



Student Code of Conduct

Policy no:	3.17	Version number	V1.1
Version date	April 2025	Next review	April 2026
Produced by	Academic and Quality Board	Approved by	Academic and Quality Board
External reference points	UK Quality Code [2024] Sector-agreed Principle: Principle – Engaging students as partners Providers take deliberate steps to engage students as active partners in assuring and enhancing the quality of the student learning experience. Office of the Independent Adjudicator for Higher Education's (OIAHE) Good Practice Framework for Handling Complaints and Academic Appeals		

Contents

1. Background.....	3
2. Core Values.....	4
2.1. Empathy.....	4
2.2. Empowerment	4
2.3. Environmental efficacy.....	4
2.4. Enthusiasm:.....	4
2.5. Embracing Diversity	4
3. Student Code of Conduct.....	5
4. Breaching the Code of Conduct	8
5. Gross Misconduct	9
6. Summary of Expected Behaviour	9

1. Background

Our ethos is **zero self-doubt, zero hardship**. This means that we aim to help people gain the confidence they need to build a successful career. At the heart of this ethos is **kindness and respect** for all people.

As a student at LCK Academy, you can expect to be treated with kindness and respect by your fellow students, staff and other members of the public. Equally, you are expected to treat everyone you meet at LCK Academy with kindness and respect at all times.

Kindness and respect do not only relate to how you treat people but the environment around you as well. When you are in one of our campuses, or any place where Academy activities are happening, you are expected to treat the materials, equipment, buildings and surrounding area with great respect.

Inappropriate conduct of students at LCK Academy may have an impact on the Academy's reputation. Students are asked to avoid conduct which may reflect badly on their fellow students and all other stakeholders at the Academy.

Please read this Student Code of Conduct very carefully and make sure that you understand what is expected of you as a student at LCK Academy.

2. Core Values

The **LCKA Student Code of Conduct** is based upon our **core values** as follows:

2.1. Empathy

Showing kindness, compassion and respect for the health and well-being of others. When interacting with others at LCKA we expect you to be:

- Kind
- Compassionate
- Respectful

2.2. Empowerment

Providing education and work experience for sustainable employment and enterprise. When studying at LCKA we expect you to work hard to develop:

- Academic knowledge and skills
- Work-related knowledge and skills
- Entrepreneurial creativity and drive

2.3. Environmental efficacy

Regenerating local communities with earth share, people care and fair share permaculture. At LCK Academy we expect you to care for:

- Our shared environment
- Sustainability practices
- Local communities

2.4. Enthusiasm:

Committing time, energy and expertise to serve the common good. At LCK Academy we expect you to:

- Attend all classes and other activities on time
- Submit your own work for your assessments on time
- Engage in decision making processes at the Academy

2.5. Embracing Diversity

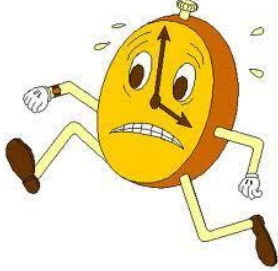
Ensuring people from a wide range of backgrounds work and benefit from LCKA. At LCKA you are expected to:

- Be tolerant and accepting of all people regardless of their differences
- Avoid all forms of discrimination
- Do not bully or harass anyone

3. Student Code of Conduct

Expected Behaviour	Image
Be kind Treat others as you would like them to treat you so that they feel safe and happy in your company. Encourage and praise others for their efforts and achievements. Show consideration for others and avoid disrupting lessons e.g. with loud conversations or use of mobile phones during lessons.	
Be compassionate Help and support others if they look like they are having difficulties. If you see someone upset, depressed or in danger, who may be suffering, let one of our Safeguarding Officers know so that they can help, or encourage the student to contact the Academy's Student Wellbeing Officer. See the Safeguarding and Prevent Policy for more information.	
Be respectful Don't insult people or use bad language when talking to them, even if you are angry or disagree with them about something. Do not embarrass or humiliate anyone including your teacher or fellow students. Make sure that you have permission from someone before sharing their image or any personal information about them on social media. Do not sell or distribute goods without permission. Do not gamble on the Academy premises and do not make malicious or false accusations or complaints. Do not bring visitors into the Academy without permission.	
Develop academic knowledge and skills Pay close attention in class and take part in all class activities as much as possible. Never be afraid to seek help and ask your teacher and support staff questions. Read about the topics you are studying as much as you can to develop your knowledge. Attend additional classes and do any homework you are given to develop your skills. Arrange meetings with your Personal Tutor and ask them for support. Take advantage of the additional academic support and advice available at the Academy. See the Academy's Student Support Policy for more information.	

Expected Behaviour	Image
Develop work-related knowledge and skills Participate in the workshops and activities the Academy provides to help you develop work-related knowledge and skills. Regularly update your Professional Development Plan with support from your Personal Tutor. Make sure you keep you CV up-to-date and develop a LinkedIn Page with help from your Personal Tutor.	
Develop entrepreneurial creativity and drive When writing your assignments, try to apply what you have learned to the development of a realistic but innovative business proposition. This may be a new business or a creative enhancement to an existing business. Take advantage of the Academy's Business Incubation Hub to develop your own ideas for a business start-up.	
Care for our shared environment Respect the teaching facilities, communal spaces, bathrooms and surrounding areas we provide for you. Do not leave litter in classrooms or outside the building. Leave communal areas and bathrooms clean and tidy for others to use after you. Do not damage any property, equipment or materials we provide. Do not take food and drinks into the classroom apart from water. Do not misuse fire alarms, fire equipment or notices or do anything that may be a risk to Health and Safety.	
Care for sustainability Try to share car journeys with other students. Try to avoid using disposable plastic containers. Use recycled containers where possible and all recycling bins provided. Switch off lights and equipment to save on electricity when you are leaving a room. Read the Academy's Environmental, Social and Governance Policy (ESG) to find out what more you can do for sustainability.	

Expected Behaviour	Image
Care for local communities Avoid disturbing the Academy's neighbours. Do not park your car inconsiderately when coming to the Academy. Do not make too much noise or smoke outside the building during break times. Do not leave litter or cigarette butts outside the building. Do not allow anyone else to use your ID (Academy identity card). When coming up with ideas for your assignments, consider, if possible, how they might impact on the local community.	
Attend all classes and other activities on time. Arrive on time for lessons and do not leave class early. Plan your work-life balance carefully so that you never have to miss a class. If you have to miss a class because you are ill or there is another acceptable reason such as a bereavement in your family, make sure you contact us before the class if possible. See the Attendance and Engagement Policy for more information.	
Submit your own work for your assessments on time Submit your own work by the deadline. Write things in your own words. Avoid all forms of Academic Misconduct such as copying someone else's ideas (plagiarism), use of AI or other forms of cheating. See the Academic Misconduct Policy and the Assessment Policy for more information.	
Engage in decision-making processes at the Academy Have your voice heard at the Academy. Participate in surveys and evaluations that ask for your feedback. Take part where possible in the Student Council. You might for example, offer to represent your class on the Student Council, or take the initiative and offer to help run Student Council activities for your fellow students. See the Student Council Guidance Notes and Terms of Reference and speak to the Student President if you wish to get involved. You may also speak to your Personal Tutor about volunteering with the Academy's partner charity, London Community Kitchen.	
Be tolerant and accepting of all other people regardless of their differences Listen to other points of view. Do not get angry with someone if they have a different point of view. Do not blame someone who may not agree with you about something even if it is very important to you. Read and follow the Academy's Freedom of Speech and Academic Freedom Policies. Remember that people are free under the law to hold and express beliefs that you may find offensive as long as they do not do this with the explicit intention of offending you.	

Expected Behaviour	Image
Avoid all forms discrimination. Do not discriminate against people who are different to you in some way, especially if based upon the following protected characteristics in the Equality Act 2010: age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex, and sexual orientation.	
Do not bully or harass anyone Do not abuse, bully or harass anyone including sexual harassment. This relates to all forms of abuse including physical, verbal and cyberbullying. This type of behaviour may be regarded as criminal and could be reported to the police.	
Follow all required rules Follow all regulations, policies and procedures, including those of the Academy, our partner organisations and any relevant professional, statutory or regulatory bodies (PSRBs).	

4. Breaching the Code of Conduct

If a student breaches this code of conduct, the Academy will take disciplinary action. Action may be taken for academic or non-academic misconduct depending upon the severity of misconduct. For criminal behaviour, the police will be called. If a student commits gross misconduct, they may be withdrawn or suspended from the Academy. If a student is in receipt of student loan funding, being withdrawn or suspended may have financial implications. Please see the section below for examples of gross misconduct.

If a student becomes ill, it may affect their ability to study and follow this code of conduct. This will not be treated as misconduct, but the student's fitness to study may still need to be assessed. For more details on the consequences of failing to follow this code of conduct, please refer to the following policies:

- Academic Misconduct Policy
- Non-Academic Student Disciplinary Policy
- Interruptions of Study and Withdrawal Policy
- Fitness to Study Policy

5. Gross Misconduct

Gross misconduct is extremely serious and could lead to students being withdrawn or suspended from the Academy. If a Criminal Offence has been committed, the police will be called and prosecution may follow. Any behaviour that is unlawful is unacceptable within the Academy or the immediate vicinity of the Academy. The following list, which is not exhaustive, are examples of behaviour that would be regarded as gross misconduct at the Academy.

- Criminal damage
- Theft
- Fraud
- Violent or aggressive behaviour or incitement to violence
- Bullying or harassment including sexual harassment
- Any form of discrimination, especially relating to the protected characteristics
- Bringing, using or distributing prohibited drugs, alcohol or illegal substances into the Academy.
- Carrying, threatening to use or using an offensive weapon
- Making malicious or false complaints against someone
- Violation of the Safeguarding and Prevent Policy whether explicitly or through negligence
- Violations of LCKA fire or safety rules (i.e., violations of evacuation instructions, mishandling of safety equipment or signs).

6. Summary of Expected Behaviour

Seven things you must do:

- Be kind and respectful to other people.
- Be tolerant of the beliefs and opinions of other people even if you disagree with them.
- Act responsibly both inside and outside the Academy including online.
- Cooperate with your teachers, participate in class and do not disrupt lessons.
- Attend all your classes on time without fail.
- Inform the Attendance Officers by email or telephone if you are going to miss a class or arrive late due to circumstances outside of your control
- Submit your own work for your assessments on time and do not copy or cheat.

Please see the Non-Academic Student Disciplinary Policy for a more extensive list of behaviour that would breach this Code of Conduct including gross misconduct.

It is your responsibility to read, understand and follow the Code of Conduct and all other Academy regulations that apply to you. Ignorance of this Code of Conduct is not an excuse for misconduct of any kind.

If you have any questions in relation to this Code of Conduct, or you are involved in disciplinary procedures, you can seek advice from the following staff:

- Your Personal Tutor
- Head of Programme
- Student Wellbeing Officer
- Head of Student Services
- Student Support Officers
- A Safeguarding Officer

Please see the Student Support Policy for more information on all the help and support we provide.

If you are unhappy about any of the services of the Academy, or you feel that you have not been treated fairly, you may read the Complaints and Appeals Policy and submit a [complaint on our website here](#).