

Learner Code of Conduct

The Learner Code of Conduct is designed to ensure that learners contribute to a safe and successful learning environment by defining the behaviour and conduct expected from learners.

Behaviour: all learners must:

1. Treat everyone with respect, regardless of culture, race, nationality, religion, gender, age, marital status, sexual orientation, disability or social class. The College will not tolerate any discrimination, harassment or bullying, including cyber bullying, and expects learners to report any such incidences to their tutor as soon as possible.
2. Comply with and promote the British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. Take care not to behave in a way which glamorizes or normalizes violence or extremist beliefs, and challenge any behaviour in others which appears to do this.
3. Respect contributions made in class by other learners and not undermine them by inappropriate comments or behaviour such as sighing, tutting, side comments to other learners etc.
4. Adopt behaviour and use language that is appropriate and does not upset others. Swearing, excessive shouting and using inappropriate gestures will be challenged.
5. Follow tutors' instructions and established class etiquette regarding answering questions in class, for example, raising the hand to answer a question, allowing others to answer questions, not interrupting other learners when they are contributing to the class.
6. Follow all Health and Safety instructions given out by any staff member (ie tutor, technician, enrolment staff, fire warden)
7. Switch off mobile phones, personal communication devices and personal stereos in classrooms and in all working areas except if they are being used to assist learning.
8. Contribute to the College's continuous improvement systems by providing constructive feedback about the courses and services, and by using the College's Complaints Procedures if you wish to make a complaint.
9. Be responsible for the behaviour of their children whilst on the premises, in the College crèche or in the care of childminders arranged by the children.
10. Meet financial commitments relating to their course (if applicable) promptly and in full.
11. Act at all times in a manner that does not cause offence nor bring the College into disrepute.

Academic: all learners must:

1. Attend classes regularly and punctually and inform their teacher by email, text or phone of any absences, where possible in advance of the class. Where missing a class is unavoidable, take responsibility for contacting the tutor and arranging to catch up on the work which has been missed.
2. Complete all work set by tutors to agreed deadlines. Late work will be marked and submitted to the awarding organisation at the tutor's discretion, or according to the awarding organisation guidelines, if applicable.
3. Successfully complete all internal and external examinations and assessment, where appropriate, in order to progress on the course.

Policy title:	Learner Code of Conduct	This version:	September 2018
Owner:	Head of Quality	Approved by:	CMT
Review interval:	2 years	Approved on:	September 2018
Date of next review:	September 2020	Post to website:	Yes

4. Ensure all work produced for assignments and exams is your own work. Where information is used from another source this must be referenced appropriately. Plagiarism and/or cheating may lead to disciplinary action by the College and/or awarding organisation/examinations board.
5. Comply with the 'Acceptable use of IT' policy (to be found in the Learning Resource Centres), and use IT facilities to support your learning and not to access any website that is against College policy.

Health & Safety: all learners must:

1. Show regard for the well-being and safety of other learners, staff, community groups and visitors at all times. Reports of alleged incidences of violence towards fellow learners, staff or visitors will be investigated under the Learner Disciplinary procedures and may result in immediate temporary suspension or permanent exclusion from classes.
2. Become acquainted with the College Health & Safety regulations and follow the proper college evacuation procedure in an emergency.
3. Follow the Health and Safety guidelines issued for specific areas of the college (eg. art studios, teaching kitchen).
4. Inform the College of any disability that might result in help being required in the case of an emergency evacuation.
5. Not smoke, bring illegal drugs, alcohol or offensive weapons onto the premise or be under the influence of drugs or alcohol whilst on college premises.
6. Notify a member of staff if you have an accident at College.
7. Keep the College clean, free from litter and graffiti and not eat or drink in the classrooms or learning resource centre.

Personal and College property: all learners must:

1. Show respect for the premises and property of the College and the possessions of other learners
2. Return all borrowed books and items of equipment by the due date. You will be responsible for the cost of any damage or loss of College property.
3. Be responsible for the loss or damage to your own property. All articles of value left on the college premises, including cars, bikes and motorbikes are left at the owner's risk.

Learners on residential programmes: all learners must:

1. Respect the residential facilities, and take care not to damage rooms, furniture and fittings;
2. Be considerate of other residential learners and their children, especially in terms of noise after 10.00 p.m.
3. Observe the stated check-in and check-out times
4. Take reasonable care of own possessions, and reduce risk of theft or loss of their property.

Note: In exceptional circumstances, college staff will have the right to enter and search rooms and personal property, for example:

- If we are concerned for the occupant's welfare
- If we think a crime has been committed/is being committed
- If the resident has out-stayed their occupancy

On signing the enrolment form / learning agreement, each learner agrees to the College's terms and conditions and to follow the Learner Code of Conduct. Failure to comply with the code may lead to disciplinary action being implemented in accordance with the Learner Disciplinary procedures.

Policy title:	Learner Code of Conduct	This version:	September 2018
Owner:	Head of Quality	Approved by:	CMT
Review interval:	2 years	Approved on:	September 2018
Date of next review:	September 2020	Post to website:	Yes