

STUDENT CODE OF CONDUCT

Richard Huish is a caring learning community which respects the right of each individual student to have a safe, enjoyable, and successful learning experience. As members of the College community, all students are asked to abide by our code of conduct as outlined below in line with our Huish Values.

Educational Excellence/Adding Value



- ▶ Participate actively and to the best of your ability in lessons and during your time at college.
- ▶ Attend punctually all required activities including lessons, tutorials, EnRICH, study skills sessions and academic tutoring.
- ▶ Complete assignments to the best of your ability and ensure that they are submitted, either online or in person, by the stated deadlines.
- ▶ Do not cause a distraction to others or disrupt the teaching and learning.
- ▶ Be available for college activities during the College day (9.00am – 4.40pm); personal appointments should be made outside these times, as should any paid work.



- ▶ Take any personal and family holidays outside college term times.
- ▶ Log on each day to your College IT account to read emails, check Teams messages and access important information.
- ▶ Use all college devices appropriately and for learning purposes.

Culture that cares/Students at the centre of everything we do



- ▶ Students treat all staff, visitors, and members of the local community with respect and in an appropriate and courteous manner.
- ▶ When using social media students behave in a courteous and honest way, respecting the privacy and feelings of others; and avoiding the use of names, contact details or images of other students or members of staff without permission.



- ▶ Dress in a manner which is appropriate for a college environment.
- ▶ Only use language in written and verbal communications that is polite and respectful.

Honesty and Integrity



- ▶ Students must not enter the college site or participate in activities under the influence of alcohol or drugs.
- ▶ No student visitors can be invited onto the College premises.
- ▶ Do not have in your possession: Weapons/Alcohol/Controlled (illegal) substances or misuse/supply prescribed drugs.
- ▶ Do not try to gain an advantage in your work by copying, plagiarising or cheating.

Working Collaboratively



- ▶ Students must comply with the college risk assessments, health and safety policy and fire evacuation procedures.
- ▶ ID cards must be carried by students at all times.
- ▶ Students must not access the College during holiday periods, unless under the supervision of a member of staff.

Environmental impact



- ▶ Students must respect the specified use and layout of spaces within the college, whether these be study or social spaces.
- ▶ No food or drink (other than bottled water) must be taken into lessons.
- ▶ Do not chew gum or drop litter around the college site.
- ▶ Smoking is not permitted anywhere on the College site, (vaping is permitted in the designated area).

ATTENDANCE & PUNCTUALITY

- Be respectful, professional and mature, behaving in a way that promotes a cooperative, positive and productive learning environment.
- Participate in all learning activities and complete at least 12 hours independent study, outside lessons, each week.
- Have full attendance; we expect above 90 per cent. If absent, make sure you (or a parent/carer) contacts the attendance team and follows procedures to authorise all absences. Do not take holidays in term time.
- Sign out at reception if you have to leave college during your timetabled day and will miss lessons as a result of illness or other emergency.
- Report to reception if a member of staff does not arrive at a scheduled lesson after 10 minutes and you have not received instructions from elsewhere.
- Be punctual for all classes, including tutorial, bringing essential equipment with you, and completing the required independent study.

PARTICIPATION & COMMUNICATION

- Make sure that the work you submit for assessments is your own. Complete work to the best of your ability and meet all deadlines. Seek help when you need it and take up the support offered.
- Avoid working for more than ten hours a week in any part-time job during term time, as it could impact on your learning.
- Check your college email regularly. Take responsibility for keeping up-to-date with all college communication, including Huish, Student Bulletin and Team.
- Take opportunities to contribute to the learner voice process, student union and wider college enrichment, clubs and societies. Participate in trips and visits, where possible.
- Take pride in the college and surrounding local environment: keep all areas clean, tidy and free from litter. Do not eat or drink (except bottled water) in any classrooms or in the library. Seek permission from a member of staff before distributing any flyers or posters.
- Pay all fees and charges promptly, or seek bursary or financial support from Student Services. Respect the property of the college, its staff, other students and visitors.
- Be polite and respectful in all interactions and be aware of the way in which your behaviour and communication impacts on the reputation of the college.

SAFETY & SECURITY

- Carry your ID badge at all times while at college and show it if asked by any member of staff. Do not allow anyone else to use your ID card: if lost or stolen, report this to reception and get a replacement.
- Ensure all visitors have signed in at reception, and do not socialise on site with people who are not Huish students. Inform a member of staff immediately if non-students are on the premises.
- Report inappropriate or unsafe behaviour, including bullying and harassment, both on and off-line. Avoid using inappropriate language which may offend others.
- Take responsibility for your use of IT and only use mobile phones, ear buds and other devices in lessons and tutorials as instructed by staff. You must make sure that such usage is safe, responsible and legal, taking note of the college's "IT Acceptable Use" policy.
- Treat college as a place of work. You must not consume or be under the influence of alcohol or drugs whilst on site or be in possession of any alcohol, drugs, illegal/psychoactive substances or offensive weapons.
- Follow all other Huish policies and procedures, as published on the main college website and always follow instructions from a member of staff in relation to Health & Safety and site security procedures.

COLLEGE CONTRACT

- As a Huish student I understand my responsibilities as a member of the college community and a partner in the learning process.
- I agree to uphold the values outlined in the college contract and to meet all commitments within the student code of conduct.
- I am aware that I am expected to maintain these positive standards of behaviour throughout my time at college, and that failure to do so is likely to result in disciplinary procedures, including being asked to leave.