

Post 16 Code of Responsibility

Your decision to enter Post 16 has important consequences for you and the Academy. Rather than have complex rules, we share expectations of mutual respect, common courtesy and giving our very best. To support you, we have outlined your responsibilities as a Post 16 learner and are committed to supporting you in maintaining these responsibilities as your independence develops. We endeavour to create a relaxed but disciplined atmosphere.

Post 16 sets the tone for the whole school. We expect the appearance, conduct and courtesy of our students to enhance the school's reputation in the community and we hope they will become involved in a leadership role within the school and undertake some aspect of community service during their career in Post 16.

This Post 16 Code of responsibility and the dress code set out the school expectations.

1. I understand that I have a responsibility to work to the best of my ability to complete the courses I have chosen, and to meet all deadlines set.
2. I understand that I have a responsibility to attend all time-tabled classes, registrations and other events, such as assemblies that the Academy requires me to attend and be fully prepared with all the resources required. (95% attendance minimum expectation)
3. I understand that I have a responsibility to spend at least 4 hours a week, per subject, studying outside of class. All independent study must be completed in full and all deadlines must be upheld. Missed deadlines will be recorded.
4. I understand that I have a responsibility to use all study periods productively.
5. I understand that I have a responsibility to not allow out of Academy commitments (social or employment) to affect the time I devote to my studies. I understand that employment outside of work, of more than 10 hours per week, is shown to adversely affect grade achievement.
6. I understand that any absence will be accompanied by a courtesy call to the attendance officer early on the day of absence. Telephone 01296 428551. I will not be absent except for unavoidable reasons and illness. Dental and Doctors appointments and driving lessons should be made outside school hours I will provide a reason for my absence, in writing, on my return to the Academy.
7. I understand that I have a responsibility to be punctual and give reasons for lateness in an appropriate manner.
8. I understand that the Academy is a place of work, and that I must behave in a way which respects the rights of others and which is courteous and safe.
9. I understand that I have a responsibility to set a good example to others in terms of conduct and contribution to the Academy community.
10. I understand that I have a responsibility to uphold the agreed Post 16 Dress Code (smart business dress).
11. I understand that I have a collective responsibility to maintain the facilities which I have access to, including the Common Room, Post 16 laptops and study area and make recompense for any damage that I cause.
12. I understand that I have a responsibility to register any vehicle I bring to the Academy at the Post 16 office.

13. I understand that the Academy is a partnership between students and staff, and that we will try to resolve issues in a constructive way, but that the Behaviour for Learning Policy will be applied where there is a failure to maintain the Post 16 Code of Responsibility .