**Code of Conduct**

**Our expectations of you:-**

The College Charter and rules set out what students can expect of the College and, in turn, their obligations. The College expects students to follow the following code of conduct:

• Be proud of your College and keep it safe including wearing a lanyard and ID card unless removal is agreed for safety reasons.

• Meet the requirements of your course by working hard, meeting deadlines and seeking help if needed.

• Discuss with your tutor any difficulties you experience which affect your progress.

• Discuss with staff any concerns you may have about your own safety or the safety of others.

• Show respect for fellow students, staff and visitors to the College.

• Behave appropriately when participating in an off-site activity, showing consideration and respect at all times to members of the public.

• Respect and take care of the College environment.

• Make use of the opportunities the College provides for your studies and personal enrichment.

• Contribute to the improvement of College life.

• Take responsibility for your own learning and take care to select your own course of study.

• Be prepared for classes and bring proper equipment.

• Be punctual and attend all classes regularly.

• Be well behaved and responsive to requests from staff.

• Be responsible for your own belongings.

• Gain written permission from lecturers and other people concerned before undertaking any recording (visual or audio) through any media, including mobile phones, drones or other new technology.

* Don’t Vape or Smoke except in designated smoking and vaping areas.
* Do not use Mobile Phones or Social Media in class unless permitted to do so for learning.