

# Study Club

## Code of Expectation

1. Students using Study Club understand and accept that it is an extension of the school day.
2. Students agree that the AES Code of Classroom Conduct applies at all times.
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 school work to cover the time they are in attendance. Appropriate work includes homework, coursework, revision, reading books and other literature directly 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. Appropriate reading material does not include comics or teenage magazines.
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 to 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 again 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 the student can attend Study Club again. Such letters will be recorded on the student's file in the same way as other such misbehaviour is recorded.
9. Students and parents accept that if the Study Club Manager feels it is appropriate the student will be required to leave Study Club before their planned departure. In such cases they will be instructed to sit in the Refectory (Dining Hall) and wait to be picked up or leave immediately if they have other arrangements for them to be picked up. In either case they will be instructed by the Study Club Manager to telephone home to explain the situation and they will be allowed to use their mobile phones but only in the library and under the supervision of a member of the Study Club team. If they do not have a mobile phone they will be told to go to the office and use the school phone.
10. Parents wishing to collect their child after their session at Study Club has finished must report to the school office where the staff will notify your child that you have arrived and that you are waiting for them in the Refectory (Dining Hall). Parents understand that the school cannot take responsibility for students before 08:00 am or after 17:00. If collection arrangements are delayed students are expected to sit in the Refectory (Dining Hall). They will not be directly supervised although approved staff will be on the school site until 18:00. The school cannot guarantee to have anyone available after 18:00 and families are expected to have contingency plans in place should they be necessary. This is in line with our AES Making Travel Safer policy.

# 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 of any changes as soon as possible.

Student's Name: .....

Form: .....

How will your child be going home after each session?

.....

(Parents who wish to come into school to collect their child from Study Club must report to the School Office)

Contact Telephone number.....

At what time would your child need to leave school? .....  
(please note that the Study Club ends at 17:00)

I understand that if my child does not adhere to the Study Club code they may be asked to leave:

Yes/No

I understand that it is my child's responsibility to ensure 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 have discussed the Study Club Code of Expectation and my child agrees to abide by it:

Yes/No

I hereby consent to my daughter/son participating in the after school Study Club:

Signed: .....

Date: .....