

## STUDENT CODE OF CONDUCT

**Author:** Deputy Principal

**Equality Assessment:** Deputy Principal                      **Date:** August 2024

Version and Date		Actions/Notes
1.0	August 2024	General revision and update

**Approved by SMT:**                      **27<sup>th</sup> August 2024**

**Approved by Corporation:**        **NA**

**Date of Next Review:**                **August 2025**

**Related policies or procedures or parent policy if applicable:**

- Academic Misconduct Policy
- Anti-bullying and Harassment Policy (students)
- Attendance and Punctuality Policy (students)
- Behaviour Policy and Procedure
- Drugs, Alcohol and Substance Misuse Policy
- Educational Visit Policy
- Equality, Diversity and Inclusion Policy
- IT Acceptable Use Policy
- Online Safety Policy
- Safeguarding Policy
- Smoking/ Vaping Policy
- Stop and Search Policy
- Work-related Learning Policy

**Groups/bodies consulted in the development of the policy:**                      NA

**To be published on College Website:**                      Yes

**To be published on Student Hub:**                      Yes

## **Macclesfield College**

### **Student Code of Conduct**

This Student Code of Conduct is for all existing and prospective students including 16-19 full time students, adults and apprentices.

Macclesfield College has a set of values that support everything that we do in our college community. These are: accountability; ambition; integrity; passion and respect. The College is also committed to the implementation and promotion of the four key British Values: democracy, the rule of law, individual liberty and mutual respect and tolerance.

This code outlines how all students are expected to behave as part of the Macclesfield College community. It applies to behaviour on college grounds, during off-site activities, break-times and when travelling to and from college.

#### **Working and Learning**

As a student at Macclesfield College, you are expected to:

- Be punctual, attend all sessions as required by your individual timetable, including main programme, English, maths, tutorial, and any other sessions as directed by the College. Unauthorised absence and attendance below college expectations normally could result in losing your place at college
- Check your attendance records, at least once a week, and alert your teacher if it is not accurate.
- Report your reason for any absences to the College Absence Line on 01625 410000. (We expect you to book any necessary appointments outside of your timetabled sessions where possible, accept responsibility to catch up on any work missed.
- Arrive on time and prepared for lessons.
- Make time to study outside of college and work hard and to the best of your ability.
- Accept responsibility for your own learning and ask for help when you need it.
- Meet all of your work deadlines and make sure that the work you submit for assessment is your own.
- Observe expectations within teaching and learning spaces; mobile phones should be on silent and put away and all ear phones/ ear buds should be removed for example.
- Not take holidays in term time.
- Avoid, where ever possible, working for more than ten hours a week in any part-time job during term time, as it could impact on your learning.

#### **Behaviour**

As a student at Macclesfield College, you are expected to:

- Be polite, treat everyone with respect, in person and online. Avoid using inappropriate language which may offend others. Be inclusive and accepting of differences.
- Follow the reasonable instructions of any member of college staff.
- Respect the learning experience of others and behave in a calm, responsible and orderly manner at all times.
- Respect the right of all individuals to be free of harassment of any kind, whether sexual, racial or otherwise - do not engage in any type of bullying or harassment of any kind, including by text or online, whether on site or out of college.

- Not consume, or bring on to the College site, any alcohol, illegal substances or new psychoactive substances (NSP), as this will lead to a disciplinary investigation and possible police involvement.
- Not bring on site any item(s) that may cause concern, harm to yourself or others, or offence to others for example, an offensive weapon or item that could be used as a weapon. You will be removed from the College immediately and where necessary, the Police will be involved.
- Dress appropriately for college. While we encourage you to express your individuality, we do not allow clothes which expose significant amounts of flesh which may make other members of our college community uncomfortable, or clothing which have explicit, discriminatory or sexual images/ slogans on which may offend.
- Wear appropriate uniform and Personal Protective Equipment, where advised.
- Avoid damaging the reputation of the College when off campus with inappropriate language, excessive noise or inappropriate behaviour.
- Seek permission from a member of staff before distributing any notices.
- Show respect and consideration to local residents.

### **Health, Safety and Security**

As a student at Macclesfield College, you are expected to:

- Wear a valid student identification badge on a lanyard at all times. Do not allow anyone else to use it.
- Remove hats and hoods when entering College.
- Follow instructions from all staff in regard to Health & Safety procedures.
- Treat everyone's property with respect. Respect the property of the College, its staff, other students and visitors.
- Not invite non-students onto the College premises - inform staff immediately if non-students are on the premises.
- Report to reception if you feel unwell and need to see a First Aider.
- Let your course tutor know if you have to leave College during your timetabled day and will miss lessons as a result of illness or other emergency. Parental acknowledgement will be required to ensure your safety and wellbeing.
- Use college IT systems in line with the College's IT agreement.
- Drive safely with due care, consideration and attention at all times to other drivers and pedestrians.
- Respect the environment and take responsibility for your litter by using the bins provided around campus.
- Only smoke or vape in the designated areas.

This code of conduct is valid for the duration of your time at Macclesfield College and the list is not exhaustive.

Where a student breaches the Student Code of Conduct, the course teacher will discuss the required standards with the student. However, it may lead to action under the College's Student Behaviour Policy.