



St Mary's College Student Code of Conduct 2021- 2022

Student ID Number:		Tutor Group:	
Student Name (BLOCK			

St. Mary's College aims to provide you with a first-class education consistent with the Colleges mission and values. As a young adult you must take responsibility for your own learning and behaviour.

In particular, you are expected to;

Ensure you maintain the values of the College by:

- **Abiding by all COVID-19 measures which include;**
 - *Informing College immediately if you or someone in your household has COVID-19 symptoms*
 - *Adhering to the Colleges' hygiene measures and routines, e.g. regular washing of hands, utilizing hand sanitiser upon entering and exiting*
 - *Following the Colleges' one way system on corridors*
 - *ensuring you bring your own learning equipment daily: bag, pens, paper, pencils, ruler, white-board pen and calculator as the minimum requirement, preferably in a wipeable case*
 - *accessing the classrooms specified on their individual student timetable only*
 - *Wearing a face mask on College buses*
 - *Not smoking. St Mary's College is a 'NO SMOKING' campus. The smoking of cigarettes and E-cigarettes is prohibited.*
- Treating all members of the College community with courtesy and respect – St. Mary's College is an inclusive environment that expects students to show respect for each other's racial, religious and cultural backgrounds, treating each other with dignity. Bullying, harassment or discrimination in any form is totally unacceptable.
- Keeping the College and the surrounding area tidy and taking good care of the premises and equipment
- Visibly wearing your ID badge at all times
- Informing staff if anyone is on the College campus who should not be there
- Using the College ICT facilities in line with the relevant policies e.g. ICT Acceptable Use-Student Agreement
- Looking after the well-being of yourself and others

Ensure your learning is as effective as possible by:

- Attending 100% of your lessons on time (this includes both face to face lessons and virtual learning) and with the right equipment
- Completing all work including homework to the best of your ability and by the deadline set
- Making effective use of your study periods
- Limiting part-time work to ten hours a week or less and not letting work or other activities interfere with your study
- Not making or receiving calls or texts during a lesson. Phones must be switched off

- Behaving in an appropriate manner that does not interfere with either your own learning or that of another student
- Not talking whenever anyone is addressing the class as a whole
- Not recording any session without the permission of the teacher
- Not having food or drink other than bottled water in classrooms

Misconduct:

The following acts will lead to immediate suspension and possible permanent exclusion (these are examples and the list is not exhaustive):

- Violation of the Colleges' COVID-19 measures which puts any student or member of staff at risk
- Violent conduct on College premises or against any student or member of staff
- Any type of harassment or bullying
- Indecent behaviour
- Sexual Violence or Sexual Abuse
- Carrying an offensive weapon
- Behaviour that falls under the PREVENT Agenda
- Use or possession of alcohol or any illegal substance or being intoxicated at College or during the College day
- Any other illegal act committed at College, during the College day or when engaged in any College related activity
- Any action or behaviour that affects the safety or well-being of students or staff or which has brought the College in disrepute

Attendance and Punctuality:

Regular College attendance is directly related to achievement and is vital for the future prospects of the student. St Mary's College expects all students to aim for 100% attendance and must achieve at least 93%.

Student Responsibilities:

- To attend all assigned classes (face to face lessons and virtual learning) and including tutorial and any directed curriculum support sessions.
- To be in class on time, prepared for academic work.
- To request any missed assignments due to an absence and to complete all missed class work and homework.
- To ensure that your parent/guardian informs college of your absence before **9.30am** on the day of the absence.
 - ***(when out of college) To notify college immediately if they are displaying symptoms of COVID-19.***
 - ***(when in college) To notify college immediately if they begin to feel unwell with COVID-19 related symptoms.***

Parent or Carer Responsibilities:

- To ensure the student attends college and all of their lessons.
- To recognise that any absence, regardless of cause, has a detrimental effect on student achievement.
- To inform the college before **9.30am** (01254 580464, option 1) in the event of a student absence, stating the reason for the absence and the likely duration.
 - ***(when out of college) To notify college immediately if they are displaying symptoms of COVID-19.***
 - ***(when in college) To notify college immediately if they begin to feel unwell with COVID-19 related symptoms.***

- To inform College each day of the absence unless already specified.
- To work cooperatively with the college and the student to solve any attendance problems that may arise.
- To email (smccentral@stmarysblackburn.ac.uk) the reason for the absence to SMC Central within two 2 days of the student's return.
- To monitor your son/daughter's attendance on the online College Cedar system.

General Procedures Regarding Absenteeism:

- For an absence to be authorised, the parent/carer should notify the College by telephoning the absence reporting line on 01254 580464, option 1, before **9.30am** on the morning of the absence and also provide the likely duration of the absence. **The phone call should be made by the parent/guardian.**
- Failure to ring before 9.30am may result in a telephone call being made home/text message being sent to establish the reason for absence.
- Authorisation will be granted if the absence falls within the criteria.
- Regular College absences will have a detrimental effect on the student's learning and will result in one or all of the following:
 - Parental notification.
 - Request for written medical verification for illness.
 - Referral to the Senior Safeguarding & Disciplinary Officer/Director of Students.
 - Disciplinary Procedures which could result in exclusion from College.
- Bursary will be affected if attendance drops below 93%
- Any unauthorised absences will result in the bursary award being withdrawn for the week.
- Any medical appointment must be backed up with an official letter.
- Regular routine medical appointments are not acceptable as reasons for missing classes and therefore will not be authorised.
- Bursary will be affected if attendance drops below 93%

The College reserves the right to ask for confirmation of the reason for any absence. The Attendance Officer will determine the nature of the evidence required in consultation with the Head of Safeguarding and Student Discipline.

The following reasons may be considered as authorised absence:

- Care of a family member for whom the student has caring responsibilities. (Young carer.)
- Religious festival (1 day)University visit.
- Occasional extra-curricular activity if notified in advance.
- Driving Practical Test (official letter to be presented).
- Attendance at family funerals.
- Close family bereavement
- Career related interviews
- University Visit
- **All other reasons will be counted as unauthorised.**

Arriving Late:

- Arriving late to class is not acceptable.
- Arriving late on a regular basis will result in a referral to the Tutor, who will meet with the student to discuss patterns of unacceptable lateness.
- Persistent lateness will result in a referral being made to the Senior Safeguarding & Disciplinary Officer/Director of Students.

Holidays During College Term Time:

- Taking a holiday during College time will have a serious impact on learning and **could reduce the grades that a student achieves, hence affecting their future career.**
- The College discourages taking time away from study for holidays during term time, therefore holidays in college term time will be recorded as unauthorised.
- In the event you choose to do this, a letter from parent/guardian should be sent to the Attendance Officer .

COVID-19 Attendance Recording (subject to change)

- Where a learner cannot attend College due to illness the learner will be recorded as absent due to illness in the attendance register.
Code I (Illness) will be used in this instance.
- Where a learner is in self-isolation and the College has medical evidence to show that this is necessary, in accordance with latest information and advice from Department of Health and Social Care and Public Health England, the learner will be recorded as unable to attend due to exceptional circumstances in the attendance register. College may send work home for the learner to complete, as with other medical cases.
Code C (Unable to attend due to exceptional circumstances) will be used in this instance.
- Where families choose to self-isolate as a protective factor, but there is no medical evidence of the need to self-isolate, and decide not to send their children to College, it will be recorded as an unauthorised absence. These learners should not be seen in other public places.
Code O (Unauthorised absence) will be used in this instance.

Declaration:

I have read the College Student Code of Conduct and I am aware of the standard of behaviour and attendance and punctuality expectations, outlined above.

I realise that the College will take action up to and including permanent exclusion and withdrawal from exams should I breach these conditions.

Student Signature:	
Date:	