



Leigh Academy
Ebbsfleet

Leigh Academy Ebbsfleet 6th Form (LAE6) Code Of Conduct Policy

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Revision Log (last 5 changes)

Date	Version no.	Brief detail of change

LAE6 Code of Conduct

The aim of this policy is to support the development of our sixth-form students as learners, as role-models and as successful young adults. This policy serves as an addendum to the whole school behaviour and rewards policy in order to clarify areas in which expectations for LAE6 students are different to the lower school. However, unless otherwise specified, LAE6 students adhere to the same behaviour policy as the rest of the Academy.

Use of the Common Room:

LAE6 students have exclusive use of the Common Room - no other students are permitted to enter. In the Common Room, LAE6 students have access to numerous amenities, including but not limited to a microwave, air conditioning, a water cooler, and board games. Students are expected to keep the Common Room clean and tidy. Any misuse of the Common Room may result in its closure.

Use of fobs:

Fobs provide access to the common room and allow students to leave the building. Students must not allow anyone else to use their fob, or allow them to gain access to/exit from the academy through use of their fob. If fobs are lost, students should inform a member of their LAE6 team immediately.

Use of phones and smart watches:

LAE6 students are permitted to use their phones during break and lunch while in the Common Room. They are not permitted to use them anywhere else. At no time should phones be used on the school site to take pictures or videos of either themselves or other students without consent. Phones and smart watches may not be used in lessons. If these rules are not adhered to, the phone or smart watch will be confiscated in line with Academy policy.

Use of the Study Area:

The study area is a silent working environment. Students should be completing work set for them on the Google Classroom by their class teachers. Quiet, time-limited conversations and group tasks related to work may take place at the discretion of staff, but only if this is not distracting other students. If students do not adhere to this, the Academy behaviour policy will be followed. Food and any drinks other than water cannot be consumed during study periods. Any student seen eating or drinking anything that is not allowed will be given a BP. Students may listen to music in the study room if they wear headphones.

If students do not complete work during their time in the study room, an LAE6, lack of work point will be set, as per the LAE6 section of the Learning and Teaching policy.

LAE6 Detention:

If LAE6 students do not complete a piece of independent learning, a behaviour point for 'LAE6, lack of work' should be set. This detention will be served in the study room at the end of the day with the Head of Key Stage 5. During this time, the students should complete the work that they

missed. If free, the subject teacher is very welcome to attend and support the student in completing the missed work.

Uniform:

LAE6 students are expected to wear smart business dress of the type suitable for a professional office environment.

All students are expected to wear tailored trousers or a tailored skirt, with a smart jacket or blazer; skirts, trousers and jackets or blazers should be of a fine-woven fabric. Students may also wear a dress suitable for a professional working environment. Skirts and dresses must be of an appropriate length (no more than 5 cm above the knee), and be of a formal design.

Students should wear either a plain shirt with a tie, a blouse or a smart top. Smart tops may be sleeveless (straps must be shoulder width) and should be of a length that can be tucked in. A non-patterned, logo-free, fine-knit jumper may be worn under a blazer. If tights are worn, they should be dark and non-patterned.

Shoes should be of a smart design in a dark colour and made of a polishable material. Shoes should have a closed toe and be either flat or low-heeled. Sandals, trainers and high heels are not acceptable.

The following is not appropriate:

- Non-professional tight fitting clothing;
- Shirts or blouses that are revealing, including midriff tops and vests;
- Leggings;
- Denim, leather, or non-fine-woven fabric jackets;
- Spaghetti strap tops or dresses;
- Casualwear including t-shirts and hoodies.

As role models within Ebbsfleet Academy, LAE6 students should be dressed professionally at all times, lanyards must be worn and visible at all times.

LAE6 students are expected to meet the uniform expectations every day. Tutors are responsible for checking uniforms during tutor time daily. If the uniform is incomplete, incorrect or inappropriate, tutors will either raise this with the Head of Key Stage 5 (if available), or send the student to the pastoral team in the Isolation room. The student will then be sent home to correct the uniform issue. If the student does not return, this will be marked as an unauthorised absence.

Lunchtime Pass:

LAE6 students are permitted to leave the building at lunchtime. Students that wish to leave must sign out and back in via reception, and must return by 13.50 to be in their lessons by 13.55. If students do not adhere to this, or sign out without permission, they will have their fob confiscated until the end of term.