

## IMPORTANT DOCUMENT - PLEASE READ

**Our vision is for BHASVIC to be a contemporary creative learning community. We value learning, respect, inclusivity and collaboration. In choosing to study at the college we ask you to sign this contract, demonstrating your commitment to share and promote the core values of the college.**

### **Behaviour - BHASVIC is a learning environment**

We expect that the behaviour of all members of the college will support a calm and purposeful atmosphere which respects others and enables effective learning to take place.

### **Happy - BHASVIC promotes wellbeing**

We understand that emotional health and wellbeing supports positive learning and achievement. As members of the college we will take care of ourselves and others, recognising the impact of our actions and choices in maintaining welfare, safety and happiness.

### **Active - BHASVIC expects active participation to help everyone achieve their full potential**

We will make the most of our time at college. We will attend all timetabled commitments and arrive on time, fully prepared to engage positively in all activities. We will look for ways to broaden experiences beyond the purely academic, and take opportunities to get involved in wider college enrichment.

### **Successful – BHASVIC supports a ‘high challenge: low threat’ ethos**

We recognise and celebrate success in all forms, but understand that success usually comes from hard work, grit and determination. We will not be afraid to learn through our mistakes. We will work hard and give of our best, following the ‘6 Rs’ to become reflective, resourceful, resilient, responsible and respectful risk-takers.

### **Valued – BHASVIC values respect and inclusivity**

We celebrate the fact that college is a diverse community. We value all members and will treat everyone with fairness and respect, expecting adherence to our established codes of conduct.







### **Independent – BHASVIC encourages independence**

We aim to develop the skills for independent lifelong learning. We know we need to become well-informed and innovative thinkers who are able to access the learning tools we need throughout our time at college. We aim to know how and when to ask for help, but will seek to develop self-discipline and self-reliance in order that we can take this forward in our lives beyond college.









### **Community – BHASVIC believes in uniting for the common good**







We take pride in belonging to the college and recognise we are ambassadors for the good name and reputation of the college as a whole. This applies both on and off-site and on and off-line. We will show consideration for others and actively respect the college environment, and that of the wider local area, engaging positively with our neighbours and the community.

# BHASVIC Student Code of Conduct – while attending college, it is expected that you will:

Attendance & Punctuality		Be respectful, professional and mature, behaving in a way that promotes a co-operative, positive and productive learning environment. Bring essential equipment and arrive on time.
		Participate in all learning activities and commit to completing at least 13.5 hours independent study, outside lessons, each week.
		Attend full-time; we expect above 90 per cent. If absent, make sure you (or a parent/carer) contacts the attendance team and follows procedures to authorise all absences. Do not take holidays in term time.
		Communicate with your teacher or tutor if you miss lessons and make sure you complete all work which you have missed, preferably before your next lesson.
		Report to reception or student services if a member of staff does not arrive at a scheduled lesson after 10 minutes and you have not received instructions from elsewhere.
		Attend all tutorial sessions, and participate positively in additional college learning activities, including Personal Development, Skills, Progression, Work Experience, Employability and Enrichment workshops and online provision, which make up your overall guided learning hours.



Participation & Communication		Make sure that the work you submit for assessment is your own. Complete work to the best of your ability and meet all deadlines. Know how to seek help when you need it and take up the support offered.
		Avoid working for more than ten hours a week in any part-time job during term time, as it is likely to impact negatively on your learning. Protect some 'out of hours' time for your own wellbeing; and limit college communications with staff to weekdays and term-time where possible.
		Take responsibility for staying up-to-date with all college communication. Download myBHASVIC App, and turn notifications on. Regularly check Teams, e-mails and other myBHASVIC notifications.
		Take opportunities to contribute to the student voice process, student union, student forum and wider college enrichment activities, clubs and societies. Participate in trips and visits where possible.
		Do not smoke or vape onsite or in surrounding areas. Be careful not to block college entrances and exits or public footpaths when in a group, and follow instructions from Community Officer and Estates teams.
		Take pride in the college and surrounding local environment. Be considerate to our neighbours and keep all areas clean, tidy and free from litter. Eat and drink in designated areas only.
		Respect the property of the college, its staff, other students and visitors. Pay all fees and charges promptly or seek advice on bursary and financial support from Student Services.
		Be polite and respectful in all interactions, including online, and be aware of the way in which your behaviour and communication impacts on the reputation of the college.

Safety & Security		Carry your ID badge at all times while at college and show it if asked by any member of staff. Do not allow anyone else to use your ID card: if lost or stolen, report this to Student Services reception and get a replacement.
		Meet friends from other schools or colleges off-site and do not invite any non-BHASVIC person into college. Inform a member of staff immediately if non-BHASVIC students are on the premises. All authorised visitors must sign in at reception and wear valid ID.
		Report inappropriate or unsafe behaviour, including bullying and harassment, both on and off-line. Avoid using inappropriate language which may offend others.
		Take responsibility for your use of IT and make sure that such usage is safe, responsible and legal, taking note of the college's "IT Acceptable Use" and 'Bring Your Own Device' policy.
		Treat college as a place of work. You must not consume or be under the influence of alcohol or drugs whilst on site or be in possession of any alcohol, illegal substances or offensive weapons.
		Follow all other BHASVIC policies and procedures, as published on the main college website and always follow instructions from a member of staff in relation to Health & Safety and Site Security procedures.

**Be Happy Active Successful Valued Independent/Informed  
members of the College Community**

## **College Contract:**

- I agree to maintain positive standards of behaviour throughout my time at college.
- As a BHASVIC student I understand my responsibilities as a member of the college community and a partner in the learning process.
- I will engage with college materials in a mature and reflective manner, understanding that content and learning may be challenging at times, but trust that the college will take all reasonable steps to manage this in a sensitive, inclusive and professional manner.
- I will take part in supportive interventions, including support plans and sustainable study procedures, as necessary.
- I accept that I may be asked to leave, if, following supportive interventions (as outlined in the Student Behaviour Policy), my place on a course or continued study at college is no longer considered sustainable.
- I agree to uphold the values outlined in the college contract and to meet all commitments within the student code of conduct.

**SIGNED:**

**DATE:**