

## Introduction

This Code of Conduct aims to protect the rights of students, staff and the local community. At the heart of this code of conduct is our commitment to equality and diversity. The code of conduct is therefore based on the fundamental principle of mutual respect for all. You are expected to adhere to the Student Contract and this Code of Conduct at all times.

## Aims

- To enable you to adhere to your study programme as detailed in your Learning Agreement in order for you to gain the qualifications and skills that you need to be able to progress
- To maintain a safe and support environment for all
- To foster respect for yourself, others, and College property
- To ensure that you are aware of College policies

## Attendance and conduct in lessons

- It is a requirement that you attend all timetabled lessons and adhere to our attendance procedures. Attendance will be monitored and followed up
- If, in an exceptional circumstance, you are absent from a lesson it is your responsibility to find out what work you have missed, ensuring you complete it ahead of your next lesson. You should also ask a parent to phone College to report the absence so that administration staff can add the absence to the database
- You must complete all work set to the best of your ability and to deadline
- You must ensure mobile phones are turned off and out of sight in lessons unless instructed otherwise by a member of staff
- If you persistently disrupt a lesson, you will be asked to leave the room. Being asked to leave a lesson is a serious matter and will be investigated and followed up
- As well as attending all of your timetable commitments, you should be available to attend additional meetings/workshops/College activities as required. Therefore you should not take a paid job during the College day and should do no more than 10 hours of part time work a week

## Health and Safety

- You will always wear your lanyard and ID card
- You must not bring non-students or intruders onto the College premises, ensuring any authorised visitors sign in at reception
- You must report trespassers to a member of staff immediately
- You must play your part in keeping the environment tidy and clean
- You should inform the security guards of any antisocial or inappropriate behaviour
- You must observe and adhere to College evacuation procedures at all times
- You must not bring offensive weapons are brought on to the College premises

## Harmful substances

- The supply and consumption of alcohol is forbidden
- The supplying, possession and/or use of illegal drugs, intoxicants or drugs paraphernalia either on the College campus, on College trips, or in the local neighbourhood is prohibited
- Smoking, including E-cigarettes, is only allowed inside the smoking area. You are accepted into the College on the understanding that you will not smoke in any other area of the site

- The health hazards associated with smoking will be clearly explained to you, the habit is strongly discouraged and we only accommodate smokers within College boundaries out of consideration for the local community

### IT Network

The College's IT resources and network are provided for educational purposes. Students must observe the standards as defined in the College's Student Use of IT Policy and E-Safety Policy. Sophisticated monitoring of College systems means that students who abuse the facilities can be tracked and identified. In some cases this will lead to prosecution. Breaches of the IT policy are likely to result in exclusion

- You must not give anyone else your network log on details
- You should not log in to another student's user area, even with their permission
- You may not copy any material covered by copyright
- The downloading and/or viewing of pornography or other unsuitable material, is strictly forbidden
- You may only access the areas of the College network for which you have specific permission to use
- You must not use the College's IT facilities to 'hack' into any external IT networks. You need to note that under the Computer Misuse Act 1990, such behaviour can lead to a criminal prosecution

### Plagiarism - Cheating!

Do not copy work from friends, textbooks or the Internet. It is acceptable to quote sentences from textbooks, but you must acknowledge the quotation. Plagiarism is cheating and thus a serious offence which will result in disciplinary procedures, and even disqualification from public examinations

### Respect for our Local Community

- You are expected to behave in a respectful and considerate manner towards all members of our local community and you should maintain the reputation of the College at all times
- If you to drive to College, you must ensure you park legally and considerately in the local community. Neighbours will contact the police when cars are parked inconsiderately and the College fully supports such action. If students cause an obstruction or block emergency services access, students may find that their car has been towed away when they return to it. Failure to park legally or considerately may result in disciplinary action

### Concerns/Queries

If you have any concerns about the conduct of a fellow student or member of staff and are unsure what to do, then please speak to your Personal Tutor or Teacher or a member of the Safeguarding Team.

The following Policies and Procedures give more detail relating to some of the areas covered above:

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|-------------------------------------|---------------------------------------|
| ○ Student Contract                  | ○ Anti-bullying and harassment Policy |
| ○ Student Disciplinary Procedure    | ○ Health and Safety Policy            |
| ○ Attendance Policy and Procedures  | ○ Social Media Policy                 |
| ○ Student use of IT Policy/E-Policy | ○ Progression Policy                  |
| ○ Equality and Diversity Policy     | ○ Complaints Procedure                |
| ○ Learning Support Policy           |                                       |
| ○ Substance misuse Policy           |                                       |