

Study Programme Contract

1. Attend all timetabled lessons for all elements of your study programme, including English, mathematics, a vocational or academic qualification, tutorial, work experience/industry placement/work related activities. These are not optional.
 - A. It is a condition of enrolment that students who have not yet achieved GCSE grade 4 or above in English and/or mathematics will continue to study these subjects.
 - B. The College reserves the right to charge students exam fees if their attendance falls below the minimum level (90%) and/or the student fails to attend an exam without good reason.
2. Be punctual for all lessons.
3. Fully engage and participate in all classroom activities.
4. Meet all deadlines and targets that you are set.
5. Do not engage in behaviour that disrupts teaching or learning for yourself or others.
6. Be prepared for all lessons, including having appropriate writing materials and equipment.
7. Do not eat or drink in lessons. Bottled water is acceptable.
8. Put away mobile phones and switch them to silent during lessons; only use them if authorised by your teacher for a specific activity.
 - A. Only charge your phone in designated USB charging areas.
 - B. Do not use your mobile phone to video, photograph or record anyone in or near the College.
9. Remove outdoor coats and hats when in class to be ready for learning.
10. Make sure that work you submit for assessment is your own and is referenced correctly. Follow the published JCQ regulations in all examinations and assessments.



SAFETY AND RESPECT

1. Behave in a safe, respectful and appropriate manner at all times.
Treat each other with respect, courtesy and consideration. The college does not tolerate any form of unlawful discrimination, bullying, harassment or victimisation by any means.
2. The college operates a strict “No ID = No Entry” policy.
Wear your ID card on the lanyard provided around your neck, visibly at all times, show it when requested and never pass it to any other person.
3. Speak to people calmly and politely, never using words and actions that may be interpreted as abusive, offensive or threatening.
4. Support our zero-tolerance approach to possession of weapons, banned substances, alcohol or being under the influence on College premises or engaging in any illegal activity in or around college.
5. Behave in an appropriate way when traveling to and from College and when in the local area. Do not take partake in any activity that may bring the college into disrepute.
6. Follow instructions from all staff.
7. Do not sit in stairwells or corridors.
8. Only eat and drink in designated areas. Do not bring hot food from outside onto campus.
9. Always wear prescribed uniform and/or PPE. Follow the dress code for the department you are studying under.
10. Do not wear hoods up, baseball caps or peaked caps in College, this is for your safety. Headwear for religious, cultural or medical reasons, which do not cover faces, such as hijabs and durags are permitted.
11. Whilst the College encourages students to express themselves as individuals, please remember that the College is a professional environment and that your clothing should reflect this;
 - A) Dress safely – no hoods or hats (See 10 above)
 - B) Dress securely – for labs, workshops and when using equipment
 - C) Dress professionally - for employment
(no beachwear or underwear displayed)
12. Your possessions are your responsibility.



SAFETY AND RESPECT

13. Treat College property with care and respect; you will be liable for any damage. This includes damage to, loss of, or non-return of library materials.
14. Use Information Learning Technology facilities (including social media, internet and email) appropriately. Ensure you always protect your password, and your on line presence.
15. Smoking and vaping is not permitted on campus, other than for those over 18 in the designated smoking area.
16. Possession of vapes and cigarettes is illegal for those under 18 and therefore must not be brought onto campus. They will be confiscated if found.

COMMUNICATION AND ORGANISATION

1. Always contact the College if you are unable to attend due to illness. Bursary payments are directly linked to your attendance.
2. Keep your parent(s) or guardian(s) informed about important College matters and accept that we will contact your parent(s) or guardian(s) directly if the need arises.
3. Inform us promptly of any changes to your personal circumstances e.g. change of address or telephone number.
4. Do not take holidays in term time and avoid routine dentist or doctor's appointments or driving lessons in college time.
5. Ensure that part-time work does not interfere with college studies or prevent your attendance at timetabled classes, assessments and exams.
6. Do not supply any fraudulent / false information on your college record.

Updated & Agreed June 2024 – Deputy Principals

