

Code of Conduct and Behaviour			
Current Status	Operational	Last Review:	April 2020
Responsibility for Review:	Deputy Principal	Next Review:	April 2021
Internal Approval:	One SLT	Originated:	Jan 2013

1.0 Code of Conduct for Students

1.1 All One students are expected to maintain excellent standards of personal behaviour, particularly in relation to other people. This means in practice that we are expected to:

- a) Show respect and value the contributions of all, demonstrating honesty and integrity which reflects fundamental universal Values.
- b) Giving courtesy and respect to all people at One, whether they are students, staff or visitors
- c) Accepting personal responsibility for our actions when dealing with other people.
- d) Ensure that the One ID is on your person at all times when on One premises (in order to fulfil our responsibility for Safeguarding)
- e) Maintain a minimum attendance of 90%

1.2 As a consequence of this there is a range of behaviour which is not acceptable under any circumstances and which will result in disciplinary action being taken:

- a) Possession of, or being under the influence, of alcohol or illegal drugs
- b) Violent or aggressive behaviour towards other people
- c) Bullying, defined as deliberately hurtful behaviour to any member of the One Community repeated over a period of time. This includes:
 - d) physically hurtful behaviour (e.g. hitting, kicking)
 - e) verbally hurtful behaviour (e.g. name calling, racist remarks)
 - f) cyberbullying (e.g. through text messaging, social networks etc.)
 - g) indirectly hurtful behaviour (e.g. spreading rumours, encouraging exclusion of someone from particular social groups)
 - h) Malicious damage to the buildings of One, or to the property of One, or its students, staff and visitors
 - i) Offensive behaviour of any kind
 - j) Wearing clothing that is inappropriate or causes offence.
 - k) Students can wear items of dress that are dictated by race or ethnic origin providing facial visibility is ensured
 - l) Ignoring the reasonable instructions of a member of staff, such as a

request to see your ID.

- m) Use of foul or abusive language (in any circumstances)
- n) Depositing litter or waste materials anywhere other than in proper disposal facilities.
- o) Theft of property belonging to others
- p) Possession of offensive weapons
- q) Distribution of offensive materials. Spitting in any location, and smoking (including e-cigarette) outside of the designated area
- r) Writing of graffiti, or posting of any other material on One property, except where authorised on One Notice Boards
- s) The inappropriate use of social network sites, which brings One into disrepute or causes offence to students or staff.
- t) Inappropriate communication with students and/or staff.
- u) Using a digital camera or recorder for anything other than college work especially where this may result in harm to others
- v) Attempting to gain unfair advantage in assessments related to qualifications being undertaken through One (this is defined in the One Plagiarism Policy)
- w) Failure to attend a planned exam without a legitimate reason will result in the student paying for that exam and any subsequent re sit.
- x) Inappropriate use of the One ID including enabling unauthorised entry of those not part of the One community

1.3 I accept that I must attend all timetabled sessions and that during the year my timetable may be amended.

1.4 I agree to pay the resource deposit before I start my programme and understand that this is compulsory.

1.5 I agree to pay any costs associated with work experience and I know that I must pay the costs associated with this before I commence my course.

1.6 I accept that students often undertake part time work and that this experience can be of real value. However, students are not expected to undertake part time work, between 9am-4pm, on any weekday if on that day they have a lesson at One.

1.7 I also accept that students learn to drive and it is recognised that this too is a valuable experience. However, I know that driving lessons must not be booked at a time when I normally have a timetabled session.

1.8 I understand that I am not allowed to park a car on site unless specifically authorised by the college.

1.9 The college has a commitment to work with students and local residents to ensure that the needs of all are met; we have a particular interest

in ensuring the safety and well-being of all and in particular in ensuring that the students at One park responsibly in the local area ensuring that local residents have access to Emergency services and other amenity services such as refuse collections.

- 1.10 understand that should I choose to drive myself to college and park in the roads in the immediate vicinity of One I will show due consideration and courtesy to the residents ensuring I park responsibly
- 1.11 This code applies to all situations where students are involved in activities relating to their work or study, including representing One away from the main site and travelling to and from One. The content in the code is not exhaustive and One reserves the right to invoke the disciplinary procedure where it sees fit.

Revision History

Revision date	Reason for revision	Section number	Changes made
March 2020	Annual Review	Header	SAT logo Added
		Rubric	Title of reviewer