

LEARNING AND ASSESSMENT

1. Attend all timetabled lessons for all elements of your study programme, including English, mathematics, a vocational or academic qualification, tutorial, work experience and employability. These are not optional.
 - a) It is a condition of enrolment that students who have not yet achieved GCSE grade 4/grade C or above in English and/or mathematics will continue to study these subjects.
 - b) The College reserves the right to charge students exam fees if their attendance falls below the minimum level and/or the student fails to attend an exam without good reason (90%).
2. Be punctual for all lessons.
3. Fully engage and participate in all activities.
4. Meet all deadlines and targets that you are set.
5. Do not engage in behaviour that disrupts teaching or learning.
6. Be prepared for all lessons, including having appropriate writing materials and equipment.
7. Do not eat or drink in lessons.
8. Put away mobile phones and switch them to silent during lessons; only use them if authorised by your teacher for a specific activity. Remove outdoor coats when in class to be ready for learning.
9. Make sure that work you submit for assessment is your own and is referenced correctly. Do not commit fraudulent behaviour during examinations.

SAFETY AND RESPECT

11. Behave in a safe, respectful and appropriate manner at all times.
12. The college operates a strict no ID no entry policy.
13. Wear your ID card on the lanyard provided around your neck, visibly at all times, show it when requested and don't pass it to any other person unless a member of staff requests you to do so for safeguarding purposes.
14. Speak to people calmly and politely, never using words and actions that may be interpreted as abusive, offensive or threatening. Do not bully or harrass including harassment via electronic means.
15. Support our zero tolerance approach to possession of weapons, banned substances, alcohol or being under the influence on College premises or engaging in any illegal activity in or around college.
16. Respect local residents' right to privacy; do not drop litter or behave inappropriately.
17. Follow instructions from all staff with regard to Health and Safety procedures and on issues of appropriate conduct.
18. Do not sit in stairwells or corridors.
19. Always wear prescribed uniform or follow the dress code for the department you are studying under.
20. Do not wear clothing that may cause offence.
21. Do not wear hoods up or hats in College, this is for your safety.
22. Look after your valuables and try not to bring anything to College that is not essential. Your possessions are your responsibility.
23. Treat College property with care and respect; you will be liable for any damage.
24. Use Information Learning Technology facilities (including internet and email) appropriately.
25. Smoking is not permitted in any non-designated smoking areas; this includes the use of e-cigarettes and vapes.

SIGNATURES

Both the student and a parent/guardian should sign this contract, along with the Deputy Principal on behalf of the College. If this contract is not completed at enrolment, a signed copy must be returned to the student's Course Leader within five working days of receipt. Failure to meet the terms of this contract could result in disciplinary action, loss of place at the College or the full course fee being charged. The information collected on this form will be held and used by New City College in accordance with GDPR.

STUDENT

Signature

Learner ID

Name

Date

COMMUNICATION AND ORGANISATION

26. If you are unable to attend College due to illness, you must contact us via e-notify. Bursary payments are directly linked to your attendance.
27. Keep your parent(s) or guardian(s) informed about important College matters and accept that we will contact your parent(s) or guardian(s) directly if the need arises.
28. Inform us promptly of any changes to your personal circumstances.
29. Do not take holidays in term time.
30. Try not arrange to have routine dentist or doctor's appointments or driving lessons in College time.
31. Ensure that part-time work does not interfere with College studies or prevent your attendance at timetabled classes.
32. Do not supply any fraudulent / false information on your college record.

PARENT/GUARDIAN CONSENT TO TRIPS, EDUCATIONAL VISITS AND OFF-SITE ACTIVITIES

- As the parent/guardian/carer I agree for my son/daughter to attend any work experience placements, trips, educational visits or off-site activities organised by the College that do not involve overnight stays. As the parent/guardian/carer I allow my son/daughter to travel to and from any venue independently if deemed appropriate by the College. I also agree to pay any reasonable travel expenses that may be additionally incurred. I further agree to authorise members of staff (during the course of the visits) to approve such medical treatment for my son/daughter as is deemed necessary in an emergency on the advice of a qualified medical practitioner.
- As the parent/guardian/carer I agree to prioritise my sons/daughter's intervention/at risk support meetings to facilitate their success at college.

PARENT/GUARDIAN CONSENT TO THE USE OF PHOTOGRAPHS, OTHER IMAGE, RECORDINGS AND DATA

- As the parent/guardian/carer I consent to my son/daughter's image and details appearing in College prospectuses, brochures, literature, local and national press and any other promotional material relating to New City College, including the website or moving images.
- For the avoidance of doubt, I agree to assign to New City College any intellectual property rights and to waive any moral or performing rights I may have or acquire by reason of my participation in such promotional material. I understand that I can withdraw this consent at any time by writing to New City College Marketing Department. (Please note that published material cannot be withdrawn.)
- As the parent/guardian/carer I consent to my data and my son/daughter's data being used to communicate by text, telephone and e-mail for all matters relating to the college study programme.
- As the parent/guardian/carer I consent to my data and my son/daughter's data being used to communicate other courses or educational opportunities provided by New City College.

PARENT/GUARDIAN

Signature

PRINT Name

Phone Number

Date