

LIPA SIXTH FORM COLLEGE

Code of Conduct

At LIPA Sixth Form College we have high expectations of each other's behaviour on and off the premises. This helps us work together and promotes excellence. This code of conduct states what we expect of each other.

- **Come to the college ready to learn, dressed appropriately and properly equipped;**
- **Arrive on time for the start of the day and classes;**
- **Prepare for classes and ensure you have all the basic equipment you need for them, including appropriate clothing and footwear;**
- **Never attend college under the influence of alcohol; or any sort of psychoactive substances unless prescribed (with evidence) by a medical professional;**
- **Submit all work to the best of your ability, on time and to deadline. Deadlines are set by your Programme Manager and any feedback given prior to final submission must be acted upon;**
- **If you are unable to meet a deadline you MUST apply to your Programme Manager for an extension/reasonable adjustments at least ONE WEEK before the deadline. If you do not do this, your work will not be graded;**
- **All work submitted must be original, accurately referenced and must not be plagiarised.**
- **Attend all elements of your own individual planned study programme, including classes, tutorials, rehearsals, performances, meetings and planned support sessions. Follow the college Attendance & Punctuality procedures if you need to be absent.**
- **Treat each member of the LSFC community with the utmost respect and professionalism. Bullying, intimidating behaviour and/or violence will not be tolerated.**
- **Adhere to all Health & Safety rules and regulations in place at all times including COVID-19 restrictions.**

Treat others with kindness and respect and listen to their opinions

- Speak to others in a way that will not offend, this means not making threats and not using aggressive or offensive language or acting in a way that may harm yourself or others.
- Listen to others opinions-everyone is an individual
- Treat others the way you would like to be treated
- Respect the feelings and property of our neighbours when travelling to and from the college
- Do not bully, intimidate or harass any member of the community.
- Never make any extremist, racist, sexist or discriminatory comments to others or online.

Have high expectations of each other

- Always ensure you are behaving appropriately
- Have a quiet word with your friends if you feel they are breaching the code
- Tell a member of staff if you see or are concerned that the actions or behaviours of others are unacceptable

Be polite and considerate when dealing with all members of our community

- All members of our community are equally valued
- Treat and speak to all staff and peers politely and respectfully
- Take personal responsibility for your actions
- Deal with conflicts without verbal abuse or violence
- Tell the truth - own up if you do something wrong

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Move around the college in a careful and considerate way

- Be calm and professional around the building
- Wear your college I.D. badge at ALL TIMES when you are on the premises. These must be visible at all times.
- Move promptly to classes
- **Be safe at all times – all Health & Safety rules must be followed in all areas of the college campus including those in place in regards to COVID-19.**

Look after our own property and that belonging to the college and others

- Respect and take care of other people's work
- Do not cause damage to our college through vandalism, graffiti or irresponsible behaviour
- Return anything that you borrow
- Hand lost property you find to the main reception
- Never smoke within or anywhere directly outside the college building
- Only eat in designated dining areas never in corridors or classrooms

We are committed to being a safe, happy and healthy college where anything unlawful is unacceptable.

Expectation for Behaviour in Class

We all have a responsibility to make sure that we can all learn well in class. The following list shows what we must do:

- Arrive promptly and enter the teaching space ready for work
- Respect other peoples learning
- Participate fully in lessons, responding positively to feedback
- Respect other people's belongings. Never touch, deface or interfere with other people's belongings or college equipment
- Make sure the room is tidy and ready for the next class before vacating it

I understand that social media, because its puts everything in the public domain, concerns the College if I make any reference to the College or any of its members. Therefore I must not, in my use of Social Media:

- Make offensive comments, including those involving any form of discrimination or extremist language
- Use social media in a way which could be seen to be promoting extremism and bullying any other member of the College
- Make any inappropriate comments to, or have any inappropriate contact with, staff
- Record and publish pictures, video and audio of students or staff without their express permission
- Act in a manner using Social Media that would bring the College's name into disrepute

If a student is found to have committed plagiarism this will be subject to the student behaviour and disciplinary policy as well as UAL disciplinary action.

I have read in full and agree to abide by the LIPA Sixth Form College Code of Conduct. I understand that if I do not adhere to it that action will be taken against me which could lead to my losing my place at college.

Signed..... Printed

Date