

Student Contract September 2010

Welcome to Varndean!

We want you to be successful here and to enjoy your studies in a safe and respectful environment. That means treating everyone with the same respect you would like to be given to you. It also means working hard and with commitment to your studies. The aim of our contract is to enable the College, students and parents/carers to work in partnership to help you to achieve your potential. It spells out both what you can expect from us and what we expect of you in order to realise that aim.

The College – our commitment

During your time here, you are entitled, wherever possible, to:

- Honest and impartial information about the College and its courses.
- Suitably qualified and experienced teachers and specialist support staff.
 - Subject teachers, who will:
 - Provide high quality teaching & learning.
 - Help you manage your learning.
 - Set work appropriate to the course, mark it promptly and give helpful feedback.
 - A personal tutor, who will:
 - Promote personal development and provide support in developing essential skills.
 - Provide personal support, including a concern for your health, well-being and security and access to specialist College services.
 - Advise and guide you in your progress to Higher Education or employment.
 - Monitor your attendance, behaviour and academic performance and help you to set targets to achieve your potential.
- Opportunities to take part in a range of social, cultural, recreational and sporting activities.
- Access to impartial careers guidance and confidential counselling.
- Access to appropriate specialist resources, including up to date computers and software.
- A pleasant learning environment that meets Health & Safety requirements.
- A safe environment that is free from discrimination; harassment or bullying.
- Contact, by the College, with your parent/guardian on significant issues affecting your progress.
- Caring, respectful and supportive staff who will do their best to help and challenge you to realise your potential.

If something goes wrong

We will deal with your problem courteously and efficiently. If you are unhappy with any aspect of College life, or our educational provision, we hope that you will raise the issue with us and give us the opportunity to put it right.

We agree to abide by this Contract.

Phil Harland, Principal
Signed on behalf of the College

The Student – your commitment

During your time here we expect you to:

Always

- Treat others (staff students and visitors) with respect and consideration
- Take responsibility for your safety and make sure your actions do not endanger others
- Let us know if you are absent
- Act with honesty and integrity
- Behave in a calm and orderly way
- Cooperate with staff requests
- Carry your ID card and produce it if asked
- Smoke only in the designated area
- Keep to our code of conduct*
- Use electronic media (mobile phone/internet etc) with consideration and respect for all students and staff

In Class

- Attend all your lessons
- Come to College prepared for learning
- Work hard to complete work set
- Be on time
- meet homework and coursework deadlines
- Cooperate with your tutors and fellow students
- Listen to the views of others
- Switch off your mobile phone in class and do not take it into exam rooms

Out of Class

- Complete all routine and course work 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
- Respect College property; buildings, equipment and the environment
- Respect local bye-laws by not parking on the grass verges.
- Only take holidays in College holiday times
- Take on no more than 12 hours paid work per week
- Keep to LRC conditions of use

Online

- Read and keep to the terms and conditions of the IT User Contract

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- Please read this document carefully. You and your parent/carer should then sign this slip and return it to us at enrolment.
- Students will not be able to continue their College studies if this slip is not returned.

This contract is valid for the duration of your study at the College.

Student please note:

By signing this document, you agree to the collection, processing and use of individual personal data by the College for the purposes connected with your studies, for the protection of health & safety whilst on or off College premises and for any other lawful purpose. You also agree to the sharing by the College of such data with your parents/guardians and appropriate agencies. If there is a change in your personal details; contact details or personal circumstances please contact the registry immediately.

Parents/Carers please note:

By signing this document, you agree to allow your son or daughter to participate in educational visits, field trips and work experience activities. You will be notified separately if there are any residential visits or hazardous activities planned. We ask that you support your daughter/son/ward in meeting their obligations as a student during their time with us. The College provides opportunities for parent/carer consultation each year which we hope you will attend.

Student

I agree to the terms of this contract.

I have also read and understood the IT User Contract attached

Signature.....

Print Name.....

Date

Parent/Carer

Signature.....

Print Name.....

Date