

## QE Short Courses: Student Behaviour Code of Conduct and Discipline

Students are asked to comply with a behaviour code of conduct whilst residing with us for the duration of a Short Course. This behaviour code of conduct is put in place to keep both themselves, and others safe. **Failure to comply with this code of conduct may result in pastoral intervention and with serious breaches, put the student's place on the short course at risk.** Parents must also agree, by signing the registration form, accepting that any breaches may result in the Short Course Directors sending a student home early, with the cost met by the parent.

The Short Course rules always apply to all age groups and when the student is:

- on campus, representing QE Short Courses on trips
- travelling to and from campus
- associated with QE Short Courses

### ***Work - Every student is expected to:***

- Take part conscientiously in all classes, games and activities.
- Politely and promptly obey direction from staff

### ***Conduct – The following conduct is expected from our students:***

- To be considerate of others, including staff
- Have an attitude of co-operation and of respect for others
- Not to bully, be rude or rowdy
- Have excellent punctuality.

### ***Prohibited Conduct***

- Bullying
- Dropping litter
- Drug use
- Endangering the safety of others
- Graffiti
- Jostling, pushing or running inside buildings
- Leaving the campus without permission
- Misuse of electronics
- Racial abuse of any kind
- Refusal to obey a member of staff
- Rowdy or anti-social behaviour
- Rudeness or insolence
- Sexual misconduct
- Smoking, vaping or drinking alcohol
- Theft

- Unauthorised absence from lessons or activities
- Use of bad language
- Violence
- Possession of weapons
- Buying or selling items for personal gain

### ***Honesty & Integrity***

- Students are expected to be honest at all times

### ***Alcohol, Smoking, Drugs, Pornography and Gambling. Students must not:***

- Be found to have consumed or be in possession of alcohol except for the sixth form on specifically designated occasions.
- Be found smoking or vaping, in association with, or in possession of any smoking paraphernalia.
- Use, be in possession of or supply illegal drugs or any other harmful or mind-altering substances both on and off site.
- Access pornography on site or bring pornographic material onto campus
- Gamble on campus or on the internet.

### ***Sexual Activity***

- Students may not display any form of physical affection.
- Members of the opposite sex should generally congregate in groups of three or more.
- Any student caught in the act of sexual intercourse or any other act of sexual intimacy is liable to immediate dismissal from QE Short Courses.

### ***Mobile Phones and devices***

- Students are not permitted to take photos or videos of others without permission.
- **The Collegiate has the right to check and confiscate any electronic equipment if thought that any breach of the Acceptable Usage Policy has occurred.**

### ***Food and Drink***

- No school cutlery or crockery is to be taken from the dining areas.
- No meals may be taken outside unless supervised by a member of staff.
- Chewing gum is not allowed at any time.

### ***Possessions***

- These must be clearly marked with the owner's name.
- Possessions are the responsibility of the student, not QE Short Courses

### ***Out of Bounds***

- Students must not be in areas of the school that are out of bounds. These areas are made clear to students during campus tours.
- Students must not enter specialist teaching rooms (e.g. science labs, sports labs and facilities, DT Room, Art Rooms) or any room with dangerous equipment without staff in attendance.
- Students must not enter any area of the kitchen except the servery.
- The swimming pool area is out of bounds at all times unless under the supervision of a qualified member of staff.
- Students are not permitted to leave campus without permission. This includes sixth form students.
- Students are not permitted to go to the bus shelter or car park during the academic day unless being collected by a parent/guardian or accompanied by staff.

The Short Course rules and policies for behaviour and discipline will be amended from time to time and reinforced on other appropriate occasions. The policy is reviewed annually. All staff receive training regarding the behaviour policy during their induction and a minimum of annual refresher training thereafter.

### ***Discipline***

The Short Course Directors may prescribe and authorise the use of any sanctions that comply with good educational practice and promote good behaviour and compliance within the Short Course rules.

Minor breaches of discipline are dealt with by staff as they occur, and low-level sanctions may be given. A verbal warning will often be sufficient. If students are continually breaching the behaviour Code of Conduct during the Short Course, they may be referred to the Pastoral team.

More serious breaches of Short Course rules should be referred to the Course Directors in the first instance. The Course Directors must also be consulted in cases of breaches of discipline where there may be special circumstances which should be taken into consideration (see also below).

### ***Serious breaches of discipline***

For serious breaches of discipline, the student may be asked to leave the Short Course permanently. Parents will be contacted to discuss any disciplinary matter which may result in removal from the Short Course.