

# CODE OF CONDUCT

## (FOR FULL-TIME STUDENTS 2020/21)

At Collyer's students are expected to behave courteously and in a manner which indicates consideration and respect for others, the college environment and themselves. Our aim is to maintain a supportive and safe working environment for students, staff and all others connected with the college. We hope that students will build on their talents and previous achievements by making the most of all opportunities for study, personal development and enrichment offered by the college.

The code details listed below, set out specific guidance on the way in which students should conduct themselves. The areas highlighted in the college code are:

- **health** and **safety** requirements
- considerate and mature **behaviour**
- a positive approach to **work**
- regular **attendance**
- appropriate **dress** and **appearance**
- **respect for [Collyer's Values](#)**

**STUDENTS MAKE A CONTRACTUAL AGREEMENT TO ABIDE BY THE COLLEGE CODE OF CONDUCT WHEN THEY SIGN THEIR LEARNING AGREEMENT.**

### COLLEGE CODE OF CONDUCT: DETAILS

The details below have been produced to clarify the expectations of the college. The aim is to provide clear and simple guidance so that students can confidently play their part in maintaining a pleasant, inclusive and safe environment for the college community.

### BEHAVIOUR, SAFEGUARDING AND HEALTH & SAFETY

1. Always wear your college I.D. card and lanyard when on the premises. Keep your college I.D. card safe and do not share it with others. Report a lost or stolen college I.D. card to the Issues Desk on the first floor in the Library, where you can obtain a temporary wristband and/or purchase a replacement.
2. Be honest, courteous and considerate in behaviour and language, in person and online.
3. Be quiet in and near buildings used for teaching, studying or exams.
4. Do not invite or encourage non-college members onto the site. Please report any concerns to Reception or Student Services.
5. Report any danger or risk to safety that you observe to Reception or Student Services.
6. Actively respect our environment by using litter bins and recycling bins where possible.
7. Do not smoke or vape in the college or elsewhere on the campus, or at its perimeter.
8. Do not bring alcohol to college or consume it when involved in any authorised college activity or off-site during the college day.
9. Do not consume or possess illegal substances or misuse prescription medication: any student doing so during the college day or when involved in any authorised college activity risks exclusion.
10. Do not use the roads and footpaths near college as social areas during the college day. Be considerate of neighbours, members of the public and drivers around the perimeter of the campus.
11. Do not cross Hurst Road except via the pedestrian crossings and use the pedestrian entrances to the college.
12. Purchase a permit to allow you to access parking in the college car park and drive carefully both on the campus and when entering and exiting the car park.
13. Comply with the Social Media Policy.

### WORK

14. Work hard and make a positive contribution to all lessons.
15. Arrive at lessons on time.
16. Bring the right equipment (books, pens, paper, etc.).

17. Do not interfere with others' learning through inappropriate behaviour, or inappropriate use of mobile phones in lessons, the Library, or on campus.
18. Plan your time, meet deadlines and use study periods constructively.
19. Expect to spend time on study during evenings and weekends.
20. Total weekly study hours should, at a minimum, match your weekly lesson hours.
21. If staff are delayed or unavailable, work in the normal room whilst awaiting instructions.
22. Communicate with your teachers and tutor for support and advice.
23. Pass on college communications and information to your parents/carers.

## **ATTENDANCE**

24. Attend all timetabled lessons, tutor times and college lectures.
25. Be available to attend at all times during the college day, throughout term time.
26. Absences should be reported by parents/carers, via email [absence@collyers.ac.uk](mailto:absence@collyers.ac.uk) or by calling the Absence Line on **01403 216528**.
27. If you are ill during the college day and need advice or help contacting home, please visit Student Services (K3). Students who feel unwell may travel home independently if it is safe to do so, but any lessons missed due to illness must be reported by parents/carers the next day.
28. Use the VLE and contact peers and/or teacher to catch up work missed through absence; check on homework set.
29. Do not take holidays in term time.

## **DRESS AND APPEARANCE**

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

Compliance **with the code of conduct is promoted through the college's [Student Disciplinary Policy and Procedure](#), a copy of which is available from Student Services (K3) and the college website.** If a student does not comply with the Code of Conduct, the Student Disciplinary Policy and Procedure may be used. **If a student has a grievance in relation to the application of the Disciplinary Policy, the guidelines in the Complaints Policy (outlined in the Enrolment Handbook and on the college website) should then be used.**

## **Monitoring of progress**

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

## **Use of study periods**

Aim for an appropriate balance between independent study, enrichment activities and social time. Students may complete independent study in the Library, Undercroft, Alcove, Mezzanine Floor of the Refectory, and in rooms which are not being used. Alternatively, visit the Careers and Higher Education Centre in the Library, use the recreational facilities or socialise with friends in the communal areas provided. Students who fall behind with their studies or who struggle to meet their target grades may have additional supervised study/workshops added to their weekly timetable or Action Plan targets set by members of staff on MyProgress.

## **Part-time work**

It is strongly recommended that paid part-time work is limited to a maximum of 12 hours per week (national research shows that above this, students' results will suffer). Paid work should not interfere with college work or attendance commitments; careful planning however should enable students to balance the demands of study, a part-time job and 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.**

**Related Policies:**

Appeals Procedure  
Bullying & Harassment Policy  
Collyer's Values  
Complaints Policy  
Equality and Diversity Policy  
Safeguarding & Child Protection Policy  
Social Media Policy  
Student Code of Conduct – Guidance for Staff  
Student Disciplinary Policy and Procedure