



Ebbfleet Academy

EA6 Code of Conduct Policy

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EA6 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 EA6 students are different to the lower school. However, unless otherwise specified, EA6 students adhere to the same behaviour policy as the rest of the Academy.

Use of the Common Room:

EA6 students have exclusive use of the Common Room - no other students are permitted to enter. In the Common Room, EA6 students have access to numerous amenities, including but not limited to a microwave, air conditioning, a water cooler, a vending machine 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 EA6 team immediately.

Use of phones and smart watches:

EA6 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. Phones and smart watches may not be used in lessons or in the study room. If these rules are not adhered to, the phone or smart watch will be confiscated in line with Academy policy.

Use of the Study Room:

The study room is a silent working environment. Quiet, time-limited conversations related to work may take place at the study room teacher's discretion, but only if this is not distracting other students. If students do not adhere to this, the Academy behaviour policy will be followed. If students are tasked with group work by their teacher, they can ask to work in the library (if available), as a secondary study space, to complete this. If students misuse this provision, then it will be removed.

If students do not complete work during their time in the study room, an EA6, lack of work point will be set, as per the EA6 section of the Learning and Teaching policy.

End of day arrangements:

At the end of day, EA6 students must go to the study room to be registered (1.50 on Wednesday, 2.50 on every other day). Students will then be collected for any detention they may have, or dismissed. On Wednesday, it is compulsory for students to attend TEA talks.

EA6 Detention:

If EA6 students do not complete a piece of independent learning, a behaviour point for 'EA6, 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. Any EA6 students who are set a college detention or a leadership detention will complete these in their colleges.

Uniform:

EA6 students are expected to meet the uniform expectations every day. Tutors are responsible for checking uniform during tutor time daily. If 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.

EA6 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 (no more than 5 cm above the knee) with a smart jacket; skirts, trousers and jackets should be of a fine-woven fabric. Students may wear a smart dress, if this of a formal design, not tight fitting and is not excessively short (no more than 5cm above the knee). Students should wear either a plain shirt with a tie, a blouse or a smart top. Smart tops may be sleeveless, but must not have thin straps. Shirts, blouses and tops should be of a length that could be tucked in. A non-patterned, logo-free, fine-knit jumper may be worn under the jacket. 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. Boots, sandals, trainers and high heels are not acceptable.

Hair should be presentable and of a non-extreme style and natural colour. Only religious head-coverings may be worn, and these should be non-patterned and of a dark colour.

Discreet make up and jewellery may be worn. Small ear studs or subtle earrings and / or a small nose stud may be worn but no other facial piercings are allowed. Nail varnish on natural nails is acceptable, but no stuck-on nail accessories or nail extensions are permitted.

Lunchtime Pass:

EA6 students are permitted to leave the building at lunchtime, if they have no more than 2 days of absence per module. The lunchtime pass is updated weekly by the Head of Key Stage 5 and circulated to tutors, who will share this with the students.

Students that wish to leave must sign out and back in via reception, and must return by 13.45 to be in their lessons by 13.50. If students do not adhere to this, or sign out without permission, they will have their fob confiscated until the end of term.