

# STUDENT CHARTER

*The College is committed to the equality of opportunity and to a proactive approach to equality, which supports and encourages under-represented groups, promotes inclusivity and values diversity.*

The aim of this Charter is to explain what you should expect of the College and what the College will expect of you during your time with us. If you have particular questions about the Charter, please ask your personal tutor or the Vice Principal (Support and Guidance).

## BEFORE ENTRY

You can expect the College to

- offer you the opportunity to visit the College, for example on our Open Day or at another time by arrangement
- offer you an informal interview during which your application will be discussed
- handle your application in a fair and efficient manner

and provide you with

- a College prospectus, containing information about the College, its recent public examination results and also details of the student admissions process
- details of particular courses, at your request
- the College's admissions policy, at your request
- information about fees, expenses and opportunities for financial support
- information about enrolment procedures.

We expect you to

- read carefully all material received
- respond promptly, within stated deadlines, to any requests we may make for information from you
- let us know promptly if your plans, as explained to us at interview, change.

## ON ENTRY AND THROUGHOUT YOUR STUDENT CAREER

You can expect the College to

- welcome and treat you courteously
- allocate to you a personal tutor who will provide you with accurate information concerning important aspects of College life
- provide guidance, through discussion with your personal tutor, teaching and other staff, leading to the completion of a Learning Agreement; that is, an agreement setting out the courses which the College undertakes to provide for you and which you undertake to pursue, together with the expectations which you and the College are entitled to have of each other
- provide, through subject staff, at the start of your programme of study, information describing the specifications of each course and the ways in which it will be assessed
- ensure subject staff to set and assess assignments regularly according to departmental guidelines, aiding learning through formative assessment

- ❑ ensure subject staff offer an appropriate and well-prepared programme of work
- ❑ encourage access to extra support through subject tutorials
- ❑ provide access to facilities to help you learn, such as *The George Thompson Library* and *The J C Larkin Study Centre*
- ❑ expect staff to be punctual at all sessions, unless delayed by exceptional circumstances
- ❑ develop systems by which you can meet regularly with your personal tutor
- ❑ inform you of College news, procedures and events
- ❑ enable your progress to be regularly reviewed, the outcomes discussed and appropriate actions, by the College and yourself, agreed and recorded
- ❑ respond promptly when you raise with staff any difficulties you may have
- ❑ consider your safeguarding needs as a matter of priority
- ❑ provide a clean, healthy and safe environment in which you can learn
- ❑ ensure that all activities and experiences are compliant with our Single Equalities Scheme
- ❑ listen and respond to your concerns and encourage your contribution to the Learner Voice Strategy

We expect you to

- ❑ read carefully all the material you receive
- ❑ be punctual to all appointments with College staff
- ❑ raise with us any concerns you may have
- ❑ support the development of a positive learning ethos in the College
- ❑ accept responsibility for your own learning and academic progress with the support of College staff
- ❑ seek to develop your skills as an independent learner
- ❑ abide by all the College rules as detailed in the Student Planner
- ❑ attend all lessons, meetings and other required activities regularly and punctually and to account satisfactorily for all absences
- ❑ complete all set work to the best of your ability by the stated deadlines, as well as allocating appropriate time to background study, wider research and examination revision
- ❑ behave courteously and responsibly at all times at College and while engaged in activities associated with the College
- ❑ ensure that your own behaviour and attitude never have a detrimental effect on others adhering to the terms of our Single Equalities Scheme
- ❑ raise with College staff at the earliest possible opportunity any problems which you may have
- ❑ respect and thus help to maintain the condition of the College's buildings, property and general environment
- ❑ be aware at all times of the need to act in ways which promote health and safety including the reporting of any safeguarding issues to a Designated Senior Person

You should accept as necessary any appropriate actions taken by the College if the above expectations are not fulfilled. The nature of such action will depend on the nature of transgression and, if you are in the 16-19 age group, will normally involve discussion with your parents/carers. Failure to meet the College's expectations could result in your being withdrawn from a course of study. A severe breach of discipline may result in you being suspended from College for a given period or being required to leave the College. In any case in which you are withdrawn from a course or excluded from the College, provision is made for you to request a review of the decision by a panel of governors. Details are available from the Clerk to the Corporation at the College. You are advised to refer to the disciplinary process for further clarification.

## **YOUR FUTURE**

You can expect the College to

- ❑ provide support and suitable materials for progression planning
- ❑ provide access to careers advice and resources, including guidance on applications for further education, higher education and employment
- ❑ provide a full and fair reference which acknowledges your abilities, achievements and personal qualities
- ❑ provide access to post-examination support and further contact with the College after the end of your programme of study.

We expect you to

- ❑ carefully research your options before deciding the route you wish to take after leaving College
- ❑ be punctual to any progression interview organised
- ❑ act promptly and appropriately upon the advice offered