

# Student Contract 2024-25



## SUMMARY OF EXPECTATIONS

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Collyer's provides a fully rounded sixth form experience, designed to equip students with the qualifications, personal qualities and skills they will need to embrace future challenges and achieve their potential. In keeping with our [Mission, Vision and Values](#), we encourage learners to become independent, resilient and self-disciplined, taking responsibility for themselves, recognising the impact of their actions on the wellbeing of others and their environment. We celebrate diversity, believing that all members of the college community have the right to work and study in an environment of mutual respect and safety, where they can thrive. We are committed to maintaining a campus free from any form of bullying or harassment and expect all members of our community to promote a calm, inclusive and collaborative learning environment through high standards of behaviour.

When a student enrolls at Collyer's, a Learning Agreement is created. In accepting the terms of the Learning Agreement, a student agrees to meet the expectations of the Student Contract and to abide by the [Student Code of Conduct](#). The information below provides a summary of expectations and is designed to provide a simple reference point for all sixth form students, parents and carers, whilst the hyper-linked documents provide more detailed information.

### Programme of Study Expectations

1. Places on sixth-form programmes of study are full-time, based on a minimum of 580 Guided Learning Hours (GLH) per academic year, consistent with DfE guidance and our [Curriculum Policy](#). Programmes of study include the following compulsory elements:
  - a. Timetabled Lessons
  - b. Independent Study (Homework, Coursework, Revision, Pro-Study)
  - c. Personal Development Activities (Tutorial, 1-1s, Enrichment, Work Experience, Progression Events etc.).
2. Sixth-form learning requires students to spend as much time studying independently, as the time allocated for lessons each week. Students must complete a minimum of 4.5hrs of Independent Study per week, per single qualification (9hrs for a Double BTEC and 13.5hrs for a Triple BTEC or T-Level).
3. All students are expected to maintain a full-time programme of study. Dropping a course to reduce a student's programme is not permitted and will only be agreed as a reasonable adjustment in response to significant health/wellbeing needs, or where the college deems course continuation unsustainable.
4. Students must meet the entry requirements or progression criteria set out in our [Admissions Policy](#), to progress from one year to the next within the sixth form at Collyer's. For example, A Level students must pass a Transfer Exam in the summer of their 1<sup>st</sup> year to progress to the 2<sup>nd</sup> year.

### Attendance Expectations

5. We expect students to aim for 100% attendance and to fully engage with all elements of their programme. All absence, even when justified by illness, will have an impact on a student's studies as they are missing guided learning. If attendance drops as low as 90% (for whatever reason), this would be a cause for concern and students should respond positively to any intervention put in place by teachers, tutors and other pastoral staff.
6. Absence must be reported by parents/carers via [absence@collyers.ac.uk](mailto:absence@collyers.ac.uk) (guidance for [parents/carers](#)).
7. Students are expected to take responsibility for notifying teachers of their absence and for catching up with missed classwork and follow-up work, checking SharePoint and/or Teams in the first instance.
8. We expect students to be on-site, learning face-to-face for all timetabled activities.
9. Whilst on a temporary basis it may be 'reasonable' in extenuating circumstances for teachers to be flexible with dead-lines and send work home, this cannot be sustained for prolonged absence. As our primary mode of delivery is classroom based, we cannot guarantee resources shared with students will be entirely suitable for remote study.

### Conduct Expectations

10. All learners must abide by the [Student Code of Conduct](#) and the [Use of Computers Agreement](#).
11. We expect students to communicate respectfully with all members of the college and local community.
12. We expect students to arrive on time, fully prepared, wearing Lanyard ID.

### Studentship Expectations

13. Students must check their college emails and Teams messages regularly (at least once a day).
14. We expect students to be reflective about their progress, using teacher advice, assessment feedback and Progress Review grades to inform their understanding of what they need to do to improve.
15. Students are expected to be proactive and intentional in their studies, making the most of workshops, online resources, additional teacher support and specialist support to advance their studies.
16. Students must ensure Pro-Study, homework and coursework are completed by set deadlines. We expect students to manage their independent study carefully, allocating sufficient study time to each subject every week.
17. Where a student is struggling with any aspect of their studies, they are expected to pro-actively seek support via their Subject Teacher, Tutor or Student Services. Students are expected to fully engage with targets and support put in place to help address concerns about their attendance, studentship, progress or personal development.

## Managing Concerns: Intervention

First and foremost, we aim to educate and support students to meet college expectations through timely use of intervention to tackle the cause of any concerns. Staff will intervene to support improvements in attendance, punctuality, studentship, behaviour and/or engagement. Reasonable adjustments may be agreed to help a student get back on track after a justifiable absence or a temporary period of difficulty.

Interventions might include:

- Setting Action Plan targets
- Informing parents/carers about concerns
- Requiring a student to attend subject workshops and/or additional lessons
- Offering an extension to a submission deadline and/or requiring a student to catch-up on missed work
- Referring a student to specialist teams for study and/or wellbeing support
- Requiring a student to attend 1-1 meetings, intervention workshops or additional supervised study

Disciplinary sanctions are only used where there has been a serious breach of the [Student Code of Conduct](#) (see our Intervention and Disciplinary Procedure – Appendix 4 [Behaviour Policy and Procedures](#)) or where students fail to engage with intervention and support. Where a student's actions or behaviour lead to risk of, or actual harm, the college [Safeguarding and Child Protection Policy](#) and/or [Fitness to Study Procedure](#) may also apply.

## When a course or college place becomes unsustainable

There are occasions when, despite the efforts of a student and/or the best endeavours of staff, either part or the whole of a student's programme of study may become unsustainable. In such circumstances, we will work with the student and their parent/carer to discuss what further reasonable adjustments, if any, can be made. Decisions about what constitutes a 'reasonable adjustment' will ultimately be determined by the Director of Student Support or the Director of Student Engagement. These adjustments will usually be made in discussion with Head of Subject and/or Director of Faculty. The adjustment will usually be agreed for a set period of time, as part of Stage 3 Intervention or a Final Contract involving consultation with a Vice Principal. At the review, a decision will be taken on whether the adjustment is working for all parties, is reasonable, and if continued study on the course or at the college is therefore sustainable. If the adjustment is unsustainable, the college reserves the right to remove the adjustments, or to withdraw the student from a course or the college.

In making a decision about the sustainability of continued study on a course or at the college, we will primarily consider four key factors: Attendance, Engagement, Behaviours and Risk. College staff will always be guided by, but not determined in their judgement, by all other relevant parties' advice. Where students require specialist help, the college will offer what extra support it can. The support offered will necessarily be bounded by the college's resource limitations and not necessarily by the specific needs required for an individual student's success.

**Attendance & Engagement:** A course or programme of study is no longer deemed sustainable when a student has missed a large proportion of the GLH, to the point that:

- the workload required for a student to catch up is deemed unreasonable/impossible
- the volume of content missed is hindering progression in that subject
- the level of coursework missed makes the qualification unachievable
- a student has not completed non-examined assessment (NEA) and/or not submitted coursework to deadline
- the study programme is no longer sustainable under funding regulations for a full-time student
- the level of support required to enable the student to achieve would be unreasonable and/or to the detriment of other students' learning and progress

**Behaviours & Risk:** A student's place at college could be considered unsustainable if a student exhibits behaviour (either on or off-site) which:

- requires a level of support that is deemed unmanageable through our current staffing and/or or within our current staffing expertise\*
- is contrary to our Health and Safety policy and causes a risk of harm to themselves or others
- presents a level of risk to themselves or others that is judged to be unmanageable through current staffing and/or within our current staffing expertise\*
- constitutes gross misconduct or breaks the Student Code of Conduct

*\*Decisions about what level of behaviours are unmanageable will be made by our current safeguarding team in consultation with senior managers, will full regard for our duty of care under our [Supporting Learners Statement](#).*

# STUDENT CODE OF CONDUCT (FOR FULL-TIME STUDENTS 2024/25)

Collyer's Code of Conduct forms the basis of a students' contract with the college. We aim to provide clear and simple guidance so that students can confidently play their part in maintaining a considerate, inclusive and safe environment for our community, in line with our [EDI Policy](#).

## GENERAL EXPECTATIONS

### Lanyards

- Always wear your college I.D. card and lanyard when on campus. Report lost or stolen I.D. to the issues desk on the first floor in the library, where you can obtain a temporary wristband and/or purchase a replacement.

### Dress and Appearance

- Clothing and appearance should be clean, tidy and appropriately modest for a working environment.
- Avoid clothes likely to give offence (e.g. unpleasant slogans, drug-related logos).
- Subject specific clothing may be required that will need to comply with subject risk assessments (e.g., sports clothing, lab coats)

### Part-Time Work

- Part-time work should be limited to a maximum of 12 hours per week (national research shows that above this, students' results will suffer). Paid work should not interfere with college work or attendance commitments.

### Off-site

- Students must not congregate around the perimeter of the college on Hurst Rd and Richmond Rd.
- During the college day, students should be courteous to our local residents and members of the public, representing the college in a positive way.
- Local parking must be lawful.

## ATTENDANCE & PUNCTUALITY

- Attend all timetabled sessions.
- Arrive at lessons on time.
- Be available to attend at any time during the college day, throughout term time.
- Absences should be reported by parents/carers, via email [absence@collyers.ac.uk](mailto:absence@collyers.ac.uk) or the absence line: 01403 216528.
- Students who feel unwell during the college day may travel home independently if it is safe to do so, but any lessons missed due to illness must be followed up with an absence report by parents/carers. Students should report to Student Services (B002) if they feel too unwell to travel home alone.
- Use SharePoint/Teams and contact peers and/or teacher to catch up work missed through absence; check on homework set.
- Do not take holidays in term time.
- Students must attend any meetings or additional workshops arranged as part of an Action Plan by a member of staff. These are designed to ensure students stay on track with their studies and therefore positive engagement is expected.

## STUDY RELATED BEHAVIOUR

- Total weekly independent study should, at a minimum, match your weekly lesson hours. Expect to spend time studying during evenings and weekends and use your study periods wisely.
- Work hard and make a positive contribution to lessons.
- Bring the right equipment for lessons.
- Do not interfere with others' learning through inappropriate behaviour in lesson or the library.
- Plan your time and meet deadlines.
- Mobile phones must be kept in bags and not used during lessons unless directed by a teacher, earphones should be removed.
- If staff are delayed or unavailable, work in the normal room whilst awaiting instructions.
- Communicate with your teachers, tutor or Student Services for support and advice.
- Pass on college communications and information to your parents/carers.
- Be honest, courteous, and considerate in behaviour and language, in person and online.
- Be quiet in and around buildings used for teaching, studying or exams.
- Expectations above also apply to online study but full 'Online Etiquette' expectations available on StudentCommonRoom.

# Misconduct

Students who do not behave in a courteous manner, indicating respect for others and the environment around them, will be challenged. Any staff member has the right to ask students for their name and/or ID badge, for the purposes of safeguarding our college community and upholding the Code of Conduct. Staff also have the right to confiscate items of property which are prohibited or being used in breach of the Code of Conduct. This is essential to ensure that student behaviour does not impact negatively on the health, wellbeing, and productivity of the college community. Behaviour which constitutes misconduct will be subject to disciplinary action. The list below, whilst not exhaustive or exclusive, is intended to provide examples of behaviour that would be considered unacceptable at Collyer's:

- Bringing the college into disrepute
- Disruption of others' learning
- Providing false or misleading information on an application or during a college interview
- Use of devices to record sound/images without an individual's knowledge and/or permission
- Failure to comply with the Social Media Policy and the Use of Computers Agreement
- Plagiarism or any form of academic cheating
- Failing to wear ID or loaning ID to someone else
- Inviting or encouraging non-college members onto campus (Students must report any unauthorised people onsite to Reception or Student Services)
- Parking in the college car park without a permit or parking unlawfully in local vicinity
- Actions which cause a health & safety concern (or failing to respond to a health & safety concern), putting members of the college community at risk
- Littering on campus or around the perimeter
- Smoking or vaping on campus
- Failure to be considerate of neighbours, drivers, and pedestrians around the college perimeter
- Congregating in groups or smoking/vaping around the college perimeter
- Jaywalking in the college vicinity: students must not cross Hurst Road except via a pedestrian crossing
- Inappropriate campus entry/exit – students must not walk-through vehicle entrances or climb over perimeter fencing/gates
- Using college computers or devices to send abusive, scandalous, obscene, or defamatory communications of any kind
- Attempting to access or download obscene or pornographic images on the college network or otherwise being in possession such material
- Attending college or college-related activities under the influence of alcohol or illegal substances
- Carrying, using, or distributing prohibited drugs, alcohol, or illegal substances, on or within the vicinity of the college campus
- Involvement in the distribution of prohibited drugs or illegal substances outside college
- Bullying and harassment (online and in person)
- Discriminatory language or behaviour
- Making malicious or false allegations or complaints
- Being a party to a criminal act
- Wilful damage to college property
- Taking part in, or encouraging others to take part in, illegal extremist activities intended to radicalise themselves or others
- Violent, aggressive, or threatening behaviour towards any member of the college community or any member of the public
- Inappropriate sexual activity on campus
- Unwanted sexual behaviours, harassment and abuse including sharing sexual images
- Carrying, threatening to use, or using an offensive weapon on or off campus
- Carrying a potential or imitation weapon into college, or within the immediate vicinity of the college

Compliance with the code of conduct is promoted through the Student Contract and the [Student Behaviour Policy](#), a copy of which is available from the college website. If a student does not comply with the Code of Conduct, the Student Behaviour Policy and Procedures may be used. If a student has a grievance in relation to the application of the Behaviour Policy, the guidelines in the [Complaints Policy](#) (available on the college website) should be followed.