



**Lakelands**  
Academy

**CODE OF CONDUCT (PUPILS)  
POLICY**

**NEXT REVIEW AUTUMN  
2025**

Policy Reviewed 22/11/2022  
Review Period 3 Yrs  
Policy Responsibility AH  
Policy Approval T&L

We expect you as a member of the academy community, to follow this basic code of conduct

Attend the academy regularly and be punctual for registration and lessons

- Students are required by law to attend academy regularly and parents/carers need to provide written confirmation of reasons for absence
- A good record of attendance improves a student's opportunities for achievement at academy, and work missed by reason of absence should always be discussed with a class teacher and caught up by a student
- Getting to academy and to lessons punctually is a good indicator of personal organisation and also prevents disruption to others
- On no account are students allowed to leave the academy premises during the day without permission from their Head of Year or a member of SLT

Dress properly

- A uniform clearly identifies the image of the academy. The uniform is smart, practical, serviceable and relatively inexpensive to purchase, and you are expected to wear it at all times in academy and when you are representing the academy
- Extreme fashions, hairstyles, piercings and jewellery are not acceptable, and parents will be informed if we are concerned (please see our clear guidance on our uniform/appearance code on the Academy website and in student planners.)

Come properly equipped

- To enable lessons to run smoothly and safely, students must come to academy with the required books and equipment, and the correct kit for PE and equipment for other specialist activities

Take care of your property and respect that of others

- Items of personal property can be expensive to replace. Students should only bring items that are needed for lessons. Clothes and equipment must always be marked with the student's name
- Provision is made within or near classrooms for students to store outdoor clothing and bags. There are also lockers available for hire.
- These and other items should never be left unattended in any other part of the academy, where they are not only untidy but may constitute a safety hazard
- Expensive items or items of sentimental value should not be brought into academy as they may get lost, stolen or broken. Mobile phones, i Pods, MP3/MP4 players or other similar items may only be used in lessons with the teacher's permission. These items will be confiscated if students are caught using them around the academy.

### Behave well in lessons

- Paying attention and following instructions are needed for learning to begin to take place
- There is a difference between talking at the right time and idly chattering and we expect students to know the difference. Students should never talk when the teacher or TA is talking in class.
- Students will always be encouraged to produce their best work and this should be well presented.

### Treat others with respect

- We are a caring academy and caring people always act with courtesy and consideration to others
- Students should behave with respect to fellow students, teachers, and other adults
- Loud, violent, and abusive behaviour is not acceptable in any situation

### Move sensibly, quietly and safely around academy

- For everyone's safety, there are rules of movement about the academy buildings and the surrounding areas
- Large groups of students can be intimidating for others, and you are asked not to move around the site in large groups
- Hot food or drinks should not be carried around the academy as someone could be scalded
- Students should never run, barge or shout in and around the building
- In crowded areas, students must keep to the LEFT
- Earphones should not be worn when moving around the academy. Your safety is very important and using them is a distraction.
- Students should not shout or make silly, loud noises around the Academy, this is particularly important when internal exams are taking place.

### Keep the academy clean and tidy

- A clean and tidy academy is a pleasant place to work in and a welcoming place of which we can all be proud
- Litter is unpleasant and unsightly. Students should not create litter and, if litter is seen around the academy students should pick it up and put it in a waste bin
- Keep walls and furniture clean and unmarked, and take great care of all displays of work
- Students should wipe their shoes as they come into academy

### Consume food and drinks in the appropriate places

- The designated areas for eating meals in academy are the dining room – here facilities exist for purchasing a wide range of food, snacks and drinks, and for sitting down to eat what you purchase or bring from home. Students can also eat packed lunches in the Social dining area.

- On no account must cooked food or drinks be taken out of the dining room; and, to minimise litter, snacks must not be eaten in other parts of the building.
- No one is allowed to bring chewing gum onto the premises, and you must not chew anything during lessons
- Only water is allowed in lessons (and in bags). Juices/milk drinks should be consumed in the dining room as they cause a mess/ruin your work if spilt (or a bottle leaks in a bag)

#### Behave well out of the Academy

- Our reputation depends on the way you behave both in and out of the Academy, therefore, the requirements of this code of conduct also extend to the daily journey students make to and from the Academy, for visits students make as a member of the academy, and to any occasion when students encounter a member of the public.

AT all times we expect all students to follow our 4 simple rules.....

Is it SAFE SMART RESPONSIBLE KIND