



Code of Conduct

The College aims to provide a safe and supportive environment where everyone can study and work to the best of their ability. Enrolment onto a course means you have joined the College community and are expected to behave accordingly. You have agreed to this by signing the enrolment form.

We expect you to:

- Notify your Personal Tutors and Tutors of absence. We will assume you have left the College if you have been absent without explanation for 4 term time weeks.
- Keep to the Acceptable Use Policy when using College computers
- Let your Personal Tutor know straight away if you have difficulties with your work
- Notify the college if you are absent
- Achieve the standard of work required of you
- Treat other students and staff with respect
- Hand all assignments in on time
- Attend all classes and tutorials
- Be punctual

We will not accept:

- Unacceptable behaviour in or around College buildings. Examples of unacceptable behaviour include insulting others, bullying, verbal abuse or rudeness, using language that offends others, fighting or other violent, threatening or dangerous behaviour.
- Smoking in non-designated areas
- Wearing of hats and coats in classrooms
- Abuse, threats or rudeness to a member of staff. These may be verbal or sent electronically, for example through Facebook
- The use of illegal drugs or alcohol in or near College buildings
- Deliberate Damage or attempted damage to College property
- Theft, attempted theft or unauthorised possession of any items belonging to the College or to any student, member of staff or employer
- Breaking the rules of an awarding body such as copying someone else's work
- Repeated problems with the quality of work produced or of handing it in on time, affecting your own or other students' chances of gaining accreditation. This may be because of delays in producing work, which affects a group project
- Disruptive behaviour in classes or other college spaces or not following a direct instruction from a member of staff