

CODE OF CONDUCT

(FOR FULL-TIME STUDENTS 2021/22)

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 and do not bring drug paraphernalia onto campus: 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 and the Use of Computers Agreement.

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 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 (B002). 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 SharePoint/Teams 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 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.

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

COVID-19 Annex

This annex to the Student Code of Conduct has been developed in response to the Covid-19 pandemic, in consultation with the RCU Leadership Team (March 20). The aim of maintaining a supportive, inclusive and safe environment is inherent within the general Code of Conduct. In keeping with this aim, students are expected to be sensitive to the varied experiences of lockdown and impacts of the pandemic, on their peers and other members of the college community.

In addition to abiding by the general Code of Conduct, students must also meet the following Covid-19 specific expectations:

1. Self-isolate immediately if:
 - you have any [symptoms of coronavirus](#) (a high temperature, a new, continuous cough or a loss or change to your sense of smell or taste)
 - you have tested positive for coronavirus – this means you have coronavirus
 - you live with someone who has symptoms or tested positive
 - someone in your support bubble has symptoms or tested positive
 - you are told to self-isolate by [NHS Test and Trace](#)
 - you arrive in the UK from a country with a high coronavirus risk – see [GOV.UK: how to self-isolate when you travel to the UK](#)
2. If you **develop COVID-19 symptoms whilst at college**, you MUST follow the guidance below:
 - Put on a face covering, sanitise hands and collect belongings
 - Keeping a 2m distance from other people, report directly to the First Aid Room on the ground floor of the Graham Baird Building - Room G001
 - Upon arrival at the First Aid room, follow the instructions clearly displayed on the wall:
 - Call reception (01403 210822) and inform the receptionist of suspected symptoms
 - Reception will direct the call to Student Services or the duty First Aider who will arrange for you to be collected
 - Taxis and Public Transport must not be used by people with Covid-19 symptoms
 - A First Aider equipped with PPE will be sent to the Medical Room and may take temperature if appropriate
 - First Aider will escort student (at 2m distance) to parent collection point via the least busy, outdoor route
 - Advice about when and how to access a Covid-19 test can be found [here](#)
3. Ensure that when travelling to and from college on public transport, you follow the [rules on wearing face coverings](#) and any other precautions you must take to reduce the risk of transmission to yourself and others.
4. Ensure that you practice [social distancing](#) when walking or cycling to college, and in any public space in the local community. Remember that the **rules on social distancing outside college are different from those in college** [e.g. 'rule of 6' applies as soon as you leave college] grounds – you could receive a fine if you break social distancing rules in the park, bus stop or town centre.
5. Follow guidance on hygiene such as handwashing and sanitising. Carry your own hand sanitiser. Hands should be washed/sanitised on arrival at college/lessons, after using the toilet facilities, before and after eating, before and after break, and before you leave for home.
6. Bring a clean face mask each day and wear it as soon as you enter the college campus. Face coverings are not required in lessons, but students may continue to wear them if they prefer. If you are exempt from wearing a face covering, please visit Student Services to obtain an exemption badge.
7. Remain, where possible, socially distanced from your peers and adults in college, observing the 1m+ rule.
8. Follow instructions on who you can socialise with at college, you must always remain in your cohort bubble.
9. Follow signage around campus and verbal instructions from staff, at all times. For example: one-way systems, out of bounds areas, queuing.
10. Follow instructions and expectations in relation to sneezing, coughing, tissues and disposal ('catch it, bin it, kill it', sneeze into the crook of your arm) and avoid touching your mouth, nose and eyes with hands prior to proper hand washing.

11. Attend lessons with personal class equipment or other items including drinking bottles to avoid sharing items with others.
12. The expectations in the main code of conduct also apply to distance learning. Additionally, you must abide by any subject specific expectations set by your subject teachers for online lessons, workshops and/or 1-1 meetings.

The student disciplinary procedure may be applied if you do not comply with this annex to the Student Code of Conduct.



ONLINE CLASS ETIQUETTE

GUIDELINES FOR STUDENTS

The simple rule is to treat your online class like any other class and your [student code of conduct](#) applies at all times of study. However, some specific rules for online etiquette is as follows:

- Please show up **on time for the scheduled time** on Teams/Zoom. Using the 'Calendar' on Teams is a great way to see and access your online lessons, use it to plan your week. Remember you will be registered.
- Try to **find a quiet space** (free from siblings/parents/pets/TV).
- Maintain **RESPECT** for all in your communication and appearance.
- **Microphone muted, camera on.** Muting your microphone avoids significant background noise and makes it easier to hear the teacher. Some staff may encourage you to have your camera on; with your camera switched on, you, your teacher and your classmates will be able to interact in a far more fluid and effective way, just like a face-to-face lesson. If you want to contribute verbally, use the 'raise hand' button and remember you can always use the chat function to ask your teacher questions as well.
- **Be active in the lesson.** Try to contribute to class as much as you would normally, don't hesitate to ask questions on things you don't understand.
- **Post only relevant comments in the chat,** communicate in a way that is appropriate for a lesson, it's not social media.
- Refrain from eating and drinking on camera, retain focus in a normal working way.
- Teachers will inform students when lessons will be recorded and reassure them that the videos will only be retained for the time you are at Collyer's and then deleted in line with GDPR. Recording lessons can be really useful for you to watch back and can be used for revision.
- You should be the **only person** in your household watching or listening to your lesson. Teachers will not engage in conversation with parents at any point during or after a lesson.
- Lesson recordings are solely for the purpose of teaching and learning for your own use. Sharing of recordings and screenshots with other students at Collyer's or outside of the organisation is a breach of the student code of conduct and will be treated as a disciplinary matter.