

Suffolk County Music Service Student Code of Conduct 2024-5

To be retained for your records

All members of Suffolk County Music Service activities have a responsibility to keep themselves safe and to contribute to the safety of others.

On signing up for Suffolk County Music Service activities, you and your parent/carer agree that you will follow the Suffolk County Music Service Student Code of Conduct, expectations outlined below.

This record of agreement is valid for one Academic year (currently from signup 2024 until 8 September 2025) and must be renewed by all members on signing up for each new season.

Your Commitment

- I agree to show respect to other people (each other, SCMS staff and other adults) within Suffolk County Music Service activities, to respect the buildings, the surroundings, and the resources, and to behave with honesty and integrity.
 - I agree to arriving for rehearsals in good time, prepared (if I have been asked to prepare anything in advance) and ready to play with my instrument, accessories and a 2B pencil.
 - I agree to demonstrate care for myself, and to communicate with a member of our staff or to a trusted adult if I am uncomfortable or upset during SCMS activities.
 - I agree to demonstrate care for my peers, either members of my own ensemble or for members of other SCMS ensembles that I rehearse or come into contact with. I agree to support any other member I see to be uncomfortable or upset and take steps to include any student at risk of being left out.
 - I agree to refrain from any form of discrimination, bullying, harassment, or victimisation either directly or indirectly, and to intervene to stop it, if it is safe to do so. I recognise that this may include instances of cyberbullying.
 - I will tell a member of SCMS staff if I witness or know about any bullying of any kind taking place within SCMS activities. I recognise that bullying of any kind is unacceptable behaviour and together we will stop it.
 - I agree to keep my mobile phone switched off and put away in all rehearsals and to ensure that its use in other public areas is appropriate and does not disturb others.
 - I agree to take care of my personal property, recognising that Suffolk County Music Service cannot accept responsibility for the loss or damage to clothing or other personal items.
 - I agree not to engage in smoking/vaping, which are prohibited in all Suffolk County Music Service premises, rehearsal rooms and grounds (including premises hired to us) residential courses and overseas tours.
 - As a member **under the age of 18 years**, I agree to remain on the premises during SCMS activities, unless 'handed over' to a parent/carer by SCMS staff or in other circumstances agreed with SCMS staff.
- OR
- As a member **over the age of 18 years**, I agree to leave the premises only in circumstances agreed with SCMS staff.

Disciplinary Procedures in the event of a breach of code of conduct:

If a student breaches the Student Code of Conduct, Suffolk County Music Service will discuss the breach of agreement with the student. Depending on the nature and severity of the breach, this could result in sanctions, including temporary or permanent exclusion from the programme.

The outcome of any disciplinary action will be communicated in writing to his/her parent/carer by the Head of Service or a member of the SCMS Senior Leadership team.

In the exceptional circumstances of a suspected breach of law, Suffolk County Music Service reserves the right to involve the local police in addition to operating Suffolk County Music Service's own disciplinary procedure. In addition, Suffolk County Music Service may institute proceedings which will require the student to pay for deliberate damage.

No student will be formally disciplined without being given the opportunity of hearing the complaint(s) made against him or her, providing an explanation and presenting a case in his/her defence.

This record of agreement is valid for one Academic year/CMG Season from your date of signing up to a programme (SYM/CMG) until 8 September 2025 and must be renewed on signup for each new season by all members.
