

Calderdale College

CODE OF CONDUCT

We use our Code of Conduct so that all of our learners are clear about what is expected of them when they are at College or involved in College activity outside of our premises.

Please read the Code of Conduct carefully. It is important that you understand that, when you enrol, you are agreeing to keep up these standards of behaviour in the interests of yourself, other learners and staff.

As a learner at Calderdale College you are required to:

- ✓ Treat everyone with respect and dignity making sure that your behaviour does not make any other person feel uncomfortable or discriminated against, and does not interfere with the learning of others
- ✓ Attend and be on time for all classes and activities
- ✓ Contact your tutor or the Curriculum Office on the first day of any absence. This should be no later than 30 minutes after your expected start time to explain the reason why you are absent and when you expect to be back in College
- ✓ Take personal responsibility for your own learning and make active use of the Learning Resource Centres, Study Support and Student Services
- ✓ Complete all work set for you within specified deadlines
- ✓ Take an active part in reviewing your progress with the support of your tutor
- ✓ Seek help from your tutor, Study Support Worker or Student Services if you need it
- ✓ Act in a manner that does not put yourself or others at risk of harm
- ✓ Carry and have visible your ID card at all times on College premises
- ✓ Only use College property and equipment for approved purposes related to your programme of study
- ✓ Participate in the College disciplinary process if required
- ✓ Smoke only in the designated smoking areas

You must not:

- ◆ Create or transmit material via mobile telephones, College systems or Social Media e.g. Facebook, Twitter which is designed to or likely to cause offence, annoyance, inconvenience or needless anxiety to others or the College
- ◆ Use personal devices e.g. mobile phones to play music out loud whilst on the College Campus
- ◆ Enter the College premises under the influence of alcohol or substance misuse.
- ◆ Consume or possess alcohol and/or illegal substances
- ◆ Cause malicious damage or steal the property of the College or from other learners, staff or visitors to the College
- ◆ Gain unauthorised access or make unauthorised modifications to College files or computer material
- ◆ Enter any part of the College to which you are not allowed
- ◆ Carry any weapon or use any other object in a threatening manner
- ◆ Give course work to your tutor that is not your own work (plagiarism)
- ◆ Behave in any way which adversely affects the reputation of the College
- ◆ Breach Internet and general user rules as set out in the College Use of Computer Systems Policy

If you are involved in any act of misconduct you will be subjected to the College disciplinary process which may result in your exclusion from the College.

You can find further details of the College Disciplinary Process and other College policies on the Student Intranet (Moodle) and from Student Services.

Do you have any unspent* convictions? Yes

*For further guidance on unspent convictions please speak to Information Advice & Guidance.

Calderdale College is an inclusive college and we want all of our learners to be well cared for. We therefore ask all learners to declare if they have any unspent criminal convictions. If you answer yes, you will be asked to provide further details. This does not automatically affect your admission, but allows the College to undertake a risk assessment and provide support as appropriate.

Learner SignatureDate.....

The Enrolling Officer must tick the method of learner verification required for the Learner Registration Service:

Relationship with School Passport Driving Licence ID Card/Other National ID NI Card Cert of Entitlement Bank/Debit Card

Other type seen.....None provided.

Signed (on behalf of the College).....Staff Code.....