**BURY COLLEGE STUDENT CONTRACT SUMMARY 2020/21**

Bury College is committed to providing you with a high-quality learning experience. We also want to help you reach your full educational potential and become strong, happy, confident, contributing adults demonstrating that you are equipped for progression/employment.

In return, you are asked to sign a Student Contract. The Student Contract sets out what is required of you and the part you have to play to ensure that the college is a safe and harmonious place where students work hard and achieve. To this end you are required to:

1. Treat all members of the college, including other students, all staff, and visitors with respect and consideration at all times.
2. Be considerate of college property and the property of members of the college community.
3. Help and not obstruct the educational opportunities of other students.
4. Comply with individual course and subject requirements, including those for work experience and examinations.
5. Attend all timetabled classes – do not book holidays in term time. Absences to be notified via [www.burycollege.ac.uk/absence/](http://www.burycollege.ac.uk/absence/)
6. Comply with the college’s policy on plagiarism contained in the Malpractice Policy by not copying information from the internet, other sources and from other students and representing it as your own work.
7. Participate fully in class activities.
8. Abide by any college Health and Safety Regulations communicated to you and take responsibility for your own safety and that of others.
9. Sign and abide by the Computer Users’ Policy and abide by the college’s data protection policy which is located on the student intranet.
10. Dress appropriately and as required for the activities in which you are involved. This includes PPE, uniforms etc.
11. Smoke only in designated areas. **DO NOT** smoke on the steps, walkways and entrances or immediate vicinity of the college.

E-cigarettes can only be used in designated areas.

1. Wear your student lanyard and ID badge at all times on college campus and **present it on request to college staff**. Your ID is required to access all college buildings and facilities. The only exception is where the lanyard can be a health & safety risk, such as in practical workshops; tutors will guide you on ID requirements in these areas.
2. Refrain from using mobile phones and devices playing music within areas of learning or other designated areas within college unless authorised by tutors. Use is permitted in social areas but consider others by maintaining a reasonable level of volume.

1. Eat and drink only in those areas designated for this purpose; hot food may only be consumed in college refectories. Students who bring a cold packed lunch are permitted to eat this in refectories.
2. Co-operate with voluntary student searches in line with the appropriate appendix in the college Student Behaviour Policy
3. Report any issues regarding your own or other students’ safety and well-being in line with the college’s Safeguarding Policy.
4. Report any concerns about your own or other students’ safety with regard to extremism, radicalisation or sexual exploitation with particular reference to social media.

**GROSS MISCONDUCT (See Student Contract for full list)**

1. A student who commits any act of gross misconduct may be sent home at once by a member of the Leadership Team or Pastoral Manager. At any subsequent disciplinary hearing, a student can be supported by a friend, parent or representative of the Student Union.
2. Information on progress, achievement and behaviour will be reported to Parents/Carers unless you state in writing that you do not wish us to do so.
3. Abide by the Respect, BRTL and OCOCOC policies at all times.

### **Formal declaration by the student**

I abide by the conditions and spirit of college membership as expressed in the above contract. I accept that any breach of this contract may result in the college’s disciplinary procedure being applied. This includes representing the college positively both on and off-site. (See College VLE for full contract details)

Student Name: Husnain Ahmed Student Sig.: H.A Date: 01/09/2020

Staff Name: Staff Sig.: Date: