



# Central Technical Institute, Clonmel

## Senior College

### College Charter

Welcome to Senior College, C.T.I., Clonmel.

Perhaps you are electing to pursue a Post Leaving Certificate Course, having just completed your Leaving Certificate, to prepare for your working life or to lay the foundation for further study at third level. Maybe you have been in the workplace for a couple of years and have decided to do a P.L.C. Course to acquire new skills and change career direction. Perhaps you have been out of education for many years and have decided to renew the experience of learning formally once again. Maybe your choice is, as a mature student, to do the Leaving Certificate through the V.T.O.S. scheme. Whatever your reason, you are choosing to attend Senior College in the knowledge that education is a life long process. A new chapter is opening for you as you embark on a learning journey that should be exciting, challenging, enjoyable and rewarding.

As a student of Senior College this is your Charter. It has been developed by staff in consultation with students. It reflects our excellent working relationship and the spirit of close and friendly co-operation that has always characterized and informed that relationship.

This Charter sets out the kind of learning environment that you, as a student, can expect from Senior College and the standards which we, the administrative and teaching staff, expect of you. It is important and clear statement of our on-going commitment to working at building and fostering a community within which we all have rights and responsibilities to each other and within which we all have a role and function to perform, for our mutual benefit and success in the college.

Students and staff have agreed and are committed to upholding the principles of this Charter. This is important in ensuring that your experience of learning is worthwhile and you are challenged to reach your potential, that you build a repertoire of new skills and that education here opens new horizons for you intellectually, culturally and socially..

I wish you every success in your studies and hope that you enjoy your time in Senior College.

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Principal

This Charter makes explicit some of the reciprocal responsibilities, which staff and students have to each other. It is not a contractual document. It is not intended to create legal rights or obligations where contractual, tortuous or otherwise. The Charter is written to foster openness and understanding between staff and students who are all expected to honour the principles of this Charter on a reciprocal basis. Any breach of the obligations referred to in this Charter shall not give rise to any claim for damages or loss (including but not limited to special consequential loss or damage).

### **MISSION STATEMENT**

The role of our school is to facilitate the students and people of Clonmel and its environs in the acquisition of general and specialised education.

We seek:

- To encourage the development of the full person through imparting knowledge and skills and through inculcating values.
- To bring students to an awareness of their identity in a multi-denominational, multi-cultural context;
- To enable the transition to further education;
- To encourage the participation of parents in the education of their children;
- To respond to the needs of the community.

The aims of this Mission Statement can only be achieved if there is a shared vision and an active partnership between management, staff and students. The Charter, accordingly, has an important role to play in realizing these aims. Students need to be fully aware of the Charter's contents, their entitlements and obligations. A copy of the Charter, therefore, must be given to each student on enrolment.

The C.T.I. Senior College seeks to provide a friendly and helpful service in a positive, safe, pleasant, co-operative and comfortable environment. To facilitate this, we expect all users of the C.T.I. to conduct him/herself in accordance with college policy, applicable laws, and generally accepted norms of conduct.

While you are a student at the Senior College you are bound by the following conditions:

### **Attendance:**

As this is a full time day course leading to a FETAC level 2 award, it is expected that all students will attend all modules of their course. Students must have a 75% attendance record per month. If a student is absent a note must be furnished to explain the reason. Doctors certificates must be presented if absent for more than 3 consecutive days. As a matter of courtesy, please inform the course co-ordinator so that others may be accommodated.

On your return make sure you catch up on all class notes and assignments as soon as possible. School activities are part of the School day and must be attended.

**Punctuality:**

“Punctuality is the politeness of kings”. Late arrival to class will not be tolerated. It is not only disruptive but also inconsiderate and insulting to your class and tutor. If lateness is unavoidable please ensure that you inform the course co-ordinator and teacher involved beforehand if possible.

**Deadlines:**

The most common formats for assessing your modules include short assignments, projects and end of year examinations.

Because of the frequency of assignments in the different modules, it is imperative that they are completed and submitted on their due date. Failure to meet the specified deadlines for submission of such coursework will result in a penalty of a ten percent (10%) deduction of marks awarded for any coursework submitted within the following week. Coursework presented later than this will not be accepted. Any exceptional circumstances must be explained to the tutor and co-ordinator for consideration.

**Equipment & Facilities:**

Due to the practical nature of your course, there is a necessity for tools, materials, machinery and equipment to be shared with your colleagues.

Consideration and co-operation must be the norm. Please ensure that all equipment is handled properly and replaced in its rightful place after use. Any damage or faults must be reported immediately.

Safety, consideration and mutual respect must be the priorities at all times regarding work practices and behaviour. Payment in full for malicious damage to equipment to be paid by Student.

**Standards of Behaviour:**

School members will

- Show respect for the rights, property and safety of themselves and others.
- Respect and appreciate diversity of all school members regardless of their race, culture, ethnicity, religion, gender, sexual orientation, age and ability.
- Express themselves with socially acceptable language and gestures.
- Exhibit behaviour that avoids all forms of intimidation, harassment, racism, and discrimination
- Treat school property and the property of others with a reasonable standard of care
- Respect the responsibility of all school members in exercising their duties
- Promote positive behaviour through the avoidance of all types of violent acts and/or disruptive behaviour.
- Refrain from the possession of any form of a weapon on school property
- Refrain from the possession of and being under the influence of all forms of intoxicants on school property

- As appropriate, attend classes, activities and events and be prepared and punctual
- Under statutory Health and Safety regulations, the College grounds are designated non-smoking areas.
- Mobile phones must be switched off in all classrooms. Camera phones are not permitted.
- Food and drink to be consumed in designated areas only

### **Operation of the Code of Conduct**

In the event of misconduct, the following procedure will apply:

1. Verbal warning from Course Tutor.
2. Written warning from Course Tutor.
3. Attendance before College Management.
4. Sanctions, up to and including dismissal from the Course, may result.

I have read, understand and agree to the above Code of Conduct.

Signed: \_\_\_\_\_

Co-signed: \_\_\_\_\_

(by parent/guardian if student is under 18)

Date: \_\_\_\_\_