

Code of Conduct for 16 to 18 year-old Students

This Code forms the basis of the **Student Contract**.

All members of the college are expected to comply with this **Code of Conduct**.

You are expected to treat each other with respect and politeness and to act with integrity and honesty.

You are also expected to be aware of important policies that enable a busy and mixed community to work effectively. (Equality and Diversity; Health and safety; Smoking; Illegal Drugs and Alcohol policies)

In signing your student contract you are committing to:

At All Times

- Treat others (staff students and visitors) with respect and consideration
- Take responsibility for your safety and make sure your actions do not endanger others.
 - Make sure you have read your health and safety leaflet
- Act with honesty and integrity
- Remember we are a busy and mixed community and respect our Equality and Diversity Policy
 - Make sure you have read and understood our Equalities Statement
 - If you witness or experience any kind of discrimination or bullying let us know
- Behave in a calm and orderly way
- Cooperate with staff requests
- Let us know if you are unavoidably absent
- Take responsibility for your learning
 - find out what you have missed if you are away
 - ask if you need help
- Carry your ID card and produce it if asked
- Smoke only in the designated area

In Class

- Attend all your lessons
- Come to College prepared for learning
 - Bring necessary equipment - pen, paper etc
 - Make sure social activities do not interfere with your ability to study
- Work hard to complete work set
- Be on time and meet homework and coursework deadlines
- Cooperate with your tutors and fellow students
- Listen to the views of others
- ◆ Switch off your mobile phone and do not take it into exam rooms

Out of Class

- Complete all routine and coursework by the deadline and to the best of your ability
- Make sure that work you submit for assessment is your own
- Respect the College's policy on smoking and alcohol
 - Smoking is only permitted in one designated area
 - Alcohol is only allowed on site with the express permission of the Principal
- Respect College property; buildings, equipment and the environment
 - Take care of books and equipment loaned to you
 - Pick up your litter outside and clear your table in the canteen
 - Classrooms are not for eating
- Respect local bye-laws and do not park on the grass verges.
- Only take holidays in College holiday times
- Take on no more than 12 hours paid work per week

In addition all members of the College community are expected to act within the framework of the law.

The College will take positive action against bullying and harassment (physical, verbal or electronic) of students, staff or visitors. We will not accept behaviour or use of language which is abusive; racist; sexist; homophobic or discriminates against disabled people.

This Code of conduct sets out our expectations of all members of the College community and forms the basis of our Student Management Policy. The College's response to any behaviour that does not accord with this Code of Conduct is outlined in this policy.