
THE CORNWALL COLLEGE GROUP LEARNER CODE OF CONDUCT 2018/19



In keeping with British Values, the aim of this Code of Conduct is to promote an environment in which the rights and responsibilities of the individual can provide:

- a brilliant learning experience, linked to their individual liberty and choice of study
- a safe and healthy environment by working together in accordance with the Rule of Law
- a mutually respectful and tolerant environment where learners and staff feel valued and respected.

We ask you to use our **VALUES** to guide and inspire you. We hope that you will show us that you can demonstrate the following:

CAN DO CARING CELEBRATING CONNECTED CONSISTENT COURAGEOUS CREATIVE

We want you to have a happy time at college so you can enjoy and progress with your learning. We know that you want to be treated like an adult, so we expect you to behave in the same way. In line with our College Values we ask you to treat our staff, learners, visitors and property with respect, to create a college we can all be proud of.

PLEASE FOLLOW A FEW SIMPLE RULES. TO ENSURE THAT YOUR JOURNEY WITH US IS A BRILLIANT ONE:

- Attend all timetabled sessions including examinations, arrive on time and be ready to learn.
- Respect staff and fellow learners by turning off and not using mobile phones during lessons, unless instructed to do so.
- Complete your work, submit it on time and achieve your agreed targets to the best of your ability.
- Make full use of your learning support if it has been recommended to help you achieve your learning goals.
- Call the Absence Line if you are ill or will be absent.
- Talk to your Personal Learning Adviser (PLA), Learning Adviser (LA) or Senior Learning Adviser (SLA), HE Senior Tutor (HEST) or Course/ Personal Tutor or Customer Adviser if you have any feedback on your course or have any other problems or concerns about the course or college.
- Dress in a way that does not cause offence and is in keeping with health & safety and the expected code of dress in professional working environments.

TO ENSURE THAT WE CAN SUPPORT YOU IN MAKING LEARNING WORK:

- Follow The Cornwall College Group Learner Code of Conduct and Health and Safety procedures which are there to protect us all.
- Report any accidents or dangerous situations to a member of staff immediately.
- Make sure you know what to do in the event of a fire or emergency evacuation.
- Keep to the speed limit when driving on college sites and park in designated car parks only.
- Smoke only in designated outside areas (this includes e-cigarettes).
- Look after your own and others' belongings and take care with college equipment and property.
- Ensure that any course, exam or learning centre fees are paid promptly.

THE FOLLOWING ARE NOT ACCEPTABLE ON COLLEGE PREMISES AND COULD LEAD TO SUSPENSION OR EXCLUSION:

- Bringing dangerous items, alcohol, drugs, 'legal highs' or solvents to college or coming to college under the influence of these substances. This includes CBT infused products. If we have good 'reason to believe' you are under the influence of any substances, you will be suspended from College. Supply of substances will lead to permanent exclusion.
- Inappropriate behaviour towards fellow learners, staff or college visitors such as that which is violent, aggressive, abusive, sexual or could be viewed as bullying or coercive, in line with our College Values, equality legislation and British Values; Tolerance, Mutual Respect, Rule of Law, Individual Liberty and Democracy. This includes online bullying, grooming or radicalisation.
- Bringing dangerous items, including knives or weapons of any sort onto college premises.
- Bringing pornography or other offensive material into college, or accessing such material through the College computers or mobile phones.
- Skateboards, roller skates/blades or micro-scooters within the College buildings or grounds.
- Breach of Health & Safety or Hygiene legislation and regulations.
- Spitting and dropping litter.
- Plagiarism, cheating and collusion.

WHAT HAPPENS IF A LEARNER DOESN'T FOLLOW THE COLLEGE CODE OF CONDUCT?

College staff will use the Disciplinary Procedure which could result in a formal warning, suspension or exclusion. In cases of illegal activity, we are obliged to report to the Police. If you are under the age of 18, your parents/guardians may be informed.

I AGREE TO COMPLY WITH THE ABOVE CODE OF CONDUCT

Signature of Student:	Date:
Print Name:	

By signing this form I hereby consent to the processing of my personal data in line with the Cornwall College Privacy Notice (available at www.cornwall.ac.uk/governance/your-information)