

HSFC EXPECTS



If you are going to succeed at HSFC you need to be absolutely sure about what we expect of you and what you should expect of yourself



College Mission

“Empowering students to achieve academic excellence within a supportive and challenging learning community”.

Term Dates

Autumn Term	Term begins	6 th September 2016
	PD day	11 th October 2016
	Study leave	24 th October – 28 th October 2016
	Term ends	16 th December 2016
Spring Term	Term begins	3 rd January 2017
	PD day	10 th February 2017
	Study leave	13 th February – 17 th February 2017
	Term ends	7 th April 2017
Summer Term	Term begins	24 th April 2017
	PD day	24 th April 2017
	Bank holiday	1 st May 2017
	Study leave	30 th May – 3 rd June 2017
	Term ends	23 rd June 2017

HSFC EXPECTS



As a student you can expect the College to give you the best opportunity to succeed on your course and prepare you for the next stage of your life. In return we expect you to act in a responsible, respectful and mature way. We also expect you to study hard and make the most of your time at college. To ensure we provide an environment that is safe, healthy, and enjoyable and maximises learning, we ask you to follow this code carefully:

Learning

Our business at Hartlepool Sixth Form College is for all students to learn and achieve. Any behaviour that compromises self-learning and / or that of others is not acceptable.

Respect

All our relationships at Hartlepool Sixth Form College are based on mutual respect. Any behaviour which demonstrates a lack of respect is not acceptable.

Equality of Opportunity

All members of our College community must be treated with respect and courtesy, whatever their role. Every person does matter.

Safety

HSFC and our staff must work within a safe and secure environment. Any behaviour which compromises this is not acceptable.

In the Classroom

1. Be on time (punctual), attend all classes and communicate reasons for any absence to your subject teacher either before or on the day of absence. We have a minimum acceptable attendance of 95%, you need to be here to learn.
2. Be ready to participate in lessons with all equipment needed and ready to engage in learning.
3. It is very important that you meet all course requirements such as assessment deadlines, completing tasks/activities set as independent learning activities outside lessons.
4. Always try to produce all work, both in and out of class, to the best of your ability and give all assignments the amount of time needed to fulfil your potential.
5. Switch your mobile phone off in class, workshops and learning workshops unless being used during the lesson. They can be an unnecessary interruption to your learning.
6. You should behave appropriately in class to contribute to the learning and never disrupt the learning of others with inappropriate behaviour.
7. Please do not eat or drink in classrooms (with the exception of water).

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Around the College

1. Ensure that you undertake at least four hours independent study per subject each week. This will help you become an independent learner and prepare you for the next stage of your lives.
2. Use private study time effectively throughout the week to ensure that all deadlines for assignments are met. This is time on your timetable where you can use the resources in college to really stretch yourself.
3. Wear your lanyard around your neck at all times whilst on College premises. It is important to keep the College safe and secure.
4. Treat all College staff and fellow students with respect and courtesy at all times.
5. Students with restricted mobility have right of way (at all times) when using the college lifts.
6. Smoking is only allowed in the designated area (smoking shelter at the rear of the College). There should not be any smoking at the front of the building.
7. Chewing gum is not allowed on the college campus, it can get on clothes, carpets and furniture.
8. Students should never use foul and abusive language in College, it is disrespectful and offensive. Students must never be in possession of or under the influence of alcohol or controlled substances. The College would respond to this very firmly.
9. Students should make sure they know and adhere to the IT code of practice.
10. The College campus operates a 'self-clear' policy in the student refectory; please ensure all litter is put in the appropriate separate bins provided.
11. Students should only eat food in the designated areas around the college – no food is to be consumed on the corridors.
12. Please adopt safe driving practices when driving on the College campus, the campus speed limit is 15 mph.

CONSEQUENCES

If you fail to meet any of the above expectations:

- You will meet with your Student Achievement Tutor to discuss your progress.
- Your parents/guardian may be contacted and invited into College for a meeting.
- You may be placed on a supervised timetable.
- You may be placed on a staged action plan which will escalate if the actions are not met.
- You may be required to meet with a senior member of staff.
- You may be asked to leave College.

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Gross Misconduct

To protect the learning environment and the welfare of both students and staff the College takes seriously any cases of gross misconduct and can involve in moving straight to a final warning, suspension or permanent exclusion. Although not an exhaustive list examples of gross misconduct can be seen below:

- Theft of any kind
- Threatening behaviour or assault
- Bullying or harassment including by text, email or social media
- Damage to property (College and personal property)
- Possession and/or use of alcohol
- Possession and/or use of illegal substances
- Cheating, plagiarism, forgery and gambling
- Inappropriate access to web material deemed unsuitable

What can you expect from the College and staff:

1. To be treated with respect at all times.
2. All staff are ambitious for you and have the highest expectations of you.
3. A carefully negotiated and agreed programme of study.
4. Clear and precise information on your course, assessment requirements and appropriate deadlines (including coursework and internal/external examinations).
5. Regular setting of work with prompt marking and return to allow you to make progress.
6. Effective and regular monitoring and reviewing of your progress, which will include the setting of targets and action plans.
7. Access to the resources required for progress in each part of your programme
8. Pastoral care and support, including a core tutorial programme.
9. Careers advice and guidance, including progression to Higher Education and assistance with UCAS Applications as well as preparation for the world of work.
10. Opportunities to take part in social, cultural, leisure and sporting activities.

Signature of Student Date

Signature of Student Achievement Tutor Date