

You and Your College

You will:

Be ready to learn and do your best

- Attend on time and tell us if you know that you are going to be absent
- Go to classes with the right equipment and appropriately dressed
- Complete your assignments, independent study and e-learning on time and to the best of your ability
- Work with us to ensure you succeed in your studies and tell us if things are not going well, so we can try to help you

Care about yourself and other students

- Treat everyone with respect, regardless of differences
- Tell us if you are worried about your safety or that of others
- Stand up to bullying, by reporting it quickly
- Be aware of the risks of radicalisation and tell us if you think someone is at risk

Respect college rules

- Follow college rules, wherever you are learning, including while on work placement
- Care for the college environment by putting rubbish in the bins and only smoking in designated areas
- In learning environments do not eat or drink, apart from water, and only use your mobile phone if directed to do so
- Do not engage in any activity that would damage the college's good reputation

We will:

Encourage you to succeed

- Help you choose the right programme for you
- Challenge you to raise your expectations and achieve your goals
- Help you explore options for future study, work and independent living
- Develop your skills for work and life, including in English and maths

Provide you with high quality teaching and learning resources

- Deliver high-quality, work-related, teaching and learning
- Make the college a safe and welcoming place
- Provide a well-resourced Learning Resource Centre
- Ensure you know how you are to be assessed and give you timely feedback that enables you to improve your work in the future

Treat you fairly and meet your needs

- Consider any specific needs you may have and respond with adaptations where appropriate
- Support you with any problems or support needs you choose to tell us about
- Deal with any disciplinary issues in a fair way, according to college policies, procedures and rules
- Ask for your views about the college and tell you what we have done in response