

Rules and Regulation Notes

- Have respect for the lecturers and your fellow students – turn mobile phones OFF. Parents – keep your phones on mute and if your childcare provider/family call, please take your call outside of the classroom
- Hand in assignments on time. You are told in advance when they are due, so make a timetable in your home and try and stick to it
- Please don't be abusive to any member of staff or your fellow students. You are all adults and on a level of education where bad behaviour is an automatic suspension with the possibility of exclusion – ZERO TOLERANCE POLICY. Take your grievances outside the college - you are potential managers and future professionals, please behave like it
- Don't sign the register/swipe in for anyone else other than yourself. We do head counts and if they don't match, we will go through the register until we find who has been signed in – leads to an automatic suspension
- Security passes to be worn at all times for easy recognition. Security will ask to see these every day – make sure you allow them to check, they are only doing their job
- If a member of staff asks to see your ID – let them. It's college property, not yours
- First aiders in the building are Kristina (302), Esther Hardy (316), Aleks (Reception)
- We have a duty of care to look after each and every one of you. Prevent – you may have heard of this. It is a system that has been put in to every college and university in the UK, as well as most businesses. As the name suggests, it is to prevent you being bullied and there for safeguarding. If you hear of anything that alarms you, raise it with a member of staff or see Esther Hardy, as she is a Prevent Officer.
- Welfare issues are addressed discretely and privately – never discussed with any another staff member unless authorised. Please seek Esther Hardy, registrar, in room 316. Appointment to see her can be booked with Student Support in Room 301.
- This is a NO SMOKING building, including e-cigarettes. There is a smoking area outside the front of the building
- Any disabilities - educational, mental or physical. There is 1-2-1 support from the DSA for all types of disabilities. Please go to room 301 and they will be able to help you
- Student Support is available for all your needs. Please never sit in silence!
- Please have respect for the building. Do not eat or drink in the labs or classes
- Student Finance team are available in room 320 if you have any issues