



Student Agreement and Code of Conduct

At Bilborough we have high expectations of all our students. We want to work with you to ensure that when you leave us you have achieved your potential at this stage of your education and have enjoyed your time with us. We want all in the college to enjoy working in a purposeful and adult environment and to establish positive working relationships with each other. We pride ourselves in the ethos and culture of the college. Staff and students share responsibility for creating this positive learning environment. As members of the college community we require all students to abide by the following code of conduct

To show consideration and respect for others and for the College environment.

- ❖ Speak to **all** members of the College community and visitors to the college with respect and behave in an appropriate and courteous manner.
- ❖ Treat the College premises with respect and use College resources sensibly.
- ❖ Keep the College tidy and put litter in bins provided.
- ❖ Respect the rules governing the use of lifts (students can only use them if they have a valid lift pass)
- ❖ Respect the rules governing the use of the LIC/ Study Zone and breakout areas in college acknowledging that these are private study spaces for students not in lessons.
- ❖ Smoking (including e-cigarettes) is not permitted anywhere on the college site, except the designated smoking area.
- ❖ When using social media behave in a courteous manner, respecting the privacy and feelings of others at all times and do not transmit communications or images which may cause distress.
- ❖ Be respectful of the community in which we live – e.g. if you drive to college be sensitive about where and how you park and how you interact with local residents.
- ❖ Celebrate and respect individuality and diversity
- ❖ Maintain an appropriate dress code for college

To help ensure a safe and secure learning environment.

- ❖ Wear your College lanyard with ID card at all times.
- ❖ Do not invite non students onto the college premises. If you are bringing visitors in for a legitimate purpose, ensure they are signed in at reception and wear a visitor's badge for the duration of their visit.
- ❖ Act at all times in accordance with the college's policies and expectations, including health and safety policy, acceptable use of IT, anti-bullying and equality and diversity, coursework and plagiarism
- ❖ Do not have in your possession: - weapons or anything that can be used as an offensive weapon; alcohol or controlled substances.
- ❖ Do not enter the college site or participate in college activities under the influence of alcohol or drugs.

To accept responsibility for your own learning

- ❖ Attend **all** timetabled lessons and tutorials. Less than 95% attendance could lead to you being asked to pay for exam entries.
- ❖ Attend subject support and study room sessions as directed.
- ❖ Arrive on time at the start of all classes.
- ❖ Ensure you are properly equipped (eg class files, stationary etc) and appropriately dressed (no hats, coats in class unless there are good reasons for doing so) for lessons
- ❖ Engage fully in lessons, actively participating in all tasks set.
- ❖ Organise your time effectively and complete all work to the best of your ability and by set deadlines.
- ❖ Complete at least 5 hours homework per week for each subject/ unit studied.
- ❖ Emails are an important part of college communication and we expect you to check your emails daily.
- ❖ Keep to any local rules drawn up by curriculum areas and (e.g. food/drink) and
- ❖ Ensure that College activities take priority during the college day and any part-time work you undertake does not clash with College commitments.
- ❖ Don't take holidays in term time and avoid making personal appointments
- ❖ If you are too ill to attend college you inform Attendance (using Student Advantage) each morning of absence.