

MOUNTVIEW

PROFESSIONAL CONDUCT POLICY

1. INTRODUCTION

As a student you are expected to conduct yourself, both on and off the campus, in a manner which demonstrates respect for Mountview, its staff, students and property, and for other members of the local community in general. Mountview places great emphasis on the good behaviour of its students and has a formal procedure for dealing with serious cases of misconduct.

2. WHO DOES THIS POLICY APPLY TO

This policy applies to all students studying at Mountview.

3. PROFESSIONAL CONDUCT

Note: During the teaching, learning and experiences of Level 6, the Professional Conduct policy adapts to reflect best practice and professional engagement whilst encouraging you to take autonomy in communicating with your Creative and Technical teams.

3.1 ATTENDANCE & PUNCTUALITY

Mountview's training is experiential in nature and, as such, requires engaged attendance. Attending each class and activity with full commitment and presence will allow you to grow as an artist and cultivate the essential sense of cooperation within an ensemble that performing is based upon. The following guidelines represent our commitment to support you as you learn behaviour that reflects professional practice. This involves taking responsibility for your learning and that of your peers and working on your own resilience.

3.1.1 AUTHORISED ABSENCES

If you know that you will require day(s) of absence due to medical appointments, personal reasons, family events etc., please contact your Course Leaders and Student Services at least one working day in advance. You will be asked to provide proof (for example, a screenshot of an appointment confirmation). If accepted, the absence will be logged as 'authorised' and you will be able to take the necessary time for the event, this could also be just a morning or an afternoon.

Level 6

If you know that you will require day(s) of absence due to medical appointments, personal reasons, family events etc., please contact your Creative and Technical teams and Student Services at least one working day in advance. We encourage you to give as much notice as possible to allow rehearsal scheduling to account of advanced requested absence. Making a request for an absence is not a guarantee that the request will be granted and will be considered based on the balance of the individual requirement with the requirement of the rehearsal process and other cast.

If you need to book a same-day emergency medical appointment, please contact your Creative and Technical teams and Student Services as soon as possible. You must declare yourself 'fit to continue' if entering into a rehearsal or scheduled event after a same day

appointment. If this is not personally communicated, your Personal Tutor will be informed to check in and meet to discuss your professional conduct.

3.1.2 ILLNESS

If you are ill or unable to come in for health reasons, you won't need to ask for authorisation. Please let your Course Leaders and Student Services know and log your absence and the reason on ASIMUT. If this is not personally reported in advance, you will be asked to provide the reason upon your return.

If you become ill during the day and you are unable to be in class even after adjustments to content have been made to allow you to take part, we will ask you to take the full day to recover. Similarly, if you need to book a same-day emergency medical appointment, you will be asked to be absent for the entire day unless you can provide confirmation from a medical practitioner that it is safe for you to attend classes on that day.

Level 6

If you are ill or unable to come in for health reasons, please let your Creative and Technical teams and Student Services know and log your absence, including the reason, on ASIMUT. If this is not personally communicated in advance, your Personal Tutor will be informed to check in and meet to discuss your professional conduct.

If you become ill during the day and you are unable to be in a rehearsal or scheduled event even after adjustments to content have been made to allow you to take part, we will ask you to take the full day to recover.

3.1.3 LATENESS

All students are required to be on time, which means warmed up and ready at the start of the lesson or rehearsal call. The starting time is as shown on the timetable/ASIMUT, please make sure that you check it consistently.

If you are late due to circumstances outside of your control, for example public transport, traffic, etc., please contact your Course Leaders and Student Services with proof of the reason for your lateness. If accepted, you will be allowed into the next available class.

If you are late due to circumstances that you may have prevented, you will be granted one instance of lateness per term and be allowed into the next available class. After this instance, you will not be allowed into classes for that day.

If you accrue three episodes of lateness of any kind in one term, a discussion will be initiated with your Personal Tutor.

Level 6

All students are required to be on time for all rehearsals and scheduled events, which means warmed up and ready at the start of the call time. The starting time is as shown on the timetable/ASIMUT/call sheet, please make sure that you check it consistently.

If you are late due to circumstances outside of your control, for example public transport, traffic, etc., please contact your Course Leaders, Creative and Technical teams and Student Services with proof of the reason for your lateness. If accepted, you will be allowed into the rehearsal or scheduled event when you arrive.

If you are late due to circumstances that you may have prevented, you will be granted one instance of lateness per project and be allowed into the scheduled event. After this instance, any further lateness will be reported to your Personal Tutor to check in and meet to discuss your professional conduct.

Unpunctuality and absences may also trigger disciplinary action if persistent and consistently not reported appropriately. Please remember to continue to seek support through your Personal Tutor and to communicate with your Creative and Technical teams and Student Services.

3.1.4 DISPENSATION

If you feel that any of the above guidelines impact on you unfairly, for example, due to a disability, individual circumstances, etc., please contact your Course Leaders to arrange for dispensation.

Unpunctuality and absences may have an impact on your academic results, as tutors and creatives may not have the opportunity to evaluate your work against learning outcomes in a consistent manner. This may also trigger disciplinary action if persistent and non-reported. Please remember to continue to seek support through your Personal Tutor and to communicate with your Course Leaders and Student Services.

3.2 IDENTIFICATION

As a student, you are provided with an identification card and a student lanyard on the first day of your course. As part of the building safety protocol, lanyards and identification cards must be worn and visible when moving around the building.

If you forget your pass, you will be allowed to use a returnable day pass at Mountview, however you will be asked to purchase a new lanyard if you forget it multiple times (*max. 3 days/times per term*).

These measures are there to ensure that classes run smoothly, and you get the best of your training. So, any abuse to our staff enforcing these rules will not be tolerated and will incur in disciplinary action taken against you.

3.3 BEHAVIOUR

In all classes and rehearsals, you are expected not only to apply yourself to the work in hand, but also to contribute to the working atmosphere in which other students can apply themselves. You

are expected to observe the standard practices of professional theatre in relation to rehearsal calls and the handling and use of costume, properties and other stage materials. You are expected to develop and sustain mutually respectful professional relationships with fellow theatre workers whatever their role and position in the management line.

4. NON-COMPLIANCE WITH THIS POLICY

Persistent non-compliance with this policy will be dealt with under Mountview's Non-Academic Misconduct Policy and Student Disciplinary Procedure.

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Owner: Programme and Student Services Manager