

COLLEGE CODE OF CONDUCT



**EVERYONE
BELONGS**

Introduction

City of Bristol College is committed to working with you to help you reach your goals, and we expect College students to be fully dedicated to their studies. Everyone in the College commits to respecting the partnership between all members by following its rules and procedures. We've created this code of conduct to outline our expectations of you as a student, and what you can expect from us in return.

1. As staff we will:

- ▶ Value people equally respecting our democratic values of freedom of speech, appreciation of different beliefs, the rule of law and individual liberty and be kind, hard-working, respectful and polite at all times;
- ▶ Give you clear, accurate and fair information, advice, guidance and support to help you choose a programme of study and include clear information about fees and financial support including bursaries;
- ▶ Promote good learning behaviour and take an evidence-based approach to the methods of teaching, learning and assessment that enable you to make good progress and achieve well;
- ▶ Give you a good start to your studies with us through an induction programme and then support you by giving clear targets that help you progress;
- ▶ Provide learning resources and identify support which meet your needs;
- ▶ Ensure that assessments and progress reviews with you are fair, clear, regular and positive;
- ▶ Give you regular and punctual feedback on your learning, verbally and in writing on your work and in your ILP/Moodle course site to include progress review reports for parents of students up to the age of eighteen via parents' induction and progress review events;
- ▶ Provide you with access to a range of enrichment and careers advice and university admissions advice services during your programme of study.



2. What the City of Bristol College expects from our students

2.1 Behaviour

- ▶ Value people equally respecting our democratic values of freedom of speech, appreciation of different beliefs, the rule of law and individual liberty and be kind, hard-working, respectful and polite at all times;
- ▶ Build resilience and understand that sticking at it and maintaining good learning habits are essential to your success, which includes good attendance, learning behaviour and commitment to study as set out in the ABC procedures and the willingness to act on the feedback the College gives you and the targets we set together;
- ▶ Observe the City of Bristol College ED&I Policy and value all members of the college and visitors regardless of race, religion, disability, sexual orientation, gender or age;
- ▶ Comply with any rules or reasonable requests which may be set by City of Bristol College staff in specific areas
- ▶ e.g. the Learning Centre, any practical workshops, in/or during work placements;
- ▶ Meet the acceptable standards of conduct or performance as set out in any written information issued under the student disciplinary procedures.
- ▶ Students reaching the age of eighteen during the academic year (September-August) give us their consent to contact a parent/guardian and send them information about their progress and/or behaviour and any other relevant course specific information for the duration of their course. When a student reaches eighteen mid-way through a course they may remove their consent by writing to the College.

2.2 Working and Learning

- ▶ Be completely familiar with the admissions guidance so that you complete your enrolment on time and pay all fees promptly when due;
- ▶ Provide us with accurate and up to date contact details such as full name, address, contact telephone number/s, etc. at enrolment and ensure you keep these up to date by informing us of any changes;
- ▶ Complete all parts of your programme of study including work experience and placements;
- ▶ Physically attend 100% of classes and tutorials punctually explaining the reason for any absences and provide supporting evidence for such absence or lateness as required;
- ▶ Act appropriately in class, during tutorials, while studying in the Learning Centres and not to use mobile phones and/or personal stereos during these times unless directed to do so;
- ▶ Complete 100% of class-work, homework and assignments as directed by members of staff and to submit the work to the set deadlines and to the very best of your ability every time - aim high and set out to always meet and then beat your target grades;
- ▶ Seek help and support from a Tutor, Lecturer, or Student Support / Student Experience Services if necessary;
- ▶ Take responsibility for your own learning by ensuring you communicate often with your teaching and tutorial staff, for example, by taking full part in our system of induction and progress review events;
 - a. Make learning successful for yourself and others by being a reflective, cooperative and collaborative student; Use ProPortal to record your progress, achievements and future plans regularly setting and reviewing learning targets within ProPortal;
- ▶ Accept that the receipts of any allowances, grants, sponsorship funds or support funds are dependent on regular and actual attendance, satisfactory completion of class and homework. For many students this means compulsory Mathematics and English, which you must complete to the very best of your ability.

2.3 Health Safety and Security

- ▶ Wear your up-to-date City of Bristol College Student ID card visibly on your lanyard at all times when on campus and present your identity card as required and to show your card if requested by a member of staff;
- ▶ Familiarise yourselves with the Health and Safety rules and emergency evacuation procedures and act at all times with due regard for your own safety and that of others;
- ▶ Comply with specific health and safety rules and regulations applicable to use of specialist areas and/or equipment of City of Bristol College;
- ▶ Be responsible for the security of personal items of equipment and clothing;
- ▶ Use any car parking facilities in accordance with City of Bristol College rules and not park in reserved spaces.

2.4 Looking after the Environment

- ▶ Treat the all buildings, facilities and equipment with care;
- ▶ Seek approval before displaying any notices or posters around the premises;
- ▶ Consume food and drink in designated areas only;
- ▶ Report any damage to property or equipment to a member of staff.

2.5 Use of Information Technology (IT)

- ▶ Access the internet for educational purposes only;
- ▶ Download information that is relevant to your course only;
- ▶ Report any issues with IT equipment (hardware or software) to a member of staff;
- ▶ Report any misuse of IT equipment to a member of staff.



3. What City of Bristol College will not accept from our students

- ▶ Some transgressions in behaviour and actions are considered by City of Bristol College to be completely unacceptable. The following are examples of misconduct, including serious or gross misconduct, which may lead to immediate suspension and result in temporary or permanent exclusion:
- ▶ The College will not tolerate the following whenever and wherever it occurs. **Students are not permitted to:**

3.1 Behaviour

- ▶ Exhibit antisocial, aggressive and /or loud behaviour at any time including when travelling to and from College, and on any of our sites that either disrupts the learning of others or could give City of Bristol College a bad reputation. This includes the use of social media through posting either text, including sexting, or images, including video of such behaviour;
- ▶ Verbally abuse people which is either bullying or harassment, including inappropriate and/or unwelcome comments, requests and messages on grounds of age, gender, sexual orientation, race, ethnicity, religion, nationality, pregnancy, marital status, disability/learning difficulty or socio-economic status of another student, member of staff, visitor to the College or a member of the public. This includes use of social media through posting either text or images, including video;
- ▶ Persist in failing to meet the acceptable standards of conduct or performance set down in any written information issued under the student disciplinary policy and procedures;
- ▶ Exhibit physical, violent, dangerous, threatening, bullying and intimidating conduct. This includes, for example the carrying/storing of offensive weaponry, including fireworks and knives, any conduct involving acts of indecency and vandalism;
- ▶ Dress in a way which is unacceptable in a City of Bristol College environment;
- ▶ Steal or have unauthorised possession (with intent to steal) of any property belonging to another student, the any staff of the College or third parties connected to the Colleges (included in this is the non-payment of fees);

- ▶ Behave in a way or commit an offence that brings City of Bristol College into disrepute wherever and whenever the offence occurs, including behaviour outside the premises e.g. in the local area, on transport to and from any college premises and at work placements;
- ▶ Receive criminal penalties, for example: serious acts of violence, sexual assault or rape and/or failure to disclose a criminal conviction or caution, unless it is spent.

3.2 Working and Learning

- ▶ Physically attend below 75%;
- ▶ Exhibit any academic misconduct covered under our attendance, behaviour and commitment procedures (Positive ABC) this includes the repeated failure to comply with our reasonable rules regarding wearing/showing ID, use of mobile devices during lessons and workshops where their use is expressly forbidden, antisocial behaviour and abiding by rules on off-site activities as well as, for example, exam or assignment misconduct to include plagiarism and cheating during any exam or assignment;
- ▶ Cheat, plagiarise or copy the work of other students.

3.3 Health Safety and Security

- ▶ Wear hats or hoodies that obscure your face preventing you to be identified.
- ▶ Allow another person to use your College ID and/or disrespect the premises, facilities, equipment and environment;
- ▶ Bring or encourage intruders into the college;
- ▶ Possess (other than those prescribed for medical conditions), supply or distribute alcohol or drugs or other illegal substances on the premises;
- ▶ Be under the influence of intoxication as a result of alcohol or illegal drugs (including prescription drugs used in an unauthorised manner);
- ▶ Fail to comply with the general and specific Health & Safety Regulations which include failure to wear/show ID, permitting the unauthorised use of a College ID card by another, misusing fire equipment, smoking which includes 'vaping', except in designated areas and the more detailed Health & Safety Regulations in specialist areas such as engineering.

3.4 Looking after the Environment

- ▶ Deliberately, or negligently, cause damage to any buildings, equipment, books or furnishings, or any property of others (including the dropping of litter or chewing gum or putting graffiti on college property);
- ▶ Carry out any acts of vandalism against the property of City of Bristol College, its staff, students, or visitors.

3.5 Use of Information Technology (IT)

- ▶ Use internet for any malicious intent
- ▶ Access information on pornographic sites or to display obscene pages;
- ▶ Access any other offensive or illegal online material such as extremist or violent content;
- ▶ Abuse e-mail or internet facilities and not to send others offensive material; iv. Photocopy more than one copy of any material, unless authorised by a member of staff;
- ▶ Interfere with computer software or data belonging to, or used by City of Bristol College;
- ▶ Change the settings on any computer or load software or 'spam' e-mails or 'broadcast' messages or attempt any form of 'computer-hacking'.



The College reserve the right to include any other issues not defined in this list as serious or gross misconduct should that occasion arise.



