

## Welcome to the Malcolm Hancock Centre for Communications (CfC)

When you arrive in September you will have an induction at the CfC. The Centre contains our library, study spaces, computers and our school's brand new radio studio, broadcasting 'Houlton Radio'. You will be shown how to use the Centre, the types of resources we have available and what is expected of you when you come in to use the facilities. You will also be given a Houlton Family Welcome Guide during the induction for you to keep and to which you may refer.

To help prepare you for what is expected of you, a CfC Pupil Code of Conduct information sheet is available below. These are the expectations we have of you when using the Centre. Please read through with your parents/carers and become familiar with what is expected of you when you come to use the CfC.

## Malcolm Hancock CfC Pupil Code of Conduct:

I understand that:

- The CfC is a multi-use study and creative zone, so I need to be mindful of others when using this space.
- The computers, radio station and other IT equipment need to be used sensibly.
- Games must not be played on CfC computers at any time.
- Food and drink are not appropriate in the CfC, so these should be consumed in the Refectory or other identified spaces around campus.
- I will take care of all resources in the CfC.
- Anything that I borrow is my responsibility.
- I will return all items borrowed on time and in the condition in which it was borrowed, so that others may enjoy them.
- I understand I can renew items if no one else is waiting for them and I'd like to borrow them for a little longer.
- Any items lost or damaged will incur a charge of the full replacement cost for that item.
- I will listen carefully to any instructions from Miss Fleck, Associate Teacher i/c the CfC and show the same respect and courtesy that I would with any other adult at Houlton.