

Woking College is a friendly place to study.

It is important that a more mature and 'grown up' approach towards learning is adopted. College- life should mirror a typical workplace.

### Respect for Others

- **Please respect fellow students and staff**, by being polite. Refrain from inappropriate language. Please follow staff instructions at all times.
- Please 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.**
- **Always avoid bullying, discrimination or harassment on any grounds, including online.** Recognise that using social media to make comments about other students or staff will create a permanent record.

**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 or send text messages in lessons.

### 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 respect the College environment:** please refrain from damaging College equipment. **Please place your rubbish in the numerous bins provided!**
- **Please refrain from making excessive noise and consuming food in learning spaces, including the LRC and classrooms.**

### My 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.**
- **All submitted coursework must be your own work, plagiarism will lead to disqualification.**
- **If you do not complete homework/coursework** outside of class, you may be asked to attend lunchtime department sessions, or timetabled additional lessons.
- Please refrain from coming into college under the influence of alcohol or banned substances. **There is a zero- tolerance policy** with regards to drugs.

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

Were changes made to the Policy when received? If YES complete the Partial Equality Analysis table.

Questions for all Policies Is it likely that the Policy Revision could have a negative impact:-		Please Tick Box	
		YES	NO
1.	On minority ethnic groups?		X
2.	Due to gender?		X
3.	Due to disability?		X
4.	Due to sexual orientation?		X
5.	Due to their religious beliefs (or none)?		X
6.	On people due to them being transgender or transsexual?		X
Additional questions for Policies relating to Staff Is it likely that the Policy Revision could have a negative impact:-			
7.	On people due to their age?		X
8.	On people due to their marital or civil partnership status?		X
9.	On people with dependants/caring responsibilities?		X

Date of Review      November 2014

Did you make  
changes?

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If YES please speak with The Assistant Principal as a full Equality Analysis may be required.

MFI Respect & Responsibilities: Nov 2014  
Last reviewed: Nov 2014  
Next review: Nov 2017