

LaSWAP CODE OF CONDUCT

This Code of Conduct clearly outlines the expectations that we have of you in order for you to achieve your full potential. At enrolment, you signed a summary of this Code of Conduct called the Sixth Form Learners' Agreement.

LaSWAP teachers and staff share your conduct with your Tutors via referrals and causes for concern which are recorded in your electronic tutor file and progress marksheet.

COMMITMENT TO STUDY

In order to be a successful student, you have agreed to the commitments outlined below:

- **The school day is 8.35 am - 3.05 pm.** Use all of this time productively. If you do not have a timetabled lesson you should attend supervised study to undertake set work, reading or coursework. **This time must be protected and all external commitments (e.g. paid work) or appointments, (e.g. medical, driving lessons) must be arranged outside of the school day.**
- **Daily email checking** – communication between us is essential and we will expect you to provide us with your up to date email address and to check your emails daily. This is a key responsibility and commitment that you make.
- **Book all holidays outside of term time.**
- **Planned absence** - If you need to be absent for a planned period during term time, the agreement of your Headteacher is needed at least a month before the absence start date.
- **Meet deadlines for handing in work.** It is vital that students use their time well and that you keep to agreed assessment deadlines. *Failure to meet the minimum expectations of the course may result in you being withdrawn from public examination entries.* **Coursework deadlines and interim assessment deadlines should be agreed by staff and students.**
- **Attend all of your tutorials, lessons and assemblies.** An unavoidable absence should always be covered by a note from home, an appointment letter/card or a telephone call from parents. You must inform your base school of any unavoidable absence before the start of school on the day of the absence.
- **Be punctual to all your lessons.** Late arrival disrupts learning for teachers and students. It is disrespectful. You will be deemed late to a lesson if you arrive after the start time of the lesson.

Persistent poor punctuality and attendance is unacceptable conduct and will lead to you being asked to leave LaSWAP.

SAFETY AND RESPECT FOR ALL

In order to ensure the efficient and safe running of LaSWAP, we have the following specific rules:

- All students & staff **are required to wear an ID card** on a lanyard around the neck **at all times**. This is about respect for all who see you. You will be asked to leave to get a temporary card if you are without your ID card.
- Mobile phones should be switched off and out of sight.
- Aggressive or violent conduct is not tolerated. It will result in exclusion from LaSWAP.
- You are forbidden to bring alcohol, illegal drugs and weapons of any kind to LaSWAP. Breaking this rule could result in dismissal from LaSWAP.
- Smoking and e-cigarettes or similar is prohibited on or near any of the school sites. It is unpleasant for lower school students. It also gives the local community a bad impression of LaSWAP students.
- You should value the learning environment and the school premises and present yourself as a positive role model for younger students and the wider school community. Pedestrian and vehicular entry routes should be kept clear at all times.
- You are expected to dress appropriately for a working environment. The following dress code applies to show respect for yourselves and others:
 - Tops that expose large areas of shoulders, midriff and/or cleavage are not acceptable.
 - Extremely short skirts or shorts are not acceptable.
 - No hats should be worn in school and there must be no offensive slogan or gang related insignia on clothing.
 - Students are not allowed to wear face coverings which prevent or interfere with identification and communication.

This dress code will also apply to those sitting examinations. *If your clothing is not deemed appropriate you will be asked to go home and change.*

- All LaSWAP students respect the ethos of each school and demonstrate their commitment to the British values of tolerance and combatting discrimination. All faiths are respected. Students based at LSU are expected to contribute to the Catholic ethos of the school.

Your tutor is the key link in the communication chain at LaSWAP. Please keep her/him informed about any concerns such as absence, punctuality, work problems or other issues associated with your courses. **The earlier that you signal concerns, the better we can support you in dealing with them.**