



theHammond

**BEHAVIOUR AND EXPECTATIONS POLICY
(COLLEGE STUDENTS)**

2023 - 2024

THE HAMMOND SCHOOL LTD., MANNINGS LANE, CHESTER, CH2 4ES

Telephone: 01244 305350 | Web: www.thehammondschool.co.uk | Email: contact@thehammondschool.co.uk

The Hammond School Limited is registered in England and Wales Number 838325. Registered office is above. Charity Number 1022427 incorporating the Betty Hassall Foundation. The school is accredited by the I.S.A and C.D.E.T. and is a member of the B.S.A and I.S.I.

At The Hammond, we are committed to providing a supportive and inclusive learning environment that fosters academic growth, personal development, and responsible citizenship. To maintain a positive atmosphere for all members of our community, we have established the following Student Expectations Policy. These expectations are designed to promote respect, integrity, and collaboration among student and staff.

1. Academic Excellence:

Attend classes regularly, arrive punctually, and actively participate in classroom activities and discussions.

Complete assignments and submit them by specified deadlines.

Strive for academic honesty and integrity in all coursework, including proper citation of sources and avoidance of plagiarism.

Seek help when facing academic challenges by engaging with Hammond teachers and support staff.

2. Respectful Conduct:

Treat all members of the college community with courtesy and respect, regardless of differences in background, beliefs, or identities.

Avoid disruptive behaviour that interferes with the learning process of others.

Engage in open and constructive dialogues, maintaining an atmosphere conducive to diverse perspectives and opinions.

3. Integrity and Honesty:

Uphold a high standard of personal and academic integrity, refraining from cheating, fabrication, or falsification of information.

Adhere to the college's Code of Conduct and policies, both on and off campus.

Take responsibility for one's actions and decisions and be honest in all interactions.

4. Responsible Citizenship:

Contribute positively to the college community by participating in extracurricular activities, volunteering, and engaging in campus events.

Observe studio etiquette regulations and adhere to college policies to ensure a safe and inclusive environment for everyone.

Use college resources and facilities responsibly and ethically.

5. Communication and Collaboration:

Communicate effectively and professionally with peers, faculty, staff, and administration.

Collaborate with fellow students on group projects and assignments, valuing teamwork and shared learning experiences.

Seek assistance and guidance when encountering difficulties and offer help to those in need.

6. Technology and Social Media Use:

Use technology, including computers, tablets, and smartphones, responsibly and in alignment with college policies.

Engage in respectful and considerate behaviour when using social media platforms, refraining from cyberbullying, harassment, or the dissemination of inappropriate content.

7. Personal Growth and Wellness:

Prioritise personal well-being by maintaining a healthy balance between academic commitments, extracurricular activities, and self-care.

Utilise available mental health and wellness resources, seeking support when needed, and offering support to peers.

Respectfully address concerns related to physical and mental health of oneself and others.

8. Environmental Stewardship:

Contribute to sustainability efforts by responsibly managing waste, conserving resources, and respecting all facilities.

Engage in educational initiatives related to environmental awareness and contribute positively to a greener site.

Consequences of Violations:

Violations of the above may lead to a range of consequences, including but not limited to counselling, warnings, probation, educational sanctions, community service, or, in more severe cases, suspension or expulsion from the college. The nature and severity of the consequences will be determined based on the specific circumstances of each case and will be decided in line with the behaviour policy.

The above should be read in conjunction with the Studio Etiquette Policy which is outlined below:

Attendance Procedure

- Sign in digitally - this is the Hammond requirement, in line with industry procedure
- Sign out digitally - as above

Absence Procedure

- Call in to office, or email/Teams message to Performance Administrator
- Followed by Teams message to each member of staff to explain absence.
- Planned absences must be agreed with an absence request form, signed by your Head of Course (College Dance – Ms Garratt, College Musical Theatre – Ms Hughes)
- Leaving site due to illness must be agreed by your Head of Course and you must sign out digitally
- Continued or patterns of absence will result in a monitoring meeting and subsequent action plan

Late Procedure

- Communication to office with reason for lateness
- Communication to relevant member of staff
- Unexplained lates will result in observing classes for that day. 1-1 singing classes will also be cancelled and will not be rescheduled
- Continued lack of punctuality will result in a meeting to monitor punctuality, with subsequent action plan

Etiquette

Studio etiquette is laid out in the studio etiquette document; any breaches of the regulations are as follows:

- Low level studio or rehearsal breaches will be dealt with by member of staff at the end of class/rehearsal session
- Rudeness, repeated, or serious lack of studio or rehearsal etiquette - students will be asked to leave the class and wait in the Learning Hub. Students to report to Head of Course
- Continued or high levels of etiquette/behaviour breaches will result in a monitoring meeting with subsequent action plan. Action plans include exclusion of show pieces/workshops, verbal, or written warnings, which could, in severe cases, lead to exclusion from the course.

**BEHAVIOUR AND EXPECTATIONS POLICY
(COLLEGE STUDENTS)
2023-24**

It is a minimum expectation that all students come prepared and equipped to classes, the includes:

- Use of journal for note making
- Wearing the correct and proscribed uniform and shoes
- All outside class learning completed and ready for verbal or written submission.
- For Diploma students, all Contextual Work deadlines met and work up to date (students will not be able to access practical vocational training if the above is not met).
- Teaching staff must be addressed by their title and never by their first name.
- Mobile devices must not be used during classes, and students must read and adhere to the mobile devices policy.

It is expected that Hammond College students conduct themselves with maturity and professionalism, and must ensure all deadlines are met and the above expectations are met in all ways.

At the end of each academic year, senior and course leaders will review the professionalism of each student. This includes: reference to academic study, commitment to training, completion of contextual studies work (for Diploma students). Should leaders believe that the student has not adhered to the above expectations, a conversation will take place regarding their future on the course. Students must be aware that they must pass the expectations of each year in order to access their next year of training and study.

By enrolling at The Hammond, students acknowledge their commitment to upholding these expectations and contributing to the creation of a vibrant and respectful learning community.

Policy Details

This Page Should Not Be Published

Document Owner:	J ROSCOE
Document Input:	SLT
Document Sources:	DFE
First Created Date:	JULY 2022
Last Update Date:	AUGUST 2023
File Location of Original Policy:	SHAREPOINT

Approver	CURRICULUM SC
Role	BOARD OF DIRECTORS
Last Approval Date	AUGUST 2023
Next Review Date	AUGUST 2024