

CODE OF CONDUCT (FOR FULL-TIME STUDENTS 2011/12)

You are expected to behave courteously and in a manner which indicates respect for others, the environment around you, and yourself. We prefer to treat you as young adults, and that means you need to respond by behaving in an increasingly mature fashion. Our aim is to maintain a supportive and safe working environment for students and all others connected with the college.

The code details listed in the next section set out specific guidance on the way in which you should conduct yourself, but if you are ever in doubt ask your teacher or tutor first. The areas highlighted in the college code are:

- regular **attendance**
- considerate and mature **behaviour**
- **health** and **safety** requirements
- appropriate **dress** and **appearance**
- a positive approach to **work**

PLEASE REMEMBER THAT, IN SIGNING YOUR LEARNING AGREEMENT, YOU ARE MAKING A CONTRACTUAL AGREEMENT TO ABIDE BY THE COLLEGE CODE OF CONDUCT.

We hope that you will build on your talents and previous achievements by making the most of all the opportunities for study, personal development and recreational activities offered by the college. If you make that your aim whilst at Collyer's, you should add significantly to your educational and personal development and enjoy yourself in the process.

COLLEGE CODE: DETAILS

The details have been produced to clarify for students and staff the requirements of the college, particularly as students come from a wide range of schools that have different requirements. Their aim is to clarify specific issues so that you can be clear on how you can play your part in maintaining a pleasant and collaborative environment for everyone.

ATTENDANCE

1. Always wear your college I.D. card and lanyard when on the premises.
2. Attend all timetabled lessons, tutor times and college lectures.
3. Be available to attend at all times during the college day, throughout term time.
4. If you need to be away, see your tutor beforehand and get a leave of absence form.
5. If you are absent for any reason, ring the college on the day and bring a note from your parent/guardian when you return.
6. If you are ill during the college day, report to the Student Enquiry Desk.
7. Copy up work missed through absence; check on homework set.
8. Do not take holidays in term time.

BEHAVIOUR, HEALTH AND SAFETY

9. Be honest, courteous, and considerate in behaviour and language.
10. Be quiet in and near buildings used for teaching, studying or exams.
11. Do not invite or encourage non-college members onto the site. Please report any incidents to Reception.
12. Report any danger or risk to safety that you observe to Reception.
13. Put litter in litter bins.
14. Do not smoke in the college or elsewhere on the campus, or at its entrances (to promote traffic safety).
15. Do not bring alcohol to college or consume it outside during the college day.

16. Do not consume or possess illegal substances: any student doing so during the college day or when involved in any authorised college activity risks exclusion.
17. Do not use the roads and footpaths near college as social areas during the college day.
18. Do not cross Hurst Road except via the pedestrian crossings and use the pedestrian entrances to the college.
19. Purchase a permit to allow you to access parking in the college car park, and drive carefully on the campus.

DRESS AND APPEARANCE

20. Clothing and appearance should be clean and tidy and appropriate for a working environment.
21. Avoid clothes likely to give offence (e.g. paramilitary, unpleasant slogans, drug-related logos).

WORK

22. Work hard and make a positive contribution to all lessons.
23. Arrive at lessons on time.
24. Bring the right equipment (books, pens, paper, etc.).
25. Do not interfere with others' learning through inappropriate behaviour, or by leaving mobile phones switched on, in lessons, the LRC, or in any study area.
26. Plan your time, meet deadlines and use study periods constructively.
27. Expect to spend time on study during evenings and weekends.
28. Total weekly study hours should match your weekly lesson hours.
29. If staff are delayed or unavailable, work in the normal room whilst awaiting instructions.
30. Communicate with your teachers and tutor for support and advice.
31. Pass on college letters, reports, etc. to your parents/guardians.

Monitoring of progress

Attendance and completion of work will be monitored by teachers, tutors and, if necessary, more senior members of staff, and if it is felt to be helpful your parents will be contacted. **The college may include information on your attendance and punctuality in any reference written to prospective employers or universities.**

Use of study periods

You choose how to use your study periods effectively. Best of all, get some work done – in the Learning Resource Centre, department study areas, or in rooms which are not being used. Alternatively, visit the Careers and Higher Education Centre in the library, use the recreational facilities, read a magazine or talk with friends in the social areas provided.

Part-time work

It is strongly recommended that paid part-time work is limited to a maximum of 10 hours per week (national research shows that above this, students' results will suffer). Paid work should not interfere with your college work or attendance commitments; careful planning however should enable you to balance the demands of your course, your part-time job and your social life.

These requirements aim to help you to be reliable and responsible to yourself, and to achieve the highest educational standards. They are for most students only what they expect of themselves anyway.

Compliance with the code of conduct is promoted through the college's **Student Disciplinary Policy and Procedures**, a copy of which is available from the Student Enquiry Desk.

If a student has a grievance in relation to the application of the Disciplinary Policy the guidelines in the **Complaints Policy** (outlined in the Student Diary and Student Enrolment Handbook) should then be used.

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