

## **Attendance and Conduct**

### **Attendance**

Regular and punctual attendance is essential, both for effective learning and for the proper functioning of courses and production projects. In general, the National Film and Television School (the School) operates a five-day week from 09.30 - 17.30 but during production periods, evening and weekend work may be required and except for health or compassionate reasons, leave of absence cannot be granted.

Although breaks are scheduled at Christmas and in the summer, students may be expected to work in such breaks where the programme demands it, in addition to the normal School sessions. A student must obtain written prior approval from the Registrar for absence from the School for whatever reason.

Students should contact their Head of Department, Course Tutor or the Student Support and Wellbeing Office immediately if for any reason they are unable to attend their courses. In the case of illness, a medical certificate is required after three working days' absence. Maintenance bursaries will not be paid for unauthorised absences.

### **Conduct**

The NFTS anticipates that all staff and students will act responsibly and with consideration for others both at its own premises and beyond. Staff and students are expected to act honestly and with integrity and to safeguard the public resources for which they are responsible.

#### **1. Security**

Your ID swipe card provides pedestrian access to the site, including the Oswald Morris Building, The Rose Building, the Teaching Block and the David Lean Library. These cards double as an ID badge and should be held on your person at all times when on site. They are valuable and a security risk. Therefore, students are expected to safeguard them at all times and report their loss or misplacement immediately to the Security Office at Reception on the following number which is manned 24 hours a day:

**Report loss of ID card**

**01494 671 234    24 hours a day**

Contact the Facilities Management office to request out of hours (after 17.30 and before 09.00) or weekend access to any area of the site including the Oswald Morris Building for each occasion. Temporary cards for visitors are available from Reception.

## **2. CCTV**

There is extensive CCTV coverage around the School site. The captured video image is stored for 1 month and then deleted. The cameras are monitored 24/7 by security personnel and the recorded material may be accessed by authorized School staff to investigate suspected incidents. It will not be disclosed to 3<sup>rd</sup> parties except for bene fide law enforcement authorities, such as the police, on request.

## **3. Alcohol**

No alcohol is to be drunk on site outside the bar area except during Management approved parties in specific venues. Anyone suspected of being intoxicated will have their access limited and may be asked to leave the School premises. The Bar is open during term-time from Monday to Friday from 5.30pm to 11.30pm. Please be quiet after 11.30pm and leave the premises when the bar closes. Any anti-social behaviour will result in a ban from the bar and disciplinary action may ensue.

## **4. Drugs and solvents**

The use or possession of illicit drugs, as defined by the Misuse of Drugs Act 1971, is not tolerated on School premises and leads to immediate suspension and the initiation of full disciplinary procedures including the possibility of expulsion. Any attempt to sell illicit drugs to others on School premises leads to immediate expulsion.

## **5. Fraud**

Individual members are responsible for acting with propriety in the use of the School's resources and in the handling and use of public funds whether they are involved with cash or payments systems, petty cash, receipts, equipment, or dealing with contractors or suppliers. School members should report details immediately to the appropriate Head of Department, Head of Production Support or Finance Director if they suspect that a fraud has been committed.

## **6. Gambling**

All forms of gambling are forbidden on the School's premises

## **7. Loss or damage**

The School accepts no liability for loss of property from School premises. Any student causing loss or damage to School property, either within or outside School premises, will be required to make good such loss

## 8. Theft

The theft of cash, equipment, learning resources or materials is an offence that could lead to dismissal and legal prosecution.

## 9. Environmental considerations

In order to maintain a pleasant environment for all staff and students are asked to respect the following regulations:

- **Bicycles**

There are bicycle racks in front of the Oswald Morris building. Bicycles must not be brought onto the site beyond the security gates, other than for use on screen as a prop. Bicycles found anywhere other than the rack will be removed. Your lock will not be replaced, and we can take no responsibility for any damage done to your bike.

- **Bulky items**

Don't bring bulky goods into the School; **exceptions to above**

- props, scenery & hired equipment brought into the school for specified productions and workshops temporarily and subsequently immediately removed or returned to the owner after the production
- equipment intended for immediate fitting in technical areas or agreed investment in our inventory
- furniture & equipment for immediate use in personal offices or workareas

- **Car parking**

Student parking is not normally available. Blue Badge holders should apply to Reception for a parking permit. Students with mobility difficulties should inform the Student Support and Wellbeing Office. Out of hours parking on site, i.e. between 6pm and 8am, or at weekends, is allowed in visitor spaces at the front of the site, subject to availability.

- **Disposal of personal rubbish**

You may not use the School skips or School land for personal rubbish disposal. Please keep your workrooms and the Beaconsfield Studios site clean and litter free.

- **Eating or drinking**

These are not permitted in seminar rooms, studios, editing rooms and other workspaces

- **Inflammable liquids**

There is a central inflammable materials store outside the TV stage. Inflammable liquids must be stored in this or some other closed metal locker or cabinet overnight when not in use. This includes spirit based paints (tins or spray cans), methylated spirits, oils, white

spirit, paraffin, solvent based glues, fixers, oil & petrol. All chemicals brought on site must be registered with the department of the student bringing them in and a COSHH technical sheet must be on file in that department.

- **Noise pollution**

Please keep all activity as quiet as possible, especially for the local community, the study area in the library, and with audio equipment in any part of the School. If any night shooting is proposed in the grounds of the School close to residential areas, you are expected to consult with the Production Support Office first.

- **Posters and notices**

Notice boards are available for students' use. Please use only the designated boards. Date any notices you post and please remove them when out of date. Do not fly post on any walls or windows.

- **Smoking**

The School operates a non-smoking policy throughout its buildings and at all points on site except the designated smoking areas. These are located between the Oswald Morris building and the TV studio, and in the garden behind the teaching block. Vaping is allowed anywhere on the site that is not in a building.