

Student Charter

2016-2017



Date: September 2016
Version: 1

We expect you to:

- Behave respectfully to all students, staff, and visitors at all times and regardless of any differences in gender, disability, race, faith or no faith, sexual orientation, and being or becoming a transsexual
- Behave in a safe manner at all times and tell us immediately about any concerns you have for your own safety and well-being or that of another person
- Always have your College Membership Card with you and show it when asked
- Attend all of your sessions and on time, including lessons, meetings with your Personal Tutor, Maths and English, appointments with Learner Services, work experience, additional support sessions, Review Week activities and trips
- Be well prepared for your lessons and be ready to learn
- Take responsibility for your learning by actively participating in your lessons, target setting and reviews
- Complete your work to the very best of your ability and to deadlines
- Know your targets and challenge yourself to achieve beyond your target grades
- Tell us immediately about any support needs you have and ask for help as soon as you need it
- Take up any additional learning support we recommend to you
- Work co-operatively and collaboratively with other students and staff
- Use your study time well and use the LRC
- Co-operate with all College policies, designed to keep you and others safe and to ensure everyone can enjoy College and achieve their goals
- Respect the College environment by eating and drinking in designated areas only and being clean and tidy by clearing away your litter
- Take care of College equipment
- Take part in Enrichment activities

If you meet the standards you will:

- Be highly likely to achieve or exceed your target grades
- Be able to progress to further study, an apprenticeship or employment
- Be eligible for nomination for Student Leader
- Be eligible for trips, visits and other activities

We will not accept:

- Any form of bullying either verbal, physical or on-line
- Any form of discrimination or harassment
- Disrespectful behaviour towards staff, other learners or visitors
- Any form of unsafe behaviour which compromises your or another's safety
- Bad or inappropriate language and swearing aimed at staff, learners or visitors
- Failure to comply with instructions from a member of staff
- Inappropriate use of IT e.g. social media, using another learner's password, inappropriate use of the internet
- Disruptive behaviour and unacceptable levels of noise in class
- Copying other's work and claiming it as your own (plagiarism)
- The possession or use of alcohol, drugs or substances classed as 'legal highs' (new psychoactive substances)
- The possession of weapons or other dangerous items
- Smoking outside designated areas
- Eating and drinking in areas other than the Refectory or The Chill
- Spitting
- Failure to have your College Membership Badge with you

If you do not meet the standards, we will:

- Record non-attendance in lessons and lateness in your register
- Discuss your behaviour with you
- Set up an on-track review with you, your Personal Tutor, a senior College Manager and, where appropriate, your parent or carer
- Trigger the College Learner Conduct and Performance Policy

You can expect college staff to:

- Treat you with respect, dignity and fairness
- Get you on the right course for you
- Deliver high quality lessons

- Be ready to start lessons at the right time
- Mark your work quickly and to set timescales
- Give feedback on your work and behaviour that is constructive and will help you to improve
- Keep you up to date on your progress and encourage you to review your own development
- Mark registers within 10 minutes of the start of the lesson and accurately
- Provide you with the right support that enables you to achieve your best
- Provide you with a schedule of assessments for the whole academic year
- Upload relevant learning materials and information to the College VLE
- Have high expectations of you and challenge you to exceed your target grades
- Provide you with a safe and pleasant environment
- Continually ask for your opinion and feedback on all aspects of your College experience

If you feel staff have not met these standards, you can:

- Talk to your Student Leader
- Talk to a member of your teaching team, Personal Tutor, Learner Services Adviser or Youth Worker
- Talk to your teacher or Head of Faculty
- Make a formal written complaint. Compliments, Comments and Complaints Forms are available from Reception or MyDay

If you feel staff have met or exceeded these standards, you can:

- Tell them!
- Complete a Compliment, Comment or Complaint Form available from Reception or MyDay