

**Student Charter**

The College is an organisation that values the rights and responsibilities of individuals. We aim to achieve success by promoting a hardworking, safe and friendly College. Please read the Charter carefully.

**Our promise to you:**

We will help you to:

* Gain confidence and develop independence as a learner
* Become an effective communicator
* Develop high aspirations for employment, higher level study, and personal goals
* Be ready for employment and volunteering opportunities
* Have a clear understanding of democracy, the rule of law and individual liberty
* Develop your English and Maths whatever subject you are studying

You will:

* Be guided and supported to ensure you are on the right course
* Experience well planned, well taught and enjoyable lessons
* Be listened to and be able to have your say
* Be offered equality of opportunity whatever your age, gender, religion or belief, ethnic origin/race, sexual orientation, disability, gender reassignment, whether you are married or in a civil partnership, pregnant or expecting a child
* Be told how are getting on and you will be able to discuss this with staff

In addition:

* Induction programmes will enable you to settle in quickly and be able to meet the demands of the course
* Information we hold about you will be held securely and not shared unnecessarily
* Procedures will be in place to address as early as possible poor punctuality, attendance and performance
* Your individual learning needs will be supported
* Your health, safety and well-being will be promoted
* Effective careers education and guidance will guide you towards opportunities that could be available after you complete your studies.

**What the college expects from you**

**Make successful learning your priority:**

* Attend all classes and on time
* Work with us to establish targets for your studies and strive to meet these.
* Complete all assignments to the best of your ability and hand them in on time.
* Do not attempt to take someone else’s work and submit it as your own – this is called plagiarism and is not permitted.

**Contribute to making the College a safe place for all:**

* Keep yourself and others safe at all times. Avoid dangerous or reckless behaviour and report any accidents or concerns to a member of staff immediately.
* Drive safely and keep to the speed limit of 10mph on College premises and access roads, and park only in marked spaces.
* We do not tolerate any form of bullying, harassment or cyberbullying. If you suspect bullying of any sort you must report it to a member of staff immediately.
* We expect and encourage mutual respect and tolerance of different faiths and beliefs.
* Wear your ID and lanyard at all times (where physical activity and health and safety permit)

**Be considerate to others:**

* Do not use offensive language, or behave in ways which can upset others, in College and anywhere where you represent the College – on work placement, on public transport, during off-site trips and activities.
* Smoking cigarettes is only permitted in designated smoking areas. Vaping should be done outside but please think about other people and vape away from open windows or in doorways
* Keep the college clean and tidy, put rubbish in the bins provided and follow College guidelines about where it is appropriate to eat and drink.
* Follow staff requests to silence or switch off mobile phones.
* Look after College equipment and property. Keep to the computer code of practice which appears when you log on to the College network.
* Any act of violence, and use or possession of firearms, knives and offensive weapons, is likely to lead to police involvement.
* You are not allowed to use or possess alcohol or drugs on College premises.

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**Following the Charter**

If *we* fail in our promise to *you*, please tell us or make a complaint, and we will always try our best to put things right.

If *you* cannot meet *our* expectations, we may have to implement the College Disciplinary Procedure – but we always try to make this a supportive and restorative process.