

# STUDENT CODE OF CONDUCT

By enrolling at the College you have agreed to abide by this code of conduct. The student code of conduct is to help you succeed and to make your college a safe place to learn:

1. Attend all sessions and inform the college immediately if you are going to be late or absent.
2. Be on time and be prepared for all sessions on your timetable and remember to bring the right equipment to lessons.
3. Respect the Highway Code rules when using the car park or these rights will be withdrawn.
4. Remove all hats and coats when in classrooms or study areas.
5. Meet all deadlines and targets for your work and complete it to the very highest standard you are able to.

6. Make sure all work is your own. Do not cheat or plagiarise (copy) other people's work.
7. Do not use a mobile device in classrooms or study areas unless a member of staff has allowed it.
8. Follow instructions from staff during lessons and on college premises helping to create a safe environment where everyone can learn.
9. Pass the six week Induction period before you can continue your chosen programme of study.
10. Wear your ID cards at all times and ensure it is visible, and if requested, hand it to a member of staff for inspection. Do not allow others to use your ID and do not help others to enter the college without ID.

11. Show respect for all students, visitors and college staff at all times including when you are online, by respecting the rights and views of others. Never use abusive language or display behaviour which is aggressive, violent or in any way threatening to any person in the college. Never display extremist or discriminatory views that promote violence or break the law.
12. Always act in a way that maintains the college's good reputation by respecting residents in our local community and acting appropriately in the local area. Also do not bring the college's reputation into disrepute by your actions online such as posts on social media.
13. Always show respect for college property and use college buildings and equipment safely and carefully.
14. Follow health and safety procedures including the HRC risk assessment on Covid 19, guidelines, and follow the college's IT Code of Practice. This includes bullying and posting on social media items that bring the college into disrepute.
15. Never bring illegal drugs, alcohol or weapons into the college. Smoking and vaping are only permitted in the designated smoking areas at each campus.

16. Anybody caught stealing from anywhere on the college premises will be suspended and may face possible legal action.
17. Wear appropriate clothing that is safe and suitable for the industry that you aspire to work in and do not wear hoods or motorcycle helmets inside the college.

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