



Student Code of Conduct

2022-23

In order for everyone in the College community to be able to progress positively with their learning and work, it is essential that we all maintain high standards of personal behaviour. In practice, this means that we are expected to:

- Show a high level of courtesy, self-discipline and respect for others
- Give equal value to all people at the College, whether they are students, staff or visitors
- Accept personal responsibility for our actions at all times
- Show respect for others, their beliefs and traditions, way of life and dress
- Demonstrate honesty and integrity in our partnership working with others
- Show respect for the standards, traditions and the regulations of the College

It is also vital that all young people develop these behaviours in preparation for employment and therefore we consider it necessary to support you to recognise when your behaviour is not aligned with these principles.

For clarity, we explain the details of these expectations below, and this forms our Student Code of Conduct and you are asked to sign the declaration at the end of this document to signify your commitment and understanding of these values.

You must always:

- Wear your ID badge around your neck when inside College buildings, this includes classrooms. Whilst in practical lessons ID badges will be collected by the teacher and remains the responsibility of the teacher throughout the practical lesson (in an event of emergency the teacher will take the IDs with the students out of the building). Arriving at College without your badge will require you to purchase a new one
- Remove hats or headwear (unless worn for religious or cultural reasons) when entering College buildings
- Dress in the manner that is appropriate for an academic and professional environment, this includes appropriate clothing during summer months
- Attend **all** study programme timetabled sessions on time and be ready to learn with the appropriate resources, e.g., stationery, relevant course equipment and PPE/uniform
- Ensure you attend the work experience / industry placement element of your study programme
- Be polite and courteous to others in and around College buildings
- Treat others fairly and respectfully
- Show commitment in learning face to face and/or online by engaging fully with your lessons
- Switch off phones and store them out of sight in class, unless permission has been authorised by the teacher
- Complete all of your work to deadline including homework and to the best of your ability
- Follow the reasonable instructions of any College staff member both in and outside of the classroom
- Be respectful of College buildings, premises and equipment provided to assist you with your studies
- Use litter bins for your rubbish
- Drive carefully and sensibly on College premises and apply for a parking permit
- Behave sensibly and not put the health or safety of others at risk
- Adhere to the appropriate Health and Safety guidelines and risk assessments

- Be ambassadors for the College in the local area: be courteous and polite to members of the local community
- Be available for college work or activity during the core timetabled hours of 9.00 - 4-45 on weekdays and not take on part-time work or other regular commitments without College permission during this time

You must not:

- Use foul or offensive language (i.e. swearing) whilst in College
- Bring a weapon of any description to College
- Bring or consume alcohol, drugs or any illegal substances prior to or during College hours, or on the College premises
- Behave in a way that increases risks to others' health or safety
- Display any form of discrimination towards others
- Engage in any bullying, harassment or discriminatory behaviour against any member of the College community
- Display any act of violence or aggression towards another person
- Attempt to gain any unfair advantage in tests, exams or assessments in College
- Use our computer systems to download or distribute any illegal or offensive material
- Allow access to non-students onto the College campus. Any visitors must be taken to check in at reception. If you are aware of any unauthorised visitors, you must report this to a member of staff
- Smoke or use e-cigarettes on any part of the College campus including immediately outside the College entrances. Please use the designated smoking area
- Engage in any violent or threatening behaviour
- Behave in a manner, in or outside of the College premises that may bring the College into disrepute. This includes any criminal or antisocial behaviour

This list of behaviours is not exhaustive, however students who are found to repeatedly fail to meet the expectations of this Code of Conduct, will find themselves subject to the College Student Disciplinary Process, and this can lead to removal from their College course in the most extreme cases.

This code applies to all situations where a member of the College community is involved in activities relating to their work or study, including representing the College away from the main campus, on work placements or visits and travelling to and from the College.

I understand that I am part of the College community and it is important that, in order to maintain high standards of personal behaviour, we all adhere to the principles set out in the Code of Conduct above. I have read and understood this Code of Conduct and hereby agree to apply the behaviours and expectations set out in it.

Student Name:

Student signature:

Date: