



## STUDENT CODE OF CONDUCT

### Introduction

- The Student Code of Conduct aims to protect the rights of students, staff and the local community.
- Supporting College policies and procedures can be found on the College Website and Portal.

### 1. Expectations on attendance, punctuality and conduct in lessons

- Attendance is compulsory and you are expected to attend all timetabled sessions and activities.
- Parents or carers should report any absences. In all cases please telephone reception or email [absences@esher.ac.uk](mailto:absences@esher.ac.uk) to inform the College of an absence. As a courtesy, you can inform subject teachers via email to check what will be missed and how to catch up.
- General absences can include sickness, hospital and doctor appointments, funerals, driving tests and university interviews or open days. Non-emergency dentist appointments will not be authorised and should be booked outside of lesson times.
- Exceptional absences can include work experience, family events (e.g. weddings), religious observance, caring emergencies, bereavements (except single day absence for a funeral – see above), participating in sporting events, external exams and all other exceptional requests. Where possible, exceptional absences should not be taken in term-time and the dates are available well in advance on the College website.
- In all cases, parents/carers must request authorisation from the College in advance via email ([absences@esher.ac.uk](mailto:absences@esher.ac.uk)) or a letter to reception and absences will not be retrospectively approved. The Principal will consider exceptional holiday requests, but these will not generally be categorised as authorised. The Assistant Principal will consider all other exceptional requests.
- It is your responsibility to catch up on any work missed through absence.
- You should not carry out more than 10 hours of paid work a week and this should not be within College hours.
- All timetabled lessons must be attended punctually, and if you are late to class, you should knock on the classroom door and wait outside the room until you are asked to enter.
- You must be responsible and considerate in lessons and produce all work to the best of your ability and within deadline.
- Mobile phones and devices must be placed on silent or turned off when you are in class. They must always be kept stored away (in bags or pockets) in lessons or in any working areas, unless otherwise instructed.

### 2. Substance misuse

- You will not be in possession of, distribute or be under the influence of a substance (illegal drugs, legal highs or alcohol) or be in possession of substance associated paraphernalia while on the College campus, or within the surrounding community, during the College working day or while engaged in College related activity, and understand, that any such offence would constitute a gross misconduct intervention.
- A gross misconduct intervention will include suspension and/or permanent exclusion.

### 3. College and Local Community

- You are expected to behave in a respectful and considerate manner towards all members of our local community and maintain the reputation of the College at all times.
- You must treat other members of the College community with equal respect, regardless of age, disability, gender reassignment, pregnancy and maternity, religion or belief, race, sex and sexual orientation.
- You must respect the College buildings, property and environment and place litter in bins.
- You must dress appropriately and wear specialist clothing for any activity which requires it.
- You must have your ID Card on your person at all times while engaged in College activity and be able to produce the ID card if required to do so by a member of staff.
- You must not bring unauthorised visitors onto the College premises.
- You should inform the security of any unauthorised visitors, antisocial/inappropriate behaviour.

#### **4. Health and Safety Agreement**

The College aims to provide a safe environment for all students. However, it is also your responsibility to maintain your own safety whilst in College and to consider the safety of others.

##### Safety in the Classroom

- If for any reason you arrive early to College you should remain in the Café area until LRC1/2 open or lessons begin.
- You must not enter a science lab, workshop or sports facility (sports hall, gym, courts) unless a tutor is present.
- Keep aisles in classrooms clear of bags and personal possessions.
- Personal Protective Equipment is provided where required and must be worn at all times.
- You must immediately follow reasonable instructions from a member of staff regarding health and safety.

##### Hazards

- It is your duty to report any potential hazards to a member of staff immediately.
- It is your duty to report any health and safety incidents promptly to a member of staff.
- You must not interfere with or misuse any health and safety equipment or signage.

##### Fire

Your tutor will explain the evacuation procedure in case of fire. You should familiarise yourself with this procedure, in particular:

- When the fire alarm sounds you must leave the building by the most direct route unless otherwise instructed.
- If you are in the Café you should not attempt to exit through the reception area.
- You must not re-enter the building under any circumstances until directed to do so by the Fire Officer on duty.

##### The Café

- Food and drink must not be carried through corridors. Spillages are highly likely to cause slips and falls.
- Keep gangways clear, have consideration for all students and staff especially those who may have a disability.

##### Smoking

- Smoking/vaping is only permitted in the designated area behind the student car park. Please dispose of your cigarettes in the appropriate containers and always ensure that they are fully extinguished.

#### Cars, Bikes and Scooters

- All students must stay within all campus speed limits when using a car, bike or scooter.
- E-scooters/powered transporters are not allowed on the College site.
- Please be extra-vigilant when the conditions are wet or icy and use extreme caution when exiting the College.
- You may only park on the premises if you have a valid permit from the Community & Security Officer.
- If you drive to College, you must ensure you park legally and considerately in the local community.
- If cycling to College, you must ensure that you do so using the appropriate safety and security equipment (helmet, lights, lock).

#### Opening hours

- Students can come into College from 8am. Both LRCs are open from 8.30 am, LRC1 closes at 4.30 pm Mondays, Wednesdays and Fridays but is open until 5pm on Tuesdays and Thursdays. LRC2 closes at 4.30pm Monday - Friday. All students should leave campus once the LRCs close. Students may use the Café until 5pm if they are waiting for transport.
- If, by agreement with a member of staff, students are engaged in out-of-hours activities such as college production or revision sessions, this is acceptable if students are supervised.

### **5. IT Code of Conduct**

To enhance the learning experience Esher College provides each student with a user account on the College network. This account provides data storage, internet access and electronic communications services such as e-mail. Students are responsible for all activity that occurs under their account.

#### Prohibited Use

You must not:

- Allow any other person to use your network account. Passwords must be kept secret.
- Deliberately or through careless behaviour undertake activities that interfere with the normal operation of the College network.
- Run or install any unauthorised software.
- Connect any unauthorised equipment to the College network.
- Attempt to gain unauthorised access to any computer system.

#### The Esher College IT systems must not be used to:

- Create, distribute or store images, text or materials that might be considered indecent, pornographic, obscene, illegal, discriminatory, offensive or abusive.
- Store or distribute material protected under copyright laws, including music, software, graphics or text, unless permitted by licence, contract or written permission from the copyright holder.
- Broadcast unsolicited personal views on social, political, religious or other non-College related matters (spamming).

### Personal Use

- Personal use is permitted, however it must not affect your work performance, or compromise the security or reputation of the College. Commercial use, which is not connected to, or approved by the College, is strictly prohibited. Members of the College community must abide by the Social Networking Code of Practice.

## **6. Social networking code of practice**

Members of the College community often communicate with each other using social networking apps and websites. Sometimes students can be unaware of the implications of their comments/postings. For example, a comment that might be a throw-away when spoken face-to-face can become something much more powerful when saved online and read by a wide circle of people. For these reasons this code of practice has been developed which:

- Makes clear the limits of “free speech” on the Internet.
- Sets out the potential penalties for breaking this code of practice.

As a member of a wider college community, you need to understand that you do not have total freedom to express yourself as you wish. The following types of communication are not permitted and may lead to you being subject to misconduct procedures or, in extreme cases, asked to leave the College:

- Posting any comment that could be viewed as bullying or harassing another member of the College community: student or member of staff. It will be viewed as particularly serious if you set up a site or page which has the clear purpose of criticising, bullying or harassing another member of the College community. It will also be viewed as particularly serious if you make libellous statements (statements that are harmful, untrue, would discredit another person) about any other member of the College community: students or staff.
- Posting any comment that breaks the terms of the College Equality and Diversity Policy.
- Posting any comment that explicitly encourages other members of the College community to actively break the law. It will be viewed as particularly serious if you actively encourage others to take prohibited substances, commit violence or encourage hate crime.
- You are reminded that material posted on the Internet can be very hard to remove. You would always be well-advised not to post photographs of yourself or other students that you or they might not wish other people to see, now or at some time in the future. You would also be well-advised not to make hasty written comments that could be used against you in future.