



COLLEGE REGULATIONS

BSix College Code of Conduct

This Code of Conduct exists to benefit everyone – staff, students, and the local community. Observing it is both good sense and a condition of college membership.

By following the Code of Conduct, everyone within BSix will contribute to the care of the College, the College community and our environment. You are expected to:

1. Attend all classes regularly and punctually and follow all requirements of the course including the submission of work on time. Carry your Planner at all times and produce it when asked.
2. Be aware of Equal Opportunities and never discriminate against or harass others.
3. Wear and display your identity card at all times, produce it when asked, and never allow it to be used by another person.
4. Be polite and courteous at all times and carry out reasonable instructions given by a member of staff.
5. Respect all college property and that of other members of the College and local community.
6. Do not take part in any actions or behaviour, inside or outside the College, which reflect negatively on the College.
7. Ensure that no illegal drugs, weapons and/or alcohol are brought onto, sold or used on college premises.
8. Do not smoke in the vicinity of or on the premises, spit or chew gum in any area of the College.
9. Follow instructions for completing assignments and exams.
10. Keep the College clean, tidy and free from litter and graffiti; consume food and drink only in designated areas.
11. Familiarise yourself with the College's Health & Safety regulations. Ensure that you behave in a way that does not cause harm to others.
12. The use of mobile phones is restricted to the canteen area. Mobile phones should be switched off in all other areas. You must not use loudspeakers at any time on the College premises.
13. Use computer facilities only to support learning and not for accessing any sites that would in any way break the College policies.

Disregarding the Code of Conduct will result in disciplinary action which may lead to your exclusion from the College.

The College Contract

BSix will:

- Ensure classes start on time
- Provide advice and guidance about your course of study
- Provide an induction to your course of study
- Employ specialist teaching staff necessary for your success
- Ensure all lessons are well prepared and resourced
- Ensure work is set, marked and returned within an agreed time
- Provide you with information about your progress at regular intervals
- Provide access to learning resources for you to study successfully
- Make available advice about financial support and help with your application for work or Higher Education
- Provide support for any learning or physical need you may have
- Respond to reference requests from employers
- Supply attendance, progress and achievement data to parents, guardians or careers
- Invite parents/guardians/carers to Parents Evenings to discuss your progress

College ID Card

Now you are a student at BSix you have been given a college ID card. You need to take great care of this card, as you will need it to get into college each day and to gain access to certain parts of the College eg Learning Resources Centre (LRC), Sports Hall. **You are required to wear and display your ID card at all times whilst on college premises and it must be visible to all members of staff and students.**

If you forget your ID card you will be able to sign in and receive a Student Day Pass, but you will only be able to do this **twice** in each half term, on the third occasion you forget your card you have two choices; return home and get your card or buy a new card from the Premises team at the Reception. **A student signing in on a day pass will not be able to use the LRC, Sports Hall or Music/Media Suite.**

If you lose your ID or card holder supplied with the card you will be asked to buy a new card, these can be obtained at the Reception desk at the entrance to the College.

You must not give your card to anyone else to use and you must ensure that your card is always visible.

Attendance and Punctuality

It is important that you attend all your classes. You will find that you will fall behind very quickly in your work if you start to miss classes. The College has an Attendance Policy which is posted around the College for you to view.

However, there will be some times when you cannot get into college. You must inform the College that you will not be in and the reason why. You must phone the College and leave a message when asked to. This will be sent to your Personal Tutor.

Valid reasons for not attending College are:

- Hospital appointments
- Sickness
- Funeral
- Religious holiday

You will be asked for evidence.

If your absence becomes a concern we will contact you to discuss it. Your parents/guardians will also be contacted to seek support in encouraging you to attend.

If you are absent for a long period of time and you do not give a valid reason, the College may automatically withdraw you. If you cannot come into college, you must contact your tutor with a valid reason.

Any other reason is not valid and will mean that you lose your Educational Maintenance Allowance (EMA), Adult Learning Grant (ALG), Childcare Support or any other benefits you may receive.

Doctor and dentist appointments must be made outside of class times.

You must catch up on any missed work, including homework. If you miss college, please ask your teachers or your Personal Tutor for any work you have missed.

It is important that you arrive to all your classes on time. You will find that you have missed really important information when you are late. Lateness will be recorded and if it continues, will be discussed with you by your Personal Tutor to agree some targets for improvement. **Lateness will affect payment of your EMA/ALG.**

Taking holidays during term time is likely to affect your chances of success and is not allowed.

Changing Programme

Sometimes you may find that you have ended up on the wrong course. You may find that you do not like a subject or the style of learning. If this happens, do not panic. Talk to any of the following and let them know that you are unhappy or want to change your course: your Personal Tutor, the Careers Advisor, the Director: Student Experience or Head of Department.

You cannot change or start a course without your Personal Tutor's permission. The earlier you change your programme the better. It becomes much more difficult to catch up if you change course very late. You cannot change course after October Half Term.

Your Personal Tutor will be interviewing you during the first four weeks to check that you are happy with your programme and to discuss any changes. You must discuss any changes to your programme with your Personal Tutor, especially if you decide that you want to drop a subject or part of your course.

We want you to stay in the College and will help and support you to stay on your programme or move to a programme which is right for you.

However, if you do need to leave before the end of your course for any reason, please talk to your Personal Tutor. We also suggest that you talk to the Careers Advisor who will be able to advise you on a range of options before you leave.

Data Protection

As a student you have provided a lot of personal information about yourself to the College. The College will not use this information in any way other than to support your learning. If you would like to see any records that the College holds about you, please put your request in writing and give to the Director: Student Experience.

Safeguarding

While you are at BSix we want to create a 'safe' environment for you. The College has a duty to that there is a 'safer' environment that promotes well being and security for all students and staff. This is done in a number of ways:

- There is a college safeguarding policy and procedure which outlines the responsibility of all staff to child protection.
- Assistant Director: Student Support is the Child Protection Officer.
- We work in partnership with the local Area Child Protection Committee, social services, the police and the NSPCC.

Disciplinary Procedures

We expect you to behave appropriately and maturely at all times. Poor behaviour or lack of respect for staff or other students is not tolerated at the College.

BSix has a disciplinary procedure for behaviour and academic performance which encourages students to recognise poor behaviour and performance and to find ways to ensure that learning is at the centre of all student activities. The procedure is summarised as follows:

Contract

You may be put onto a Ready to Learn contract for poor attendance, lateness, not completing work, not following instructions, amongst other things. Your Personal Tutor will organise an interview with you and negotiate an action plan.

Formal Warning

If there is no improvement to the contract you may be moved on and placed on a formal warning. A manager will organise the interview and negotiate a contract.

Final Warning

If there is no improvement to the formal warning you may be moved onto a final warning. The Director: Student Experience will organise the meeting and negotiate an action plan.

A final warning may mean that you are unable to continue studying at BSix after you have finished that year.

You may go straight to Stage 2 or 3 if the manager dealing with the incident thinks it is appropriate.

Parents/guardians may be involved in all stages of the process.

Suspensions

If you have not followed the Code of Conduct you may be suspended while an investigation is carried out. You may be suspended until the disciplinary hearing takes place but not normally for more than 10 days. The College may suspend students on health and safety grounds, to provide a 'cooling off' period or to complete an investigation.

Appeals Procedure

You are entitled to appeal at any stage during the disciplinary process. This must be done in writing to the Principal, within ten days of a decision made.

Complaints Procedure

Things can go wrong in all organisations. What is important is that something is done to sort out the problem. If you have a complaint about anything at college, you can tell senior managers about the problem on a complaints form, available from the Reception area. A manager will investigate the issue within ten working days and provide a conclusion or recommendation.

College Regulations

Fire and Other Emergencies

Fire and emergency alarms for the College will be tested at regular intervals, and there will be occasional fire drills. Every corridor will have pictures of a running person, showing which way to go in the event of an emergency. Look out for these, and be sure you know what to do!

Please ensure that when the alarm sounds you follow the signs immediately out of the building where staff will direct you on where to go. If you do not follow the evacuation procedures and cause a health and safety hazard you may be disciplined.

Bicycles and Skateboards

BSix welcomes bikers and skaters. You may leave your bikes and skateboards in the bike shed. They are not welcome in any of the buildings. You must also ensure that your bikes and skateboards are not used on College premises.

Your bikes and skateboards are your own responsibility and therefore you must ensure they are securely locked in the shed.

Your entrance to the bike shed is for you only. If you allow others into the shed you may have the right to use it taken away. Speak to Premises staff to gain access.

Health and Safety

BSix is committed to making a safe environment for all of our students, staff and visitors. Our safety policy and all college procedures can be found on the student network in a folder entitled Health and Safety. It is your duty whilst at the College to familiarise yourself with these.

Chewing Gum

Used chewing gum can be a health hazard and can damage flooring and furnishings; chewing gum is banned from college premises.

First Aid

First aid will be supplied whilst you are on college premises, if you have an accident and require a First Aider, tell your tutor or any member of staff or contact Reception (ext 150) and they will locate one for you.

Smoking

We do not encourage or support smoking as this endangers your health. However, we realise that some of you are smokers. BSix fully co-operates with the ban on smoking from 1 July 2008. Students should not stand in front of the building or on the traffic island smoking as this causes litter and creates a bad image for the College. Therefore students should use the smoking area which is provided within the College grounds. Any students who are found smoking anywhere else in the vicinity of the College or on college premises will be disciplined.

Drugs and Alcohol

Drugs and alcohol are not allowed on college premises. In particular, the College will take disciplinary action if anyone is found in possession of illegal drugs and/or alcohol while on college premises. Through tutorial you will be given information about services available if you want to kick a habit.

Equal Opportunities

The College actively promotes equality of opportunity in all aspects of its work and aims to provide an environment where all individuals have the opportunity to achieve their full potential with a feeling of self-esteem.

We will ensure to the best of our ability that the College staff and students are not discriminated against, directly or indirectly, because of their gender, race, disability, sexuality, nationality, religious belief, employment status, social class, caste, age, size, HIV status and marital status. We are totally opposed to any form of discrimination and will take disciplinary action if discrimination takes place.