



STUDENT CODE OF CONDUCT

Our Mission and Values

At Esher Sixth Form College, we are specialists in sixth form education who are committed to creating a culture of high expectations and outstanding achievement. The Student Code of Conduct provides a guide for students to uphold the college values of:

- **Inclusivity:** We actively embrace diversity, ensuring every community member is valued, respected, and provided with equal opportunities for growth and participation.
- **Community:** We cultivate a vibrant community characterised by collaboration and mutual support where everyone contributes to our collective and individual successes, fostering a strong sense of belonging and shared purpose.
- **Empowerment:** We champion autonomy and aspiration, empowering every individual to actively shape their educational and professional paths to achieve their full potential.

As an Esher Sixth Form College student, I am committing to:

1. Behaviour and participation

- Be responsible and considerate in and out of lessons and show respect to all members of the College community, including local residents, in order to promote a supportive and friendly environment that enables effective learning to take place.
- Report inappropriate or unsafe behaviour, including bullying and harassment, both on and off-line and avoid using inappropriate language which may offend others.
- Complete work to the best of my ability and meet all deadlines. Make sure that the work I submit for assessment is my own.
- Participate in all learning activities and commit to completing 10 hours of study per subject per week, inclusive of lessons. I will cooperate with all reasonable requests from staff.
- Take responsibility for staying up to date with all college communication and check email/Teams messages at least once a day to stay organised.
- Place mobile phones and devices on silent or turn them off while in class. They must always be kept stored away (in bags or pockets) in lessons or in any working areas, unless otherwise instructed by a staff member.
- Treat college as a place of work. I will not consume or be under the influence of a substance (illegal drugs, legal highs or alcohol) or be in possession of substance associated paraphernalia whilst on site or on a College activity, nor be in possession of an offensive weapon.
- Organise any paid part-time work to be outside the core college hours of 8.55am to 4.15pm. I will limit part-time work to ten hours a week during term time, as it is likely to impact negatively on my learning.

2. Attendance and Punctuality

- Be a full-time and bring essential equipment to all timetabled lessons as requested by my teachers. Attend all lessons except when illness prevents me from doing so.

- Be punctual to all timetabled lessons. If I am late to class, I will knock on the classroom door and wait outside the room until asked to enter.
- Attend all tutorial (PDP) sessions, and participate positively to additional college learning activities, including Complementary Studies, Progression Pathways, Work Experience, Employability and Enrichment workshops and other events, which make up overall guided learning hours.
- Communicate with my teacher or tutor if I miss lessons and make sure I complete all work missed, preferably before your next lesson.
- Request that parents or carers authorise absences. They can do so through the parent portal or via absences@esher.ac.uk stating the reason for the absence.

3. Site Safety and Security

- Have my ID Card on me 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. If lost or stolen, report this to ithelpdesk@esher.ac.uk and get a replacement.
- Take pride in the college and surrounding local environment. I will be considerate to our neighbours and keep all areas clean, tidy and free from litter.
- Not enter College buildings before 8am unless instructed otherwise. All students should leave campus by 5pm, unless LRC1 is open late or you are engaged in a supervised activity.
- Never bring unauthorised visitors onto the College premises. I should inform a member of staff immediately if I become aware of any unauthorised visitors on site. All authorised visitors must sign in at reception and wear valid ID.
- Not smoke or vape on College grounds, except in the one designated area behind the student car park.
- Gain a valid permit to park in the student car park from the Community & Security Officer, if driving to college. I will drive safely and stay within all campus speed limits.
- Ensure that I have appropriate safety and security equipment (helmet, lights, lock etc.) if cycling to college. E-scooters are banned from the College premises.

4. Social Media and IT

- Recognise there are limits to ‘free speech’ on the internet. I will not post comments on any social media platform that breaks the terms of the Equality, Diversity and Inclusion Policy.
- Not post any comments on social media platforms that could be viewed as bullying or harassing another member of the College community.
- Not allow any other person to use my Esher Sixth Form College network account, undertake activities that interfere with the normal operation of the College network or share passwords.
- Not install any unauthorised software, connect any unauthorised equipment to the College network or attempt to gain unauthorised access to any computer system.
- Not create, distribute or store images on my Esher Sixth Form College network account, text or materials that might be considered indecent or discriminatory, or is illegal.
- Not store or distribute material protected under copyright laws on my Esher Sixth Form College account, including music, software, graphics or text, unless permitted by licence, contract or written permission from the copyright holder.
- Comply with the ‘IT Acceptable Use Policy’ and ‘IT Services Security Policy.’