

STUDENT CODE OF CONDUCT	
Date to be implemented from:	September 2023
Date to be reviewed by:	August 2024
Version No:	V9
Lead responsibility:	Operations Manager

Distribution to:	
All Staff	<input checked="" type="checkbox"/>
SLT only	<input type="checkbox"/>
Teaching Staff/Tutors	<input type="checkbox"/>
Administration Staff	<input type="checkbox"/>
Other (please specify)	<input checked="" type="checkbox"/> Learners

Key Contacts:	
Amanda Hogg Operations Manager	01438 727667

This Policy supersedes any previous Policy of this name or instructions that pre-date this edition.

STUDENT CODE OF CONDUCT

The Student Code of Conduct is to help you succeed and to make your learning environment a safe place to learn. As a member of the Barrett-Bell Ltd community, students are expected to adopt a mature and professional approach to their studies and their general conduct around Barrett-Bell Ltd. We expect students to abide by this Code of Conduct.

As independent adults with legal and social responsibilities, students are personally accountable for their actions and behaviour. They should show proper concern in their behaviour for the reputation of Barrett-Bell Ltd, and for its effect on their fellow students, staff and their successors.

You are required to:

1. Attend all classes on time. The start time of the morning lessons on this course is: **9.00 am**
2. Inform Barrett Bell Ltd immediately if you are going to be late or absent. The office phone number is **01438 727667..**
3. Complete homework on time and to a high standard. Please make sure that you read your notes/manual outside of the course days and complete work set on SmartScreen.
4. Show respect for all students, visitors and Centre staff at all times.
5. Show respect for all property belonging to Barrett Bell Ltd and the possessions of others.
6. Follow health and safety procedures without argument.
7. Behave calmly and politely, avoiding words and actions that could be seen as abusive or threatening.
8. No drugs or alcohol are to be consumed on Barrett-Bell premises. Smoking/vaping is only permitted outside the building in designated smoking areas.
9. Wear your ID lanyard with badge at all times so that it can be seen. This badge has information that you will need e.g. your enrolment numbers etc.
10. Bring the equipment you need to lessons. A suggested pack will include a calculator (not on your mobile) pens/pencil, a folder, a notebook, highlighter pens, pritt stick, post-it notes and a USB memory stick.
11. Follow Barrett Bell Ltd.'s ICT Acceptable Use Policy.
12. Do not share or distribute any extremist material, paper based or electronic, whilst on Barrett-Bell premises or using Barrett-Bell Laptops or platforms. If you are unsure of what constitutes extremist material then please speak to a member of staff.
13. Follow instructions from staff during lessons within Barrett Bell Ltd premises, and help create a safe environment where everyone can learn.
14. Make sure all work is your own. Do not **cheat** or **plagiarise** others work.
15. Ensure that you attend all examination sessions on time.
16. Never use any electronic devices, which connect to the internet during exams, accept for the Evolve Health & Safety assessment.
17. Make sure that the center administration has your correct contact details, if your phone number or address changes.
18. Rudeness to staff members will not be tolerated.

Misconduct is behaviour which interferes with the proper function of Barrett-Bell Ltd and its activities, or those who work and study at, or which has the potential to damage Barrett-Bell Ltd.'s reputation. Such behaviour could take place on our premises or elsewhere, whilst engaged in Barrett-Bell Ltd related activity or not.

Examples of what might constitute misconduct are:

1. Disruption of, obstruction of, or improper interference with the academic, administrative, social or other activities of Barrett-Bell Ltd.
2. Violent, disorderly, threatening, indecent or offensive behaviour or language whilst on Barrett-Bell Ltd premises or elsewhere.
3. Falsification or misuse of Barrett-Bell Ltd records, including diploma or other certificates, and of our equipment, systems and processes.
4. False pretences or deception relating to academic assessments and examinations.
5. Fraud, deceit or dishonesty in relation to Barrett-Bell Ltd or its staff, or in connection with registering as a student, being a student, holding any office at the Barrett-Bell Ltd or gaining a pecuniary advantage through association with the Barrett-Bell Ltd.
6. Actions which might cause injury or put at risk the health or safety of people on Barrett-Bell Ltd.'s premises or whilst on Barrett-Bell Ltd.'s activities.
7. Harassment or bullying in any form of any student, member of staff, contractor or other visitor to Barrett-Bell Ltd, on the grounds of their perceived race, nationality, gender, transgender status, disability, sexual orientation, religion, belief, age, other personal characteristic or for any other reason.
8. Theft, damage to or defacement of Barrett-Bell Ltd property, or the property of other members, users or third parties of Barrett-Bell Ltd, whether caused intentionally or recklessly.
9. Attending classes or entering any other learning environment whilst under the influence of alcohol or drugs.
10. Conduct which constitutes a criminal offence, including possession of offensive weapons, possession of implements that are intended for use as weapons and possession of illegal substances on Barrett-Bell Ltd premises, or at an event under the control of Barrett-Bell Ltd, or an offence affecting other users or the public.

Failure to follow the code of conduct will result in disciplinary action or removal from the course.

FULL NAME	COHORT
SIGNATURE	DATE