

Study Club

Code of Expectations

Opening Hours

8am-8.50am

3.30pm-5pm

1. Students agree that the AES Code of Classroom Conduct applies at all times.
2. Students using Study Club understand and accept that it is an extension of the school day.
3. Students wishing to use Study Club must sign in on arrival and sign out when they leave.
4. Students agree to attend Study Club with at least enough schoolwork to cover the time they are in attendance. Appropriate work includes homework, coursework, revision, reading books and other literature related to the curriculum. This includes books being read for personal pleasure provided they are of a reading age appropriate to the student and are not offensive.
5. Students understand that the Study Club staff can offer general study advice, but they cannot advise on subject specific matters
6. Students have free access to 30 computers, subject to their availability but accept that the AES Code of Conduct for Use of Computers applies in Study Club as it does throughout the school whatever time of day.
7. Students are expected to contribute and help maintain a quiet, serious working atmosphere and that they should remain in their seats except when needed to access a computer or look for a book.
8. Students accept that they may receive warnings regarding their behaviour and that if they receive three warnings, they will not be able to attend Study Club for an appropriate period. This is in line with our policy to deal with low-level disruption in lessons and is well understood by students. In such cases, a letter will be sent home, informing parents or carers of when a student can return to Study Club. Such letters will be recorded on a student's file in the same way that misbehaviour is recorded.
9. Mobile phones may only be used with express permission from the Study Club Manager.
10. Parents can phone Study Club/the school office to let their child know once they have arrived at school to collect. Alternatively, they may contact their child via mobile.
11. Students must come directly to Study Club after the final bell. However, a 10-minute grace period will be allowed to use the toilet facilities or take a food break if required.
12. Once a student signs out of Study Club they must leave the school premises immediately and Study Club no longer have responsibility for the student
13. If a child needs to temporarily leave Study Club e.g., to use the toilet they must inform the Study Club Manager
14. If, after Study Club finishes at 5pm, a student has not been collected they must sign out of Study Club and leave the school premises.

STUDY CLUB

Please complete each part of the form. Students will not be given permission to use Study Club until these details have been returned. The school must be informed any changes as soon as possible.

Student's Name..... Form.....

How will your child be going home after each session?.....

Contact Telephone Number (parent).....

I understand that if my child does not adhere to Study Club rules they may be asked

to leave: Yes/No

I understand that it is my child's responsibility to ensure that they have sufficient and appropriate work to make proper use of their time in the Study Club and that games, of any sort, are not allowed:

Yes/No

I understand that my child will leave the school premises immediately after signing out of Study Club:

Yes/No

I have discussed the Study Club Code of Expectations, and my child agrees to abide

by it: Yes/No

Parents who wish to come into school to collect their child from Study Club must report to the school office.

Signed..... Date.....