

STUDENT EXPECTATIONS

Moving Around The Academy

We agree to:

- move carefully and quietly about the academy in a way that is considerate to others, especially those younger or smaller than we are
- be ready to help others at all times and to make the academy a safe and healthy place to be in by never running, pushing or shouting and never eating or drinking in corridors
- walk on the left in corridors at all times
- be patient whenever the corridors are crowded and busy; to slow down and walk in single file and wait quietly at junctions if students are crossing our path from another direction
- meet in classrooms or on the field and leave corridors and public areas, such as the hall and reception, free for easy movement.
- avoid the hall at the beginning of period 1
- leave the academy at the end of the day via the nearest exit as for a fire drill unless attending clubs or going to lockers

ICT

The ICT Code of Conduct applies at all times, in and out of academy hours.

We agree:

- only to access the system with our own login names and passwords and to keep these secret
- not to access other people's files
- not to abuse the computer equipment and furniture.
- only to use computers for academy work and homework and only to access websites that are appropriate for use in the academy. Accessing social sites such as Myspace and Bebo is not allowed
- To bring in portable storage devices from outside the academy only to help with independent study.
- to ask permission from a member of staff before printing
- if access to e-mail facilities has been provided to only e-mail people we know or those approved by a teacher and that any messages sent will be polite and responsible
- not to give home addresses or telephone numbers or arrange to meet someone unless permission has been given by a parent, guardian or teacher
- to report any unpleasant or inappropriate material or messages that may be encountered on the Internet, being aware that any report given will be treated confidentially and will help protect other students and ourselves.
- to respect copyright and trademarks (you cannot copy material without giving credit to the person or company that owns it)
- that the academy may check students' computer files and may monitor the Internet sites visited where there is cause for concern
- to log off the computer properly and leave the room ready for other people to use
- that if the conditions above are not complied with, access to the Internet and the use of other computer facilities may be withdrawn.

Use of Mobile Phones and mp3 players

Such items should be turned off and stored out of sight in a bag before entering the academy. The use of such devices in the academy is not permitted and this applies also at break, lunch and before and after academy times if students are still onsite. If used the device will be confiscated and kept at

reception, where it can be collected the following day. Phones confiscated on a Friday will be returned the following Monday at 3pm. In the case of repeat offences, parents will be contacted and asked to collect the item. Any confiscated items will be stored securely until collection; however, the Academy accepts no responsibility for the safety of such items during the academy day.

Classrooms at break and lunch times

At Penrice we are free to meet friends in most areas of the academy at break and lunchtimes. In return for this privilege

We agree to;

- treat all rooms with respect and keep them clean and tidy so that the academy is a welcoming place of which we can all be proud at all times
- use tutor rooms at break and lunchtimes for quiet activities only
- make sure that all litter is placed in the bins provided
- take great care of displays and other people's work and equipment
- take equal care of walls and furniture which should always be clean and unmarked
- sit on chairs and not tables
- observe the Penrice dress code at all times
- work in silence in Faculty detention rooms

Classroom expectations

We agree that we will:

- sit where the teacher requests and work in pairs/groups determined by the teacher
- always try to do our best
- be punctual to lessons
- enter rooms sensibly as soon as the previous class has left and go straight to our workplaces
- apologise to the teacher if we are late and give an explanation for our late arrival as soon as possible
- make sure we always have the correct equipment for the lesson and to place this on our work table along with our student planner at the beginning of every subject lesson
- make sure that mobile phones are switched off and out of sight
- put away our coats and bags
- listen carefully and co-operate during lessons and never disturb others from working
- record all homework and coursework in our planner
- put away all equipment at the end of lessons, place chairs under tables and stand quietly until our teacher says we may leave
- leave the room in a quiet and orderly manner when the corridor outside the room is clear
- not use Personal Stereos, iPods and mp3 players during lesson times.

Students may bring a bottle of water to drink during lessons. Please note only water is allowed and restrictions apply in Science Laboratories and ICT Network Rooms.

Dining Hall Code of Conduct

In response to student concerns, the academy dining hall has been extensively refurbished and some new procedures have been agreed in line with the new arrangements.

We agree to:

- observe the academy dress code as for a classroom

- queue in an orderly manner.
- sit to eat food and make sure that all food is eaten from a tray or packed lunch container
- return all trays to the hatch
- dispose of all litter in the correct bins
- not ask to purchase food after 10.40 a.m. at break time or 1.40 p.m. at lunchtime
- leave the dining area as soon as we hear the 10.45 a.m. bell at the end of break time and the 1.45 p.m. bell at the end of lunchtime
- ask one of the canteen staff for assistance if we drop food or drink so that we can clear up any mess ourselves
- remember that all food and drink purchased in the dining hall should be consumed in the dining hall and not taken into the corridors or to classrooms. The only exception to this is bottled water.

Expectations when going to and from the academy

We agree:

- to observe the Penrice dress code and general code of conduct at all times
- that if we arrive at and leave the academy on foot to use the Polmear Road entrance exit and use the nearby Puffin Crossing OR the side pedestrian entrance/exit at the front of the academy on Charlestown Road
- that if we are intending to use bicycles to obtain permission from our Head of Year by bringing in a written request from parents or guardians. We will park bicycles in the area provided behind the Student & Family Centre and will walk with them into and out of the academy grounds
- that if we are travelling on academy or public transport buses to observe the code of conduct at all times. If we fail to do so, we realise we may be excluded from travelling on bus services contracted by the academy or County Transport services

The academy day begins at 8.30am with a warning bell at 8.25am which is when we expect all students to make their way to registration. The link between punctuality and attendance and academic achievement is well established and a prompt start in the morning is particularly important. Parents/carers of students who arrive late on two occasions in a half-term will be sent a letter outlining our concern. If a student is then late on a third occasion they will be required to attend an after-academy detention. Any continued problems with punctuality and attendance may result in a referral to the Education Welfare Officer.

Expectations outside the academy buildings

We agree to:

- remain in areas that are not out of bounds
- act in a way that allows everyone else in the area to feel comfortable and safe
- place litter in the appropriate bins
- make sure that when we return to the academy buildings, we are observing the Penrice dress code
- make sure we always return to the academy buildings in plenty of time for registration and lessons
- not behave in any way that could cause offence to our academy neighbours whose gardens back onto our academy fields - this includes not playing ball games in any areas within fifty metres of boundary walls and fences and not shouting
- **NEVER LEAVE THE ACADEMY PREMISES WITHOUT THE PERMISSION OF OUR HEAD OF YEAR WHO WILL ISSUE US WITH A PASS ONLY WHEN THEY HAVE RECEIVED A WRITTEN OR VERBAL REQUEST FROM OUR PARENT OR CARER**