16-19 Years Code of Conduct

Welcome to post-16 study. We aim to maintain a civilised place of learning based on the principles of mutual respect and we will challenge you to fulfil your own potential in a firm but fair way. In return we hope you will respond positively by adopting a mature and responsible attitude while you are here.

Woking College is firmly committed to a policy of equal opportunities for all its members. The aim of this policy is to ensure that neither staff nor students are discriminated against on the grounds of gender, race, ethnic or national origins, marital status, domestic circumstances, age, sexuality, disability, political or religious beliefs.   Please be aware of the effect your behaviour and language can have on others. If you ever have any concerns, refer these to a Personal Tutor or a Student Union Member as soon as possible. As a young adult you can expect to be treated with respect by the staff. However, any student who breaks the rules can expect to be challenged. The Code of Conduct listed below highlights our minimum standards of acceptable behaviour; serious breaches of the Code of Conduct will put your place at Woking College at risk.

Respect and Responsibilities Code 25/26

Woking College is a friendly place to study. It is important that a more mature and 'grown up' approach towards learning is adopted.

Respect for Others

- All members of the College are expected to uphold the Woking Values of mutual respect, tolerance, the rule of law, individual liberty and democracy.
- Please respect fellow students and staff by being polite. Refrain from inappropriate language. Please follow staff instructions at all times.
- All members of the College are expected to show respect for each other. Allegations of prejudice, discrimination, bullying, harassment and other forms of physical or verbal abuse will be treated as gross misconduct and will be fully investigated.
- Please recognise that using social media to make comments about other students or staff will create a permanent record and may cause your place at College to be at risk.
- You must ensure that you arrive for lessons on time and if you are late, knock and wait for admission to the classroom. Being late disrupts the learning of others.
- Please ensure that you make the most of lessons by refraining from off-task chatter. It's unfair to disrupt the learning of others.
- Mobile phones can be useful for learning (photographs, the internet, diary functions etc). Please switch these off until your teacher has given you permission to use them in class. Never make calls, send text messages, or browse social media in lessons.
- You must not take (or share) pictures or videos of other members of the College community without their awareness or consent. To do so represents a serious breach of College expectations.

Respect for the College and its Reputation

- The College reputation is key to your future employment/education prospects. Please think about this when out on trips, or on your journey to and from College.
- Please ensure that your behaviour, both in College and outside College, does not cause distress to staff, students or others and does not bring the College into disrepute.
- Please respect the College environment and refrain from damaging College equipment. Please place your rubbish in the bins provided.
- Please refrain from making excessive noise or consuming food in learning spaces, including the LRC and classrooms.

Your Responsibilities

- Attend all lessons. Statistically, students who miss lessons drop grades. To be entered for examinations and coursework you must have a good attendance record.
- Lessons in College are conducted face-to-face in the classroom and all students are required to attend lessons in person. Whilst you may be set extension work and assignments via the Microsoft Teams platform, students choosing to enrol at Woking College need to be able to commit to face-to-face attendance in class.
Please arrange all non-urgent medical appointments outside of your lessons. If you are absent from College due to sickness or urgent medical concerns, your parent/carer must report this via the central link on the College website https://woking.ac.uk/report-absence/.
- Please dress in a manner that is appropriate for the lesson or activities in hand and have with you any equipment required for your lessons.
- Wear your College lanyard and ID card at all times on the College site. There are a range of consequences for students forgetting their lanyard and if you lose your lanyard, you will be required to pay £5 for a new one.
- Do not copy work from friends, textbooks or the Internet. It is acceptable to quote sentences from textbooks, but you must acknowledge the quotation. All submitted coursework must be your own work; plagiarism will lead to disqualification.
- Any use of Artificial Intelligence (A.I.) to enhance your learning must be authorised by a member of staff and A.I.-

generated material must not form part of your homework, coursework on non-examined assessment submission. Woking College uses A.I. detection software and, where an unauthorised submission is discovered, a student will be treated in the same way as having plagiarised work.

- Students will be required to pay for any resit in any externally assessed units on Vocational courses. It is at the College's discretion whether a resit is permitted in the cases of students contravening exam regulations or gross misconduct in relation to College discipline.
- If you do not complete homework/coursework outside of class, you may be asked to attend lunchtime department sessions, or timetabled additional lessons.
- Do not come into College under the influence of alcohol or banned substances. There is a zero-tolerance policy with regards to drugs.
- As part of our College healthy living focus, we strongly advise students against smoking or vaping, however, we recognise that students are legally old enough to make this choice for themselves. Smoking and vaping are prohibited in all areas of the College site with the exception of the small, designated smoking area. Smoking or vaping in other areas will be treated as gross misconduct and students will face disciplinary action.
- Please be available for any additional lessons or meetings called by College staff between 8.45 a.m. and 4.05 p.m. on any working College day given seven days' notice.
- Do not bring people onto the College Campus who are not registered as students; to do so constitutes an act of gross misconduct and will put your place at College at risk.
- Drive safely and follow speed limits both on campus and on the way to and from College. Only park on campus after registering your car with reception. Always display your parking permit. Failure to comply with this guidance will result in your parking privileges being revoked and any dangerous driving on, or near, the College campus will be taken very seriously and could constitute gross misconduct.

This 'Respect and Responsibilities Code' has been agreed between the College Management Team and the Student Union.

Online Safety Code 25/26

- I understand that the College owns the computer network and virtual learning platform and can set rules for its use. I understand it is a criminal offence to use a computer or network for a purpose not permitted by the College.
- I will only log on to the College network or Microsoft 365 with my own username and password.
- I will follow the College IT security system and not reveal my passwords to anyone and change them regularly.
- I will only use my College email address for College-related work.
- I will make sure that all IT communication with other students, staff or others is responsible and sensible, particularly as it could be forwarded to unintended readers. I will not send anonymous messages.
- I understand that ALL of my internet and network activity is filtered and monitored by the College systems and that any inappropriate activity carried out under my username is my responsibility. I will not attempt to bypass the internet filtering system.
- I will not use IT systems at College for personal financial gain, gambling, political activity, advertising or illegal purposes.
- I will be responsible for my behaviour when using the internet/ Microsoft Teams. This includes resources I access and the language I use.
- I will be polite and appreciate that other users might have different views to my own.
- I will use the discussion forums on the College's Microsoft Teams and Social Media platforms for exchanging information and will share my ideas constructively.
- I will not give out any personal information such as name, phone number or address through email, personal publishing, blogs, messaging or when using the College's IT systems. I will not arrange to meet someone unless this is part of a College project approved by my teacher.
- I am aware of the government's Prevent Duty and its aim to prevent extremism and radicalisation. In line with the Prevent Duty, I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal, such as, but not limited to, extremist websites. If I accidently come across any such material, I will report it immediately to a member of staff.
- I will not download or install software on College technologies.
- I will ensure that my online activity, both in College and outside College, will not cause my College, the staff, students or others distress or bring the College into disrepute.
- I will respect the privacy and ownership of others' work online at all times.

I understand the expectations set out in the College Code of Conduct/Online Safety Code. I understand that breaches of this code could lead to disciplinary action including the potential withdrawal of my place at Woking College for serious breaches.

Signed: _____   Date: _____

Name: _____