

STUDENT CODE OF CONDUCT: August 2020 – July 2021

This document should be read by all existing and prospective students. As a student, by accepting and taking up your place at Harlow College you are agreeing to abide by this Code of Conduct. During the induction process you will be asked to confirm you have read and understood this document as part of the college induction process.

Discuss with your Learning Mentor (or Teacher if you are part-time) any changes or circumstances that affect your study or attendance.

Studying at Harlow College you are required to abide by and support the Student Code of Conduct at all times as set out below, failure to do so could evoke the use of our Disciplinary Policy or other policies and may result in a sanction being applied (related policies noted at the end of this document):

Attendance and Punctuality

- ✓ Maintain a minimum of 90% attendance for any face to face delivery
- ✓ Maintain a minimum of 90% engagement for any online learning
- ✓ Arrive on time for all classes, ready to learn (Face to face or virtual)
- ✓ Discuss with your Learning Mentor (or Tutor if you are part-time) any changes or circumstances that affect your study or attendance

Behaviour

- ✓ Follow all safety instructions you are given, this includes the strict rules around Social Distancing, washing your hands and or using a sanitiser
- ✓ Wear your Harlow College ID and colour coded lanyard at all times when onsite
- ✓ Stay within your colour coded zone unless you have permission to move across a zone
- ✓ Maintain good behaviour at all times, ensuring that your behaviour or actions do not bring the college into disrepute at any time, even when not on college premises or on a college activity
- ✓ Abide by the mobile phone statement
- ✓ Bring into college the full equipment that you need to support your study only
- ✓ Item(s) that might cause concern, harm to yourself or others, or offence to others, please don't bring onto campus
- ✓ Treat all others with respect whatever their age, race, gender, sexual orientation, disability, level of ability, religion, culture or ethnic background
- ✓ Avoid foul or abusive language anywhere on the campus
- ✓ Look after your college environment and the facilities
- ✓ We are a non-smoking and vaping campus, please do not smoke or vape anywhere in college or whilst on our campus
- ✓ Do not bring alcohol or illegal drugs into the college or attend college under the influence of alcohol and illegal drugs (please inform your tutor of any prescription drugs that may affect your behaviour)
- ✓ Due to Covid-19 please keep yourself and others safe by not sharing food and drink, equipment or PPE

Academic Performance

- ✓ Bring the right learning materials (i.e. any PPE or a charged iPad)
- ✓ Work hard to make learning successful for yourself and others in your group
- ✓ If you are behind with work, make every effort to catch up and attend workshop sessions
- ✓ Complete all your assignments in line with the brief given to you, and hand them in on time

Academic Misconduct

- ✓ Make sure all coursework submitted is your own
- ✓ Abide by the regulations of the relevant examining body for your qualification
- ✓ Ensure your work is appropriately referenced

Health and Wellbeing

- ✓ Considering Covid-19 health and safety ensure you keep yourself safe, this will in turn keep others safe
- ✓ Certain behaviours may impact your future career; consider carefully how you behave at all times
- ✓ Ensure that you maintain a healthy lifestyle that supports your chosen career
- ✓ Follow the College's guidance on being safe online

Equality and Diversity Statement

Harlow College is committed to ensuring equality of opportunity for all who learn and work here and for all members of the community served by the College. We respect and positively value differences in race, gender, sexual orientation, disability, class and age. We will strive vigorously to remove conditions which place people at a disadvantage.

Harlow College will provide you with:

- ✓ An induction to the college and your course
- ✓ A safe learning environment in which to study
- ✓ Strict rules to follow to keep yourself safe from Covid 19
- ✓ Our best efforts to ensure that teaching is of high quality and regularly reviewed
- ✓ Regular assessment and feedback on progress
- ✓ Return of your work, marked in line with the college Academic Assessment Policy, and with relevant feedback to assist you
- ✓ Examination entries made for you where you have shown the required level of commitment
- ✓ A full range of information, advice and guidance on employment, training and education
- ✓ Study support to meet your needs
- ✓ The chance to express your views through learner surveys, learner voice, Academy voice and Student Ambassadors and Student Governors
- ✓ A Harlow College ID and lanyard

Related Policies:

- *Attendance and Punctuality Policy*
- *Academic Performance Policy*
- *Student Disciplinary Policy*

- *Academic Misconduct Policy*
- *Fitness to Study Policy*