

## Code of Conduct for after-College International Sessions

International Students are encouraged to use the Student Centre after College as a social area. It is a safe indoor space. The Sports Centre Reception is open. There is a Cafe so you can purchase drinks and snacks while in the College. There are also vending machines.

This code of conduct sets out the College's expectations while using the area. Students must read and familiarise themselves with this code of conduct.

- You can use the Student Centre after College Monday to Friday term-time only. It is not open for you on Saturday or Sunday or in holiday periods.
- Please sit in the first section in the Student Centre near to the toilets. The College is open to the public for various classes and activities so please do not sit elsewhere.
- **You must leave by 9:30pm (Monday to Thursday) and 8:00pm on Friday.** Please make sure you leave on time every evening. Remember you must be home by curfew, which is 10:30 Monday to Thursday, and 11:00pm, Friday.
- Some evenings the site closes earlier and we will try to let you know in advance if this is the case.
- Please sign in and out at the Sports Centre Reception so we know who is on site in case of an emergency. It is your responsibility to do this and for your safety.
- Students must behave in a responsible and respectful way.
- Please place all rubbish in the bins provided and leave the area clean and tidy.
- International Students can use the gym after College **up until 5.30pm. Please make sure you begin your cool down at 5.15pm so you are ready to leave the gym by 5.30pm.** From 5.30pm the gym is open to members in the local community only. **Please do not enter the gym unless you are using the equipment. Be respectful to other users and if you want to listen to music, use headphones.**
- International Students can use the Sports Hall after College on a Monday night until 6:00pm when Derek Manning is supervising. On other nights, the Sport Hall is out of bounds.
- Should the fire alarm sound you must evacuate the building immediately by the nearest exit and follow instructions from the staff. This is for your own safety.
- Improper or malicious use of fire alarms will lead to disciplinary action.



- You must follow instructions given by staff. If we are told that you are not behaving appropriately or do not follow the rules you will not be able to use the Student Centre in the evening.
- Students must wear their lanyards at all times when on site and show them if requested.
- Students should take responsibility for the safety of their personal property, keeping valuables with them at all times.
- College furniture and equipment must not be marked, changed or damaged in any way. Students should report damaged furniture and equipment to an appropriate member of staff as soon as possible.
- In line with English law, the College has a 'No Smoking Policy' and is only permitted in designated outside areas. These are clearly sign-posted. You must not smoke or vape inside the building, especially the toilets or in any other outside area.
- Please do not enter any other area of the college. Do not go into classrooms, other rooms or corridors. Do not enter the Dance Studio or the Performing Arts Block. Do not remain in the grounds after leaving the building. These restrictions are for your safety and security in case of an unexpected or emergency situation. You also risk being locked in once the security staff secure the building and gates.
- Students should be considerate of other people using the College facilities when playing music and should not make other loud noise, including loud talking and shouting, at any time. Remember the College is in a residential area so leave quietly at the end of the evening.

**Please be aware that there is CCTV throughout the College. A Security Staff member, Community Manager and other staff are on site. If you regularly ignore the requirements and expectations of this Code of Conduct, this will be reported to the International School Manager and you may face disciplinary action.**



## Code of Conduct for after-College International Sessions

### Student Declaration

By signing below, I confirm that I have been provided with a copy of the Code of Conduct for after-College International Sessions. I confirm that I have read, understand and agree to follow this Code of Conduct.

I understand that failure to meet the expectations of Itchen College will have consequences as outlined below:

#### Sanctions for unacceptable behaviour during after-College Sessions

This is not an exhaustive list and sanctions will be applied depending on the severity of your behaviour

- a reprimand and verbal warning
- a letter to parents and agents
- exclusion from using the College Centre after college for a limited period of time
- exclusion from using the College Centre after college permanently
- exclusion from college (in the most serious cases)

Name.....

Signature.....

Date.....

**\*THIS DECLARATION WILL BE KEPT IN YOUR FILE\***