

Code of Conduct for students on college buses

The college provides a bus service to support you as a student in travelling to college in the morning and returning home in the evening. We also ask the bus company to provide good quality vehicles and to employ drivers who are courteous and who drive carefully and safely.

In return we expect you to:

- Wear your lanyard and ID card visibly at all times on the bus
- Show respect to the driver
- Show respect to fellow passengers
- Respect the needs of anyone with a disability
- Wear seat belts if fitted on the bus
- Not to smoke on the bus
- Not use offensive language
- Not drop litter, gum, or spit, inside buses or near bus stops
- Not take part in boisterous or noisy behaviour

If you are unable to meet these expectations, we may take disciplinary action which could lead to formal warnings, a behaviour contract or even permanent exclusion from college. Damage to any college bus may require payment for all costs to repair the vehicle.

Always check that you have your validated ID card when leaving home as you won't be able to get on the bus without it. Wearing lanyards and ID visibly in college is compulsory.

If you have any queries, problems or concerns about travel on the college buses please report this to reception or to your tutor, or ring 0808 100 3626.

Accepting this code of conduct is a condition of attending college. You have confirmed your understanding of this by signing your learner agreement.

Code of Conduct for all students

The college is welcoming, friendly and supportive

We need you to play your part in making sure it stays that way

We aim to provide you with excellent resources and great teaching

In return, we expect you to:

- Wear your lanyard and ID card visibly at all times
- Attend college regularly and on time
- Take an active part in lessons and not disrupt classes
- Complete your work to the best of your ability and on time
- Not plagiarise (copy) other people's work
- Take responsibility for the safety of yourself and others
- Take an active part in college life
- Show respect to staff, other students, visitors and college property
- Follow reasonable instructions from staff
- Not use offensive language or gestures
- Not drop litter, gum, or spit, anywhere in college or on the campus or in the neighbourhood
- Not smoke anywhere on college sites, unless there is a designated area, or anywhere near to a college site where it may cause risk or offence to others

We have a zero tolerance for any of the following:

- Bullying and harassment or any form of exploitation, in person or via internet, text or phone
- Discrimination, including comments, whether racist, sexist, homophobic or about any disability
- Using or carrying illegal drugs, alcohol or offensive weapons in college
- Putting young people or vulnerable adults at risk, whether physically, sexually or emotionally

If you are unable to meet these expectations, we may take disciplinary action which could lead to formal warnings, a behaviour contract or even permanent exclusion from college.

If any of the actions happen outside college, on college transport or activities, or affect students, staff or others within college, or the college's reputation, then the same disciplinary procedure may apply. The disciplinary procedure is available from receptions, the student intranet and the college website.

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