

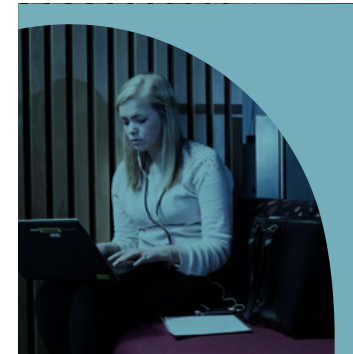
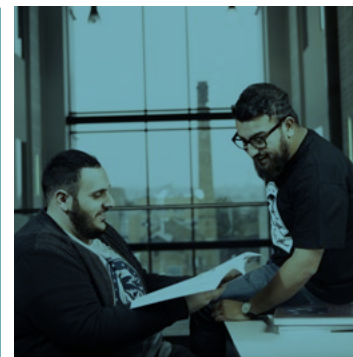
# OUR CHARTER

2021-22



**The purpose of our College Charter is to help you understand your rights and responsibilities whilst you are a student with us. It includes your entitlements and the Code of Conduct for students.**





# OUR CHARTER

2021-22

## YOUR ENTITLEMENTS

- Reliable, accurate and helpful advice to help you choose the right course for your needs.
- Prompt, fair and efficient response to your application.
- Equality of opportunity for access to education and training.
- Effective, satisfactory and supportive arrangements for teaching, training and learning.
- Access to a safe, pleasant and supportive learning and social environment.
- Information about the services available to students and to enrichment opportunities offered to students.
- Information and advice on the College's support services for students with disabilities, medical needs and/or learning difficulties.
- Opportunities to express valid views about any aspect of the College provision.
- To be able to take share your views on College decision-making through the Course Committee structure and the Students' Union.
- Clear and accurate information about College and Awarding Body/Professional Body regulations, course requirements and course costs together with details of financial support available to students.
- Your work to be marked within a reasonable time scale.

- To publish our results, our standards and how well we live up to them.
- To be satisfied with your course and be aware of what will be required to progress further.
- A prompt response to any complaint made using the College Complaints Procedure.
- Information about and access to the College Academic Appeals Procedure.
- Active implementation of our policies, which seek to combat inequality and discrimination.

## OUR FOCUS ON UNITED VALUES

Bradford College's **UNITED** Values:

- Understanding and respect for the law
- Nurturing mutual respect
- Individual liberty
- Tolerance of other faiths and beliefs
- Equality
- Democracy

At Bradford College we encourage positive behaviour and challenge all forms of negative behaviour through our UNITED Values. We firmly believe that the key to challenging negativity and division is disciplinary action unity and integration. Being UNITED is the foundation of positive behaviour.

## OUR CODE OF CONDUCT

For you to reach your full potential and enable others to do the same, we ask you to agree to the following behaviours:

### Your studies

- Show commitment to your Study Programme and participate in all learning activities, including your Tutorials.
- If you are 16-18 and have not yet achieved Level 2 Maths and English, you **MUST** attend these to bring your grades up. Employers need you to have these grades.
- Complete all of your course work to the specified deadlines.
- Come to College prepared to learn with the necessary learning materials – pens, notebooks etc (and kit and uniform if required).
- Aim for 100% attendance and punctuality - inform us if you cannot come to College. Your attendance will be monitored and if you are not attending regularly you may be asked to leave.
- Respect other's rights as individuals, including the right to study in an environment free from excessive noise or distractions.
- Switch off your mobile phone when you enter a teaching or study area unless it is being used as part of your learning.

I understand and agree to my responsibilities and accept that failure to comply with these may result in disciplinary action or being asked to leave the college. If under 18, I agree to my parents/guardians being contacted when necessary.

Signed:

[Signature line]

## OUR FOCUS ON BEHAVIOUR

### Behaviours we will always challenge:

- Not wearing College ID
- Disrespect for college property
- Disrespect for others
- Poor attendance
- Swearing and use of abusive and derogatory language
- Bullying and discrimination - in college, out of college and online

### Behaviours we will always promote:

- Good attendance = achievement
- Love learning - come prepared
- Aspire - reach your potential
- Smile, it's catching!
- Respect yourself and others
- Be resilient - don't give up



## AROUND COLLEGE

- Wear your ID card visibly at all times when on college premises, including the grounds. This is for everybody's safety and security, including yours.
- When asked for your College ID by any member of staff, you must cooperate. All College ID cards are the property of the College.
- Make use of the services provided by the College and the Students' Union.
- Behave in a way that shows care, consideration and respect for staff, students and others. You should not offend or discriminate against others.
- Do not swear or use language which may cause offence to others.
- Do not attend college under the influence of alcohol or non-prescribed drugs, or bring them onto college premises.
- Respect college property and take responsibility for keeping the college clean and tidy.
- Comply with all health and safety regulations and the Smoking Policy.
- Follow the Acceptable Use of IT Policy - do not misuse any college equipment or try to access prohibited websites.
- Notify your tutor or progress coach of any change to your personal details – address, name, phone number etc.

## OUTSIDE COLLEGE

Remember that as a student you are an ambassador for the College and your fellow students. Your behaviour, whether good or bad, reflects on you. This includes travelling to and from the College, participation in trips, visits and residentials, work experience placements and sports and enrichment activities.

### **Criminal activity**

We do not tolerate any criminal activity on college premises and if identified it will be reported to the Police. This includes (but not exclusively):

- Hate crimes
- Possession, supply or use of illegal drugs
- Possession, supply or use of weapons
- Theft
- Physical assault.