THE
STUDENT CONTRACT

Godalming College

One of the strengths of Godalming College is the good working relationships between members of staff and students. The members of our staff work hard to provide opportunities to enable you to achieve the best possible academic, personal and social development but your success will depend upon your full participation in all aspects of your life at the College. This is reflected in the agreement below which sets out the commitment that the College and its staff will make to you and shows what is required of you in return.

Your programme of study comprises two compulsory components as well as optional enrichment activities:

Main Studies – your chosen subjects
Additional Studies – Personal Tutorials, Upper Sixth Additional Studies

Enrichment activities – include Performing Arts, Music, and Sport which are timetabled and a host of other activities which are not: Duke of Edinburgh's Award, Debating, Amnesty International, Public Speaking, Students' Union activities, etc. Whilst not compulsory, you may find that these activities not only add greatly to your enjoyment at College, but they also contribute to your broader education.

What we expect of you

There are **four fundamental obligations** which are the basis of your student contract with the College. These are as follows:

1. To attend all lessons, tutorials, registrations and timetabled commitments and to be punctual in meeting all these commitments.
2. To produce work, which reflects your best efforts and is of the highest possible standard of which you are capable.
3. To complete all pieces of work set, by the specified deadlines.
4. To behave in a courteous, considerate and responsible manner at all times respecting the needs and rights of others whether staff or students at the College or members of the local community.

In addition you should:

- prepare systematically for all examinations and qualifications;
- comply with the regulations laid down by the examinations boards for exams and the submission of coursework;
- limit the amount of part-time paid work during College terms to no more than 10 hours per week;
- adhere to the general code of conduct by:
    - ensuring that no alcohol, drugs or illegal substances are brought into or used within College
    - not frequenting licensed premises during the College day
    - smoking only in the designated area on College campus
    - asking a parent or guardian to contact College when you are absent
- comply with the College Health & Safety Regulations and Procedures
- demonstrate that you are fit to study by participation on a full-time basis in learning activities inside and outside of the classroom.

What you can expect of us

Guidance and Counselling

- Impartial guidance about the programme of study available to you before admission and, as appropriate, during your course.
- A negotiated programme of study, which builds upon your previous experience and which will give you the opportunity to acquire appropriate qualifications for progression to further study, training or employment.
- Individual counselling for your application to a career or a place in higher education.
- Personal support and guidance throughout your course.

Learning Support

- Tutors who will support you in your study and encourage you to become a self-motivated and effective learner.
- Opportunity to comment on your progress in each subject and to set specific learning targets.
- Support for your individual learning needs where appropriate.
- Regular individual tutorials with academic and Personal Tutors.
- An induction programme, which will include features of the College life, study skills and the use of College resources such as the Independent Learning Centre.

Information on your Learning Programme and Assessment

- Information on any expenses you are likely to incur for books, materials or visits.
- Information on any work related experience you will undertake as part of the course.
- Information on the pattern of study and the frequency with which work will be set in each subject area.
- Guidance on the amount of time which is likely to be required for a given task and the meaning of the marks that are awarded.
- An undertaking to return your work marked within a reasonable specified time.
- Information on the precise requirements for examination coursework and the date by which it is to be submitted to College.
- Details of Minimum Target Grades (MTG), how they have been devised and how they should be interpreted.
- Information about College and Departmental monitoring processes.
- Regular reports and evaluation of your progress and achievement.

Equality and Diversity

- The opportunity to participate in all academic and social activities regardless of ethnic origin, gender, sexual orientation, religion or disability.

Personal and Social Development

- Time to explore your personal attitudes and values.
- Opportunities to develop aesthetically, culturally, morally and spiritually.
- A wide range of student sporting, cultural and social activities.

DISCIPLINARY PROCEDURES

The disciplinary procedure aims to:

- encourage a student to improve his/her standard of work or conduct;
- be objective, fair and consistent;
- respect each student as an individual and consider each case on its merits;
- ensure that the well-being and integrity of the College community is maintained.

Failure to comply with any of the four fundamental obligations of the Student Contract and related College Regulations will result in the following disciplinary action.

Preliminary Action

In the first instance the case will be dealt with by the subject tutor and the personal tutor who may negotiate an action plan. The Head of Department will be informed and may be involved in the subsequent review and setting of additional targets.

Disciplinary steps

1. If there is no improvement in the situation the student will be referred to the Senior Tutor who, after consultation with the appropriate members of staff, will interview the student and negotiate an action plan or arrange for a review of the student's performance. Parents or guardians will be informed and a record will be kept.
2. In the case of persistent failure to adhere to the Student Contract the student will be referred to the Assistant Principal for Student and Staff Development, who will assess the evidence and take appropriate action e.g. a further action plan or formal review or contract. Parents will be informed by letter.
3. If the student continues to default he/she will be referred to the Principal and the student's place at college could be withdrawn. This action will be accompanied by a letter informing parents or guardians of the decision.

At each stage in the disciplinary procedure students will be offered appropriate guidance and support, which may include counselling and careers advice.

In most cases the disciplinary procedure will follow the sequence described above but in other instances a student may be referred directly to the Assistant Principal Student and Staff Development or the Principal.

SERIOUS MISCONDUCT

Serious misconduct (a major breech of the fourth of the four main student obligations) may entail one of the following:

- Fighting on the premises
- Being under the influence of illegal substances or alcohol on the premises
- Bringing illegal drugs or alcohol onto the premises
- Verbal abuse or harassment
- Bullying in general, including by text or social networking sites
- Criminal damage
- Dangerous driving
- Possession of an offensive weapon

When taking disciplinary action the following may be taken into account:

- Whether the misconduct results automatically in a particular penalty
- The penalty imposed in similar cases in the past
- Any special circumstances, which may lessen the severity of the penalty.

The following procedure may be followed. However, in certain cases a formal suspension will be issued immediately.

ORAL WARNING

In the case of minor offences this will be given by the Assistant Principal Student and Staff Development and a record will be kept

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FORMAL SUSPENSION

This will be given by the Principal and a letter will be written to the parents/guardians. A copy will be put on the student's file. This may be removed at a negotiated date or when the student leaves College if there are no further instances of misconduct.