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Student Code of Conduct

Welcome to Richard Huish College. We aim to maintain a purposeful place of learning, based on the principles of mutual respect. We will challenge you to fulfil your own potential in line with the College's ethos and value statements. In return we hope you will earn our respect by adopting a mature and responsible attitude while you are here.

Richard Huish College is committed to a policy of equal opportunities for all its members. The aim of this policy is to ensure all students can learn to the best of their ability while studying for their qualifications. It is also our aim, as a college, to ensure that neither staff nor students are discriminated against on the grounds of gender, race, ethnic or national origins, marital status, domestic circumstances, age, sexuality, disability, political or religious beliefs. Please be aware of the effect your behaviour and language can have on others. If you ever have any concerns, refer these to your tutor or other staff member soon as possible.

As a young adult you can expect to be treated with respect by the staff. However, any student who breaks the rules can expect to be challenged. The Code of Conduct listed below highlights our minimum standards of acceptable behaviour.

Respect and Responsibilities (Code of Conduct)

Richard Huish College is a friendly place to study. It is important that a mature approach to behaviour is adopted to ensure positive behaviour for learning within our site and on external sites during trips/visits. This also applies to use of online and social media communication.

Respect for Others

• Please respect fellow students and staff, by being polite. Refrain from inappropriate language. Please follow staff instructions at all times.

• Please ensure that you arrive for lessons on time and if you are late, knock and wait for admission to the classroom. Being late disrupts the learning of others.

• Please ensure that you make the most of lessons by refraining from off-task activity: it's unfair to disrupt the learning of others.

• Always avoid bullying, discrimination or harassment on any grounds, including when online. Recognise that using social media to make comments about other students or staff will create a permanent record. Where inappropriate comments are brought to staff attention this will enact the College's behaviour policy and sanctions may be given.

• Mobile phones can be useful for learning (photographs, the internet, diary functions etc.). Please switch these off until your teacher has given you permission to use them in class. Never make calls or send text messages in lessons.

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Respect for the College and its Reputation

• The College's reputation is key to your future employment/education prospects. Please think about this when out on trips, or on your journey to and from College.

• Please respect the College environment: please refrain from damaging College equipment and place your rubbish in the bins provided. It is particularly important that you clear away your own rubbish when using the Huish Kitchen or Willow Café.

• Please refrain from making excessive noise and consuming food in learning spaces, including the LC and classrooms.

Your Responsibilities as a Student

• Attend all lessons. Statistically, students who miss lessons drop grades. To be entered for examinations and coursework you must have a good attendance record.

• All submitted coursework must be your own work: plagiarism may lead to disqualification.

• If you do not complete homework/coursework outside of class, you may be asked to attend lunchtime department sessions, or timetabled additional lessons.

• Do not come into College while under the influence of alcohol or banned substances. There is a zero-tolerance policy with regard to the misuse of drugs.

• Please be available for any additional lessons or meetings called by College staff between 09:00 and 16:40 on any working College day (given reasonable notice).

• Do not bring people onto the College Campus who are not registered as students. This includes former students who are not expected on site and other young people or adults you may know.

• Drive safely and follow speed limits both on campus and on the way to and from College. Only park on campus after registering your car and gaining the appropriate permission. Always display your parking permit.

• Conduct yourself in a manner that adheres to the College values and act towards other College students, staff and visitors with politeness and consideration. This applies when you are on the College site, or trips/visits or when representing the College in the wider community.

• Ask for help from a teacher, tutor or other relevant member of staff if you are having difficulties with your learning or general welfare. You must also report/speak to a staff member if you are concerned about the welfare of another student or students. Colin Barnard or Matt Nolan are the Designated Safeguarding Leads who you can ask to speak to at any time.

E-Safety Code

These e-safety rules help to protect students and the College by describing acceptable and unacceptable computer use.

• I understand that the College owns the computer network and virtual learning platform and can set rules for its use. I understand it is a criminal offence to use a computer or network for a purpose not permitted by the College.

• I will not use IT systems at College for personal financial gain, gambling, political activity, advertising or illegal purposes.

• I will only log on to the College network or Moodle platform with my own username and password.

• I accept that I am responsible for all activity carried out under my username.

• I will support the College's IT security system and not reveal my passwords to anyone and change them regularly.

• I will only use my College email address for College-related work/activity.

• I will make sure that all IT communication with students, teachers or others is responsible and sensible, particularly as any e-mail could be forwarded to unintended readers.

• I will not send anonymous messages or chain mail.

• I will be responsible for my behaviour when using the internet/ Moodle platform. This includes resources I access and the language I use.

• I will be polite and appreciate that other users might have different views to my own.

• I will, when communicating via/posting on the College's Moodle/Social Media platforms contribute in a constructive and appropriate manner.

• I will not give out any personal information such as name, phone number or address through email, personal publishing, blogs, messaging or when using the College's Moodle platform. I will not arrange to meet someone unless this is part of a College project approved by my teacher.

• I will not deliberately browse, download, upload or forward material that could be considered offensive or illegal, such as, but not limited to, extremist websites. If I accidently come across any such material I will report it immediately to a member of staff.

• I will not download or install software on College technologies.

• I will not attempt to bypass the internet filtering system.

• I will ensure that my online activity (including social media platforms), will not cause staff members, students or others distress or bring the College into disrepute.

• I will respect the privacy and ownership of others' work online at all times.

• I understand the expectations set out in the Richard Huish College Student Code of Conduct/E-Safety Code/Acceptable Use Agreement and that any breaches of the above could lead to disciplinary action.