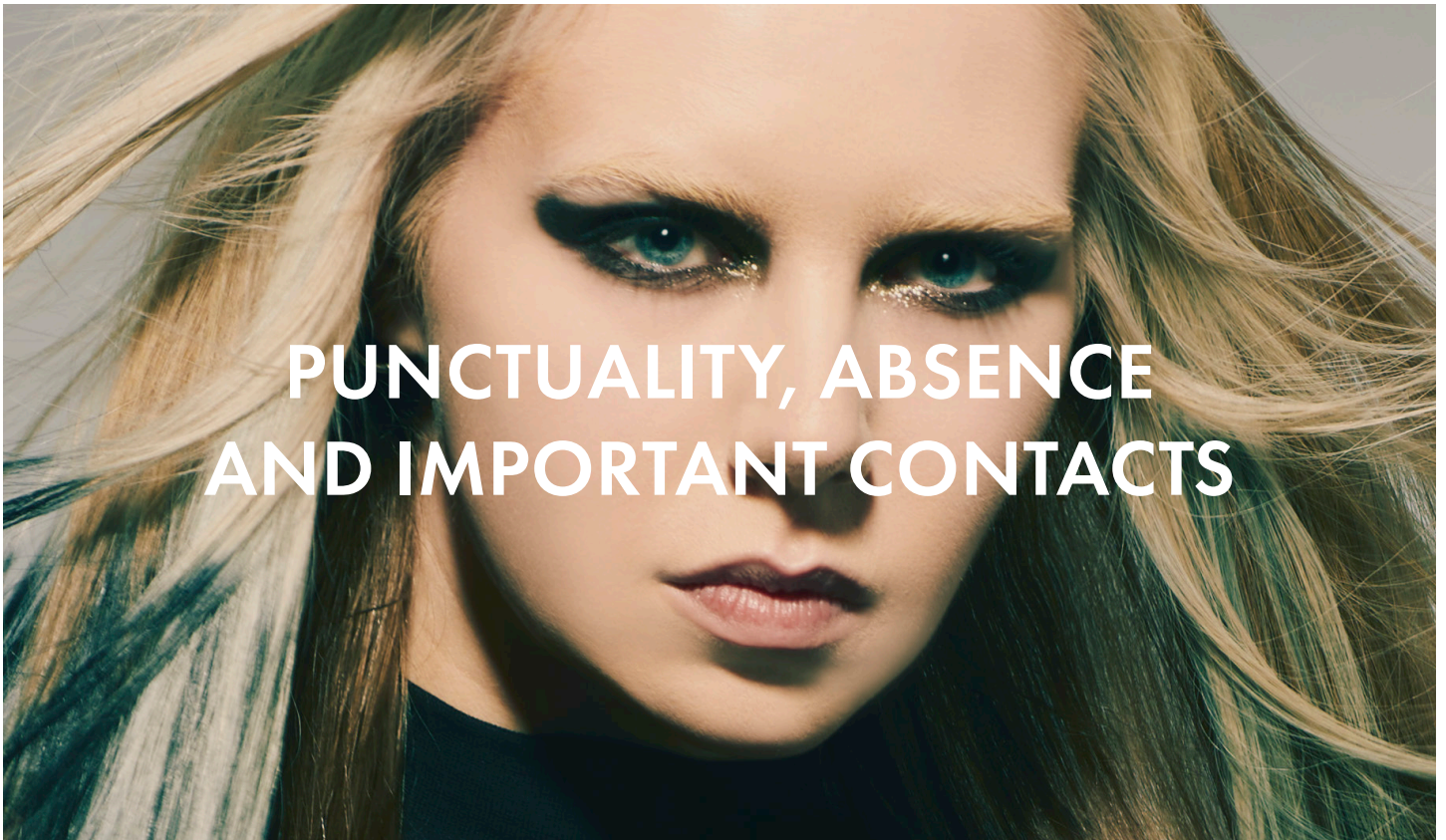




CODE OF CONDUCT

SASSOON  
ACADEMY



# PUNCTUALITY, ABSENCE AND IMPORTANT CONTACTS

**The Diploma/Postgraduate course is designed to provide the highest level of education in preparation to become a highly skilled hairdresser. A good level of attendance and timekeeping is required to complete the course. If attendance and/or timekeeping is poor, the ability to be confident with the subject matter will be affected and could result in a poor service given to clients.**

The course is full-time, Monday to Friday for the 30 Week Beginners Diploma/ Postgraduate and Tuesday to Saturday for the 24 Week Beginners Diploma course. Sassoon Academy holds the right to change the timetable with notice, including weekends if necessary. Please be aware of UK public holidays when the Academy will be closed (see Terms & Conditions).

Registers are taken twice daily, morning and afternoon. Students must be in class ready for registrations on time. Absences and late arrivals are recorded. Unpunctuality will be reflected in final grades.

## **YOU WILL START AT 11:00AM ON YOUR FIRST DAY**

### **Morning Registration:**

Student Start time for Colour: 9:30 AM  
Student Start time for Cutting: 9:45 AM

### **Afternoon Registration:**

Colour Day: 13:45 PM  
Cutting Day: 14:00 PM

NB: Unless otherwise stated by your tutor

If you're unable to attend class for any reason at any point you must inform the Education Department immediately by contacting both Education Consultants:

**perry.church@sassoonglobal.com**  
**emily.england@sassoonglobal.com**

Emergency medical treatments may be exempt at the discretion of Sassoon Academy (this does not include cosmetic procedures).

In the case of any absences from your course you must inform Riess Hatcher, Academy Principal and Joshua Gibson, Academy Principal:

**riess.hatcher@sassoonglobal.com**  
**joshua.gibson@sassoonglobal.com**

Students are required to notify us about any health conditions that you think may affect you via our student details form. This includes allergies and any non-visible disabilities.



# ABSENCE, ATTENDANCE AND EXAM GRADES

Students with the maximum days absent recorded (unauthorized, with no medical note) are not eligible to take part in Sassoon examinations.

If students studying under a CAS visa miss ten consecutive contact points (two contact points per day), we must inform UKVI (UK border agency).

All students will be graded on attendance; the attendance grade will be visible on the Diploma Certificate awarded upon graduation. It's important to maintain an outstanding attendance grade as it will be looked at and taken into consideration by future employers.

## 30 WEEK DIPLOMA (NVQ LEVEL 3)

DAYS ABSENT	GRADING	
0-5	A Grade	
6-10	B Grade	
11-14	C Grade	
15+	F Grade*	* Excluded from Sassoon examinations & possible breach of UK visa rules

## 24 WEEK DIPLOMA | 16 WEEK POSTGRADUATE

DAYS ABSENT	GRADING	
0-3	A Grade	
4-6	B Grade	
7-9	C Grade	
10+	F Grade*	* Excluded from Sassoon examinations



# CONDUCT, BEHAVIOUR AND SAFEGUARDING

**Students will be working on models; therefore, appearance and personal hygiene are of utmost importance. We encourage personal style, but ask that clothes are always clean and respectful to reflect a professional image. Hair should always be presentable.**

When working in the classroom all mobile/cell phones must be switched to silent. We do not allow audio recordings or filming anywhere within the Academy. Cameras are accepted; however, permission must be asked of and confirmed by the person(s) in the photograph. You should include an explanation of the purpose for the photograph and how it will be stored. Please research the European General Data Protection Rules (GDPR) for further information.

**Food is not permitted in the classrooms; food can be eaten in the student break out areas. Fridges are not provided for storage. Please consider the environment when disposing on any rubbish.**

Smoking and vaping is not permitted inside or directly outside the Academy. Please go to Soho Square to smoke/vape.

**Sassoon Academy has a zero-tolerance drug/alcohol policy. Anyone caught intoxicated, taking or in possession of any alcohol/recreational drugs will be dealt with accordingly.**

All students at Sassoon Academy are expected to uphold our British values whilst visiting the UK, this includes the treatment of fellow students, staff, models and guests. This includes any discrimination based on a person's age, sex, gender reassignment, disability, ethnic background, nationality, religion or belief, sexual orientation (including perceived sexual orientation), marital or civil partnership status or social class.

**The safeguarding of all students at Sassoon Academy is of our highest importance. Behaviour making someone feel unsafe, behaviour considered radicalising, or the**

**concern that someone is being radicalised should be reported directly to a member of staff/your educator.**

All courses are conducted in English. If you are attending our 24 Week Beginners Diploma or our 16 Week Postgraduate course and cannot understand or speak English you must attend with a competent interpreter, otherwise you will not be able to participate in work sessions or examinations required for you to be able to graduate this course.

**You must speak and understand English to attend our 30 Week Beginners diploma. You will not be able to attend this course with an interpreter, as it is not allowed by NVQ.**



# CODE OF CONDUCT AGREEMENT SUBMISSION

If you have any questions or concerns regarding Sassoon Academy's Code of Conduct or **Terms & Conditions** please contact Riess Hatcher, Academy Principal or Joshua Gibson, Academy Principal.

**To confirm your understanding and agreement please click on the link below and complete the submission form:**

**[SUBMIT MY DIGITAL AGREEMENT](#)**