

Macclesfield College Student Code of Conduct

Working and Learning

As a student at Macclesfield College, you are expected to:

- Be punctual, attend all sessions as required by your individual timetable, including main programme, English, maths, tutorial, directed study and any other sessions as directed by the College. Unauthorised absence and attendance below 90% will normally result in disciplinary action and you may be asked to pay for your examination board fees or lose your place on the course.
- Check your attendance records, at least once a week, and alert your teacher if it is not accurate.
- Report your reason for any absences to the College Absence Line on 01625 410018. (We expect you to book appointments with Doctors/ Dentists outside of your timetabled sessions, unless for an emergency). Accept responsibility to catch up on any work missed.
- Be organised and arrive to class with all necessary equipment and make good use of private study time. Work hard and to the best of your ability.
- Accept responsibility for your own learning and ask for help when you need it.
- Meet all of your work deadlines and make sure that the work you submit for assessment is your own.
- Observe classroom management practice e.g. turn mobile phones off, do not use music players, only drink bottled water.
- Not bring mobile 'phones, MP3 players or watches into any examination or controlled conditions (even if they are turned off). The examination board is notified and it will lead to disqualification.
- Not take holidays in term time.
- Avoid, where ever possible, working for more than ten hours a week in any part-time job during term time, as it could impact on your learning.

Behaviour

As a student at Macclesfield College, you are expected to:

- Be polite, treat everyone with respect, in person and online. Avoid using inappropriate language which may offend others.
- Follow the reasonable instructions of any member of College staff.
- Respect the learning experience of others and behave in a calm, responsible and orderly manner at all times. We do not tolerate behaviour which endangers safety or disturbs other students' learning.
- Respect the right of all individuals to be free of harassment of any kind, whether sexual, racial or otherwise - do not engage in any type of bullying or harassment of any kind, including by text or online.
- Not consume, or bring on to the College site, any alcohol, illegal substances or legal highs, as this will lead to a disciplinary investigation and possible police involvement.
- Not bring on site any offensive weapon or item that could be used as a weapon. You will be removed from the College immediately and where necessary, the Police will be involved.



- Dress appropriately for College which also means not wearing offensive slogans on your clothing. Wear appropriate uniform and Personal Protective Equipment, where advised.
- Avoid damaging the reputation of the College when off campus with inappropriate language, excessive noise or inappropriate behaviour.
- Seek permission from a member of staff before distributing any notices.

Health, Safety and Security

As a student at Macclesfield College, you are expected to:

- Always have your ID card visible, show it when requested and do not allow anyone else to use it.
- Follow instructions from all staff in regard to Health & Safety procedures.
- Treat everyone's property with respect. Respect the property of the College, its staff, other students and visitors.
- Not invite non-students onto the College premises - inform staff immediately if non-students are on the premises.
- Report to reception if you feel unwell and need to see a First Aider.
- Let Student Services know if you have to leave College during your timetabled day and will miss lessons as a result of illness or other emergency.
- Take responsibility for your use of ICT and make sure that such usage is safe, responsible and legal. No ICT device, whether College provided or personally owned, may be used for the bullying or harassment of others in any form.
- Look after your valuables (try not to bring anything that is not essential to College as the College cannot be held responsible for loss/damage).
- Register your motor vehicle/motorcycle with the College and drive safely with due care, consideration and attention at all times to other drivers and pedestrians.
- Respect the environment:
 - Help to keep the College clean and tidy, especially the cafe, by clearing tables and returning your trays, and in open break out and other areas by disposing of any rubbish using the bins provided.
 - Not smoke in the building or around the College other than in the designated areas.
 - Not spit or drop chewing gum.

This code of conduct is valid for the duration of your time at Macclesfield College and the list is not exhaustive. If there is a change in your personal details or circumstances please inform your Personal Tutor or a member of Student Services staff immediately.

Failure to comply with our expectations will result in disciplinary action.

Remember the 3 A's

ATTENDANCE

ATTITUDE

APPEARANCE