to automatic exclusion which, in some cases, may be permanent.(1)**
* Fighting with / assault on or intimidation of another student, member of staff or member of the public inside or outside the College or in the local area,
* Verbally aggressive or abusive behaviour, inside or outside the College or in the local area, towards another student, member of staff or member of the public
* Violence by verbal encouragement (incitement of violence)/ aggression, being present in the vicinity of a violent incident and /or failing to inform the college of potential risk / harm to students, staff or members of the public
* Failure to leave the local area when told to do so by a member(s) of staff
* Possession of an offensive weapon or item which could cause harm.(2) (I understand that the College reserves the right to search students for offensive weapons, and that this is done for the safety of all in our community. I agree, as part of my contract with the College, that I will enter the College building via the search arch, should I be required, at random, to do so by a member of staff, and I also agree, as part of my contract with the College, that I am willing to submit my belongings for search, and myself, should I set off the search arch alarm. I understand that those who are in possession of offensive weapons pose a danger to everyone, and will not be allowed to return to the College. The College will have unannounced searches in association with the Metropolitan Police throughout the year.

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| **OFFENSIVE WEAPONS – Students are prohibited from bringing offensive weapons into College. The College has a legal right to search students, if it is reasonably suspected that they may be carrying an offensive weapon. Any student found to be carrying an offensive weapon will be permanently excluded and will be reported to the police.** **In this case, the College defines offensive weapons as any items which may be used to cause harm, e.g. fire arms, bb guns, knives, fireworks, blades of any kind, screwdrivers, nunchukas, belts and buckles, laser pens, knuckledusters, large rings, CS gas or pepper spray, any corrosive substance, manually sharpened items or items specifically manufactured to cause harm or altered to have the potential to cause harm.** **Students may have a reasonable explanation for bringing into College an item which may cause harm, e.g., an umbrella or belt to hold up trousers. In such cases, if the item is used to cause harm, it will be considered an offensive weapon, and the disciplinary process will be managed accordingly.**  |

* Possession, distribution, selling or storage of drugs, including so-called ‘legal highs’ (substances with stimulant or mood-altering properties, (the use of which may not yet be banned by current legislation regarding the misuse of drugs), alcohol or stolen goods. I understand that providing other students with ‘laughing gas’ is now a criminal offence, and that the College will report such incidents to the police. I also understand that the College bans student use of ‘laughing gas’, and that I may be excluded, if found in possession of ‘laughing gas’ canisters, full or empty.
* Fraud, e.g. falsifying documentary evidence or other official documents, using lost / stolen credit cards, using fake banknotes or coins in the College or in the local area
* Theft from local businesses, residential properties in the local area, other students, staff or the College, including mobiles / chargers / wires left unattended. Shoplifting will not be tolerated, as it is a criminal offence and brings the College into disrepute.
* Deliberate damage of student, staff or College property or property belonging to local residents or visitors to the local area, including damage to parked vehicles
* Bringing in an outsider or helping an outsider to come into the College without approval, e.g. by sharing an ID card or lanyard, and failing to inform College staff of the presence of an outsider in the College
* **Bringing the College into disrepute**, e.g. by causing a public nuisance / generating complaints from neighbours, including hanging around in front of/on private property, unnecessarily blocking the pavements in the local area, screaming near residential areas or at / near bus stops or tube stations, walking in the middle of the road and thus putting self and other road users at risk. Students should note that they may not go onto local housing estates or other local private residential property under any circumstances.
* Bullying or harrassment, whether in person, via third parties (i.e. other students or individuals who are not students) or on social media
* Filming, photographing or recording teachers, students or others without their written permission and /or posting the film/ photo(s)/ recording(s) on social media or sending them to other individuals
* Engaging in any financial agreement or transaction or sale of goods with another student or assisting a third party to do so
* Compromising the security of the College and the safety of others by entering or exiting the building through the fire doors except in the event of a fire when the fire doors will automatically open
* **I understand that the following will lead to sanctions up to and including temporary and permanent exclusion:**
* Failing to comply with the Learning Agenda as expressed above
* Persistent disruptive/disrespectful behaviour or persistent failure to abide by College regulations e.g. not wearing my ID card at all times when on site

**The decision that a student should be permanently excluded or asked to leave will be made by an Assistant Principal Student Welfare and countersigned by the Senior Post Holder. Students will be offered the opportunity to appeal to the Principal, whose decision will be final. (3)**

*(1) Where there is the possibility of a criminal offence, the Police Liaison Officer will be contacted*

*(2) See Student Handbook for further details on offensive weapons*

*(3) Grounds for Appeal and the Appeals Procedure will be made available if a permanent exclusion letter is issued*

* I will respect the needs of other students and staff by observing all rules and safety regulations throughout the College, paying particular attention to those in laboratories, workshops, sports areas and all public areas on site. I will behave responsibly in respect of the health and safety of myself and others in the College.
* I will wear my ID card visibly with the lanyard around my neck, and will immediately and **without argument** hand it to **any** member of staff who requests it
* I will not pass my ID card or lanyard to another student or anyone from outside the College or in any way assist any individual who is not a current student to come on site.
* I understand that I should not invite friends/acquaintances from outside the College on site or to the vicinity of the College, and that I could be held responsible for any incidents in the College or in the vicinity of the College, which may result from such an invitation.
* Food and drink may not be taken above the ground floor or consumed in the Reception area. I will dispose of all litter and gum using an appropriate bin. I will not spit on site or in public areas. I will not smoke (including E-cigarettes and illegal substances) or vape in any area of the College or College grounds or outside the College gates in Malwood Road or sitting on the walls of residential or commercial properties in the local area
* I will not play games, e.g., ‘Pound Up’ or card games, which involve gambling for money or other property, either inside or outside the College.
* If I need to go home because of an emergency when I have timetabled lessons, I will arrange to do so with my Personal Tutor, contact any staff whose lessons I will miss, and sign out at the Support Services desk
* **I will keep noise levels to a minimum on site and in public places, e.g. at bus stops and in residential areas**
* I will not engage in any trespassing behaviour, e.g. on local council or private residential property or be the cause of complaints to the College from local businesses or residential areas
* I understand that the College cannot accept responsibility for my personal property. I should not bring in valuables or large sums of money. Mobile phones / i-pads/ laptops etc. are brought into College at my own risk. Mobile phones are disruptive to others. My phone / i-pad/ earphones etc. must be **switched off and put away** during lessons, other guided activities, and when working in the LRC, unless a teacher specifically gives permission for work to be done on these. Noise and music from these devices must never disturb the College environment**. Should I ignore these rules, I accept that I will be** **asked to hand over my equipment to a member of staff**. My equipment will be returned at the end of the College day (4.00 p.m.) at the Student Services Desk. **The College takes no responsibility for lost or stolen items**.
* I understand that birthday cakes, balloons, candles and the ordering of takeaway foods and drinks for celebrations is not permitted in social or other areas, nor is the placing of orders for delivery to College.

I understand that SFX is part of a wider community, which includes local residents, businesses and commuters. I understand that I must follow the guidelines below immediately outside the College and in all roads in the local area:

* Keep noise to a minimum
* Leave enough space for others to use the pavement, particularly the elderly, infirm and those with young children
* Use the bins provided to dispose of litter
* Treat all workers in local businesses and the local area with respect and courtesy

**Student Entry To and Exit From The College**

**I understand that:**

* Students may **only** enter the College via the security gates at Main Entrance to the building
* Students may not enter or exit the building via fire exits except in the event of a fire when the doors should automatically open to allow exit
* Students must wear their ID cards to gain access to the College site via the Main Gate and to the building itself
* Where a student is not in possession of an ID card, entry to the College may be gained by asking for a temporary ID. Students may request up to three temporary one-day ID cards per term. These must be returned to the Security staff at the end of each day. Students who come without an ID card on more than three occasions per term may gain entry to the College either by purchasing a new ID card (£5) or by returning home to get a forgotten card.
* Students should tap the ID card in the appropriate place at the security gate to gain entry
* This process will need to be repeated to exit the building
* **Any attempt to force entry or exit, or which results in damage to the security gates will be treated as vandalism of College property and will be dealt with in accordance with the statement about General Conduct above, and may result in exclusion, temporary or permanent.**
* Any attempt to help an intruder gain access to the College via the security gate will be treated in accordance with the Student Code of Conduct and Student Contract
* **Any attempt to by-pass the security system or to ignore those who are employed by the College to oversee the security gates and patrol the corridors will be regarded as flouting the College security system, which is in place for the safety of all, and will be dealt with in accordance with the statements above about General Conduct**

**THE LEARNING CODE – PROCEDURES FOR SUPPORTIVE INTERVENTION**

**I understand the College Learning Code, as set out below, and agree to abide by it:**

If a student is giving cause for concern in a subject, the following action will be taken, as set out in the

Learning Code. If a pattern of underachievement, attendance, punctuality and / or poor behaviour for

learning emerges, the following action will be taken:

**Formal verbal warning - Subject Tutor**

• All concerns logged on Dashboard

• Student set specific VESPA targets for a two week period

• Where there is no significant improvement, student may be raised to a Stage 1 warning

**Stage 1 – Subject Tutor**

• Subject Tutor meets with the student and agree clear, specific VESPA targets (

for improvement

* parent /guardian contacted by phone and/or letter

• Subject Tutor to monitor progress (and recognise any improvements)

* Staff will continue to log any issues on Dashboard

• Where there is no significant improvement, the student will be referred to the Head of Department,

  who will decide if the student is to be raised to a Stage 2 warning

**Stage 2- Head of Department**

• Head of Department will meet student to discuss issues and will contact home by phone and letter

• VESPA targets will be set again and monitored by the Head of Department

* Student will be referred for a Careers Interview

• Where there is no significant improvement after two weeks, the Head Department may refer the

case to Head of House to raise the student to Stage 3

**Stage 3 - Head of House**

• Head of House to meet with parent/guardian and student. Concerns and targets will be reviewed

• VESPA targets will be re-set and confirmed in letter home

• Where there is no significant improvement, the case will be reviewed by the Academic Board and a decision made as to whether the student can continue to study at SFX

**There is no automatic progression** on BTEC courses from Level 1 to Level 2 or Level 2 to Level 3 or from Level 3 Year 1 90 Credit Award to Level 3 Year 2 180 Credit Award. Students hoping to progress to the next level **must** fulfil **all** the minimum requirements below:

* Achieve a Pass at Level 1 to progress to Level 2
* Achieve a Pass at Level 2 to progress to Level 3
* Achieve a Pass or better, according to departmental demands, on the Year 1 Level 3 90 Credit Award to progress to the Year 2 Level 3 180 Credit Award
* Have a satisfactory reference from the Personal Tutor, Head of House and BTEC Team Leader
* Have a satisfactory reference from the work experience employer
* Have satisfactory attendance and punctuality

**Serious Incidents**

In the event of a serious incident, as defined by the ‘Student Code of Conduct/Contract’, I understand that immediate action will be taken. This may include immediate implementation of any Stage where earlier stages have not previously been applied. Such cases will be referred to an Assistant Principal.

**Students’ Responsibilities for Attendance and Punctuality**

**I understand and agree to abide by the College expectations for good attendance and punctuality, as set out below:**

To ensure you achieve your maximum potential, it is essential you attend all lessons on time.

The College sets high standards for learning and achievement, and expects you to achieve 100%

attendance and be on time for all lessons. Excellent punctuality and attendance will reflect positively

in assignment grades, exam results, references, and progression at SFX or to university/employment.

Students pay a high price for taking on too much part-time work. Research shows that grades drop

in proportion to hours worked.

**Persistent poor attendance and/or lateness will result in disciplinary procedures.** As part

of the early intervention policy, contact / meeting with a parent /guardian can be arranged at any

time. If no improvement is seen, the College reserves the right to pursue poor attendance/ punctuality

with the full force of the Learning Code, up to and including permanent exclusion. Students with

unsustainable attendance can be asked to leave College at any time during the year.

**Attendance**

• In the event of illness, or unforeseen absence, a **parent/guardian** must contact the College before

9.00, even if the student’s first lesson is later that day. This can be done via email or phone.

• Specialist appointments must be verified by evidence on official headed paper, e.g. hospital

appointment, orthodontist, physiotherapist, etc. This evidence must be submitted to the Support

Services desk in **ADVANCE** and the absence will be coded.

• Non-specialist appointments are **unauthorised,** e.g. doctor, dental, opticians, driving lessons, job

interviews, etc. and should not be made during the College day.

• Students can review their attendance on Dashboard and parents can access it via the parent portal

• For long term or persistent absence caused by illness, an up-to-date medical certificate must be

given to the Head of Faculty, upon request, accompanied by a letter from the student’s parent /

guardian.

• For open days and interviews at universities, students must collect a Confirmation of Student’s

Absence form from Support Services to take with them, have it stamped by the university to confirm

their attendance, and return it to Support Services promptly.

**Punctuality**

The college expects all students to be on time for all lessons. We would advise all students to arrive

at least 5 minutes early for all lessons. Lateness and persistent lateness have a detrimental effect on

student progress and outcomes, disrupt others’ learning and will not be tolerated by the College.

KAPP reports will show the number of times a student has been late to lessons.

• If lateness becomes a problem, the teacher will put the student onto Stage 1 of the Learning Code.

• Students returning from a specialist appointment should hand in documentary evidence at Support

Services.

• Students must take responsibility for catching up on missed classwork /assignments

The Attendance and Punctuality Policy will be distributed to all students in September via the Student Handbook and will also be available on Moodle.

**Fitness to Study Policy**

* I understand that the College will act reasonably, within the resources at its disposal, to support me to continue my education in the event of serious illness or disability, as set out in the Fitness To Study Policy, which can be found on Moodle
* I understand that I will be required to furnish the College with **up to date medical certification** upon request, as evidence of any ongoing illness or disability, as set out in the Fitness To Study Policy
* I understand that no reasonable adjustment can be made without medical evidence of the impact of my illness on my ability to attend and learn
* I understand that no reasonable adjustment can be made for public examinations unless the College receives a letter for the examination board, which gives a diagnosis, states the impact of the illness on my ability to function in College and to learn / revise and any recommendations about the type of reasonable adjustment(s). **This letter must be signed by a hospital consultant.**
* I understand that the College may make a decision to ask me to leave temporarily or permanently, if it deems this to be in my best interest or that of other students
* I understand that unverified and medically uncertified absences, **consecutive or cumulative**, may result in the termination of my course(s) or place at College
* Where studies are interrupted by medically verified ill health, the College will consider an application to return to study
* The full version of this policy can be seen on request

**Acceptable Use Policy for Information and Communication Technology Resources (ICT)**

**I agree to abide by the Policy as set out below:**

The College has provided a large number of computers and mobile devices for your use. The computers offer access to vast amounts of valuable information and access to services to support you during your studies. The computers and mobile IT devices are provided and maintained for your benefit. You are encouraged to enjoy these resources and to ensure that they remain available to all. Any damage, malicious alteration or inappropriate use of the computer equipment may harm your education and that of others. To protect all in its care the College must insist that you adhere to the Acceptable Use Policy which lists the rules for the use of the equipment. Students who receive an Apple iPad as part of the College’s digital transformation strategy, you are required to review and agree to the terms and conditions of the iPad use policy.

**Use of Computers and I.T. Equipment**

* Respect the equipment and other students’ rights to use the equipment.
* You must not use a computer unless a teacher or appropriate member of staff has said you can. Unsupervised use of computers is not allowed.
* You must not install, or attempt to install programmes of any type on a machine, or store programmes on computers without the permission of an appropriate member of staff. This includes playing games over the Internet.
* The system must not be used to download or listen to music or video files for personal use.
* You must not damage, disable or otherwise harm the operation of computers, or intentionally waste resources (printouts cost money).
* Care for the environment in your working practices.
* You are expected to respect and not attempt to bypass security in place on the computer systems. Accessing, copying, removing or otherwise altering other people’s work or attempting to alter the settings of computers is not an acceptable use of the equipment.
* You will make every effort not to introduce viruses onto the College network.
* You must log off of the machine once you have finished using it.

**E-Safety Rules & Guidance for using Internet, SFX Moodle & Mobile Devices**

* Never give your network username and password to others.
* All network and Internet use must be appropriate to education.
* Copyright and intellectual property rights must be respected – always acknowledge where your information came from and quote your sources, including images.
* Always use your College email for College matters. Staff will generally use College email addresses when communicating with students.
* Email messages shall be written carefully and politely, particularly as they could be forwarded to unintended readers.
* Do not open personal emails or messages, unless you know who they are from.
* You must not forward confidential messages or other sensitive information.
* Users must take care not to reveal personal information through email, personal publishing, social network sites, tweets, blogs or messaging (including text messages).
* Use of social networking sites and chat rooms are not permitted during teaching hours, unless supervised by teaching staff.
* Your use of the I.T. facilities must not harass, harm, offend or insult others, either inside or outside the College.
* Be aware of the dangers of cyberbullying and always report any suspected cases in confidence to a member of staff, or via the SHARP reporting system ([www.thesharpsystem.com](http://www.thesharpsystem.com)).
* Take care when posting photographs or video clips of yourself and be aware they could be posted by others without your permission, or be used against you in some way.
* When posting photographs or video clips of others, always ensure you have their permission.
* Anonymous messages and chain letters are not permitted.
* Use of College resources for personal financial gain, gambling, political activity, advertising The system must not be used to download or listen to music or video files for personal use.
* You must not damage, disable or otherwise harm the operation of computers, or intentionally waste resources (printouts cost money).
* Care for the environment in your working practices.
* You are expected to respect and not attempt to bypass security in place on the computer systems. Accessing, copying, removing or otherwise altering other people’s work or attempting to alter the settings of computers is not an acceptable use of the equipment.
* You will make every effort not to introduce viruses onto the College network.

**Use of the Internet:**

An Internet filtering policy is in place designed to protect students from content considered undesirable. You must comply with the legal requirements for using materials obtained from the Internet and reusing them in the curriculum. A “fair play” policy is in place. Use of the Internet must be reasonable and is to be used for curriculum purpose. Internet access is logged for students. These logs can be investigated as required by the College Management and may be used in student disciplinary actions. Access to and use of social sites, including Facebook, Twitter etc. is not permitted for social purposes, where on college machine or on your own device via the College’s WIFi. Extra care must be taken to ensure that you do not violate any of the principles of the Data Protection Act and Computer Misuse Act when using College IT services.

**Monitoring student use of I.T. resources**

The College will exercise its obligation to monitor the use of the network, including access to websites and emails. Every keyboard keystroke is monitored for auditing and safeguarding reasons. The College takes safeguarding very seriously and is required to monitor and report any activities that may be deemed as extreme in nature and has a potential of causing harm to self or others. The IT administrator will remove inappropriate materials where it is believed that unauthorised use may be taking place, or the system may be being used for criminal purposes or for storing unauthorised or unlawful text, images or sound.

**Sanctions**

Irresponsible use of I.T. resources may result in the loss of network or Internet access. Evidence of serious misuse of email and/or internet by you, may result in disciplinary action. For serious violations, suspension or expulsion may be imposed and, where appropriate, police may be involved or other legal action taken.

**What to do should your user ID be disqualified as a result of a breach of this policy**

Your Personal Tutor and LRC staff will be notified by email. Speak to your Personal Tutor and ask him/her to contact the Head of House requesting an interview for you. Depending on the outcome of the interview and the nature of the offence, you may get a second chance. Failure to turn up to the interview will result in you being referred to the Senior Head of House and possibly being excluded until your parent/guardian attends a meeting with an appropriate member of staff.

**Academic Honesty – Guidelines for Students (also see ‘Public Examinations & External Assessment’ in student handbook)**

At SFX we place a high value on honesty and this extends to work submitted for assessment. When writing your essays, assignments and coursework, you must always acknowledge your sources, whether you are quoting the words of another person or if you are using their ideas. In this way you will avoid plagiarism, which is passing off someone else’s work as your own.

How to avoid plagiarism:

* Be organised – keep a record of your sources as you do your research, including the URLs for websites and the date retrieved. Also keep a copy of all your notes.
* Follow guidelines on how to do your references, e.g. the ‘LRC Referencing Guide’, available to all students on SFX Moodle, or ask for help from your subject tutor or from LRC staff.
* When quoting someone else, always provide a reference to the source of the quote.
* When using someone else’s ideas, acknowledge this in your work and put the details of the source in your references.
* Try to use your own ideas and words as far as possible.
* Never copy directly from texts, including books, magazines and newspapers without saying where you got the information from.
* Never copy and paste from the internet or other online resources without showing your sources, including the URL and the date retrieved.
* Never use images, graphics, video clips, diagrams, graphs or maps taken from texts or the internet without citing the source.
* Never present the work of another student as your own.

The College will treat cases of academic dishonesty very seriously and the consequences could include receiving zero marks for your work or even being disqualified from your course.

**I agree to abide by the Academic Honesty Policy as set out above.**

**LRC Code of Conduct**

The Learning Resource Centre provides a physical and digital library that includes a comprehensive range of physical and digital resources (21,000 items consisting of books, DVDs, audiobooks, e-books, online databases, journals and magazines, rulers, calculators and headphones). It offers Wi-Fi access to personal mobiles loanable iPads and laptops It also provides 36 study cubicles (20 with power sockets) 4 quick access PCs and 70 bookable PCs. Students will find an environment conducive to individual research, dedicated to individual silent study.

The LRC team offers independent learning support as well as library and research methodology seminars throughout the year. It is possible to make a booking for a class, group or individual appointment.

The LRC Manager and team can be contacted via phone on 0208 772 6031 and via email on library@sfx.ac.uk

* Students should always have their ID on them. As they will need it to borrow materials from the LRC. They will also need to hand it in to book study desks or to show it when challenged by a member of staff to do so.
* Students are able to book a PC via application available across the college called MYPC. If booked in this way, the student does not have to queue to book but is able to go directly to their booked PC to log on and start working.
* Students can bring in bottled water to the LRC. However, anyone with any other type of drink or food will be immediately asked to leave.
* The LRC is a silent study zone. Anyone found talking (using the phone to talk to someone and/or make voice notes) will be asked to leave the LRC. All phones must be switched to silent or off before entering the LRC.
* Socialising in the LRC is not allowed. This includes the following; applying makeup, hair grooming, watching a match/video, sharing headphones to listen to the same music, playing clips from social video apps on your phone or collaborating on course work.
* Students must sit at the desk /computer allocated to them. Only one student is allowed at a desk/PC. Please leave it tidy with the keyboard and mouse placed in front of the monitor. Bin all rubbish and put all reference material on the trolley to be re-shelved.
* Using LRC assets for social media /personal entertainment purposes is not appropriate. Such students will be challenged about usage and could be asked to leave and/or be temporarily banned.
* When using headphones make sure the sound cannot be heard by anyone sitting beside you. LRC staff are tasked to challenge students if this is an issue. Headphones are just one of several equipment items which can be borrowed within the LRC. If this service is misused by a student, it is cancelled for them.

Students must at all times comply with these LRC Rules and Regulations. Consideration for other students and staff working in the LRC is key.

Students are responsible for the environment and equipment they use on the LRC. They will be billed for damage caused or materials lost. It is important to monitor the college email account for requests to return borrowed items within the time specified. Please be prepared to pay any fines or charges incurred, if items are not returned within the time specified.

Students who fail to abide by the LRC Code of Conduct will be subject to disciplinary procedures and may be banned from using the LRC. Students caught misusing the computers will face an immediate seven-day ban from the college network.

**I understand the points above, and agree to keep to the LRC Code of Conduct.**



**Summary Student Code of Conduct/Contract with SFX (2019 - 20)**

Please read this document very carefully and then sign and return as requested below. Please note that the detailed conditions in the attached document form an integral part of this Contract. **This Contract underpins the partnership which has been agreed between the College, students and parents/carers. It sets out important rules and expected standards of student behaviour, which are essential in maintaining SFX as a safe College where learning is the goal of everything we do.**

**With that objective in mind, I confirm that:**

1. **I will pursue my education and agreed Learning Agreement to the best of my abilities, and understand the Learning Code.**
2. **I will behave in a way which does not hurt to or offend others and shows respect and courtesy to all, and understand those clauses in the Contract which may lead to temporary or permanent exclusion.**
3. **I will follow the instructions for entry to and exit from the College**
4. **I will wear my ID card at all times, whilst in the grounds of the College.**
5. **I will arrive on time and attend all my lessons.**
6. **I will use College computers, IT equipment and the Internet in a responsible manner and only for work related to my courses of study. I agree to abide by the IT Acceptable Use policy.**
7. **I will comply with the Learning Code and the Academic Honesty guidelines.**
8. **I will comply with the Fitness To Study Policy**
9. **I will comply with the rules governing use of the LRC, Group Study Area and LRC 2**

**\*Students are not fully enrolled until this document is signed and returned.**

**Agreement:** I have read and understood the rules, policies and procedures outlined above and set out in detail in the Code of Conduct (attached) and agree to abide by them. I understand that I will be subject to the College’s disciplinary procedures including loss of access to the IT System and LRC, Group Study Area and LRC 2, should I fail to comply with the terms of this agreement.

Photographs may be taken for official College use. They will only be used for College purposes and can only be passed to external organisations if expressly agreed to by the student and his/her parents/guardians. By signing hereunder, both the student and the parent/guardian consent to these photographs being used.

DATA PRIVACY NOTICE

In order to operate and to fulfil our legal obligation, SFX, (the Data Controller), needs to collect and use certain types of information about people, the data subject, with whom it deals. This personal information will be dealt with properly however it is collected, recorded and used. All information containing personal data is protected against unauthorised access, accidental loss or destruction, and unintended modification to disclosure. SFX fully complies with the principles of the General Data Protection Regulation (GDPR). By completing and submitting this form you consent to SFX holding your information for the purpose stated in the Privacy Notice for Students available on the College website. For more information regarding data protection please contact the DPO at dpo@sfx.ac.uk

The information being collected may be used for safeguarding and the prevention and detection of crime and we may, under the Regulation, not require your consent to do so. We may also share or be required to share relevant information with other public sector bodies and government agencies.

**Print name**  **Signature**

**Student Number Tutor Group**

**Date**

I understand and fully support the rules, policies and procedures of the College, as set out in this document and in the detailed Code of Conduct which we have retained. I understand that my daughter’s or son’s Personal Tutor is the first point of contact. I also understand that all visitors to the college are expected to adhere to the SFX code of respect for and courtesy to others.

*\*****Please note that parents should not visit the College without an appointment, as it is likely that staff will not be available to see them.***

**Parent’s/Carer’s/Key Worker’s signature Date**

I have explained the rules above to this student.

**Authorising Teacher’s name Signature**

**Date**

**\*\*Once completed, this document must be returned by the student to his/her Personal Tutor – by Friday 20th September 2019**

**PLEASE TURN OVER AND ALSO SIGN THE ‘TRIPS, VISITS and UNSUPERVISED ACTIVITIES’ FORM.**

**Trips, Visits and Unsupervised Activities 2019 - 20**

**Dear Student/Parent/Carer,**

Students may be required to take part in visits or attend residential trips as part of their course of study. There are extensive guidelines associated with **residential trips** and you will always receive a letter giving the itinerary. Meetings will be arranged to discuss the risks associated with residential trips.

In the case of **day visits** a risk assessment will be carried out (including liaison with the Head of Learning Support regarding students with a learning difficulty or disability). This assessment will cover matters such as the nature of the activity, the venue and its location, the type and level of supervision and the arrangements for travel to and from the event. Students will sometimes be asked to meet staff at a venue and make their own way home. This risk assessment will also involve informing students of what is permitted/not permitted before, during or after the trip, e.g. no alcohol consumption, not bringing a ‘friend’ etc. Day visits are more numerous than residential trips, therefore, we ask that parents/guardians sign a **Form of Consent and Indemnity** to cover these. This indemnity will also extend to those occasions when students are asked to work off-site where they may be unsupervised. Such work could include filming for media, research for sociology or sketch work for art.

**In order to facilitate this for the academic year 2019/2020, I should be grateful if you would please complete the attached permission slip below.**

**PERMISSION SLIP — Form of Consent and Indemnity**

(Local visits and activities throughout study at St Francis Xavier College in 2019/2020)

|  |  |
| --- | --- |
| **Student Name:** | **Tutor Group**: |

I accept the College’s offer for my son/daughter to participate in day visits and activities.

I understand that risk assessments will be in place for these visits but there will not normally be a specific letter sent home on every occasion. I give permission for a member of staff to take appropriate action should any emergency arise.

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|  |
| --- |
| Note: If your son/daughter has a medical condition or disability or any other issue, which may impact on the arrangements for day trips and visits, they are requested to disclose this information on the confidential Medical Form attached. |

|  |  |
| --- | --- |
| **Student signature:** | **Date:** |

|  |  |
| --- | --- |
| **Parent/Carer/Key Worker signature:** | **Date:** |

|  |
| --- |
| **\*\*Parent/Carer/Key Worker email address:**  |

**Please return this document to the Personal Tutor of your son/daughter by Friday 20th September 2019**

**MEDICAL FORM 2019 – 2020**

**FOR USE IN THE EVENT OF AN EMERGENCY OR STUDENT / PARENT / CARER REQUEST FOR A REFERRAL**

*(Please PRINT)*

**Student’s full name\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date of Birth\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Student number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Tutor Group\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **G.P.’S Name:** |  |
| **Practice / Surgery Name:** |  |
| **Address:** |  |
| **Postcode:** |  |
| **Telephone Number of Practice / Surgery**  |  |

*If attending a clinic / hospital:*

|  |  |
| --- | --- |
| **Name of Clinic / Hospital:** |  |
| **Name of Doctor / Contact:** |  |
| **Telephone Number of Clinic / Hospital:** |  |

|  |  |
| --- | --- |
| Please enter any medical or other issues which staff may need to know about in case of illness on a trip or in College. Please include any medication currently being used by the student |  |

I give permission for the College to make a referral to the G.P. / Clinic / Hospital contact named above in the event of an emergency or with the written permission of the student. I understand that the details above will be kept in confidence at the College.

Student’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent / Carer’s signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Please return this document to your son’s / daughter’s Personal Tutor by Friday 20th September2019**

 ***NOTE:*** *The information collected on this form is subject to the conditions of the Data Protection Act 1998. (Full details covering data usage, limitations and liabilities are set out in the Student Learning Agreement signed by all students as part of the enrolment process.)*

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