

## YOUR COMMITMENT

### During your time here, we would expect you to:

- Work hard to the best of your ability and accept responsibility for your own learning
- Be organised, ready to learn and come prepared for all your lessons
- Complete homework tasks by making good use of independent study time
- Ask for help when you need it
- Be punctual for all classes and meet all your deadlines
- Comply with College rules and regulations in relation to your studies and the College Environment
- Actively engage in reviewing your progress by keeping My eprogress up to date, attend progress reviews and set clear SMART targets
- Make sure that work you submit for assessment is your own
- Comply with the John Ruskin College Learning Centre Code of Conduct, the E-Learning Agreement and the Anti-Bullying and Cyber Bullying Commitment
- Ensure that mobile phones are switched off during teaching related activities and are not brought into exam rooms (even if they are turned off)
- Not take holidays in term time
- Attend all your lessons in your Study Programme (Vocational, English & Maths and tutorial). If attendance falls below 95%, you will be required to attend a formal meeting with your tutor
- Attend work experience and behave appropriately
- Keep your parent(s), carer(s) or key worker(s) informed about important College matters and accept that we will contact your parent(s), carer(s) or key workers(s) directly if the need arises
- Remove caps, hats, hoodies or bandanas, before entering the College and remove outside coats in classrooms
- Smoke in designated areas only
- Consume food in the canteen only

### The College is a busy, multi-cultural and a safe community. It is therefore, also important that you:

- Treat everyone with respect and politeness
- Actively support the College commitment to ensure that we are a safe community for all learners to achieve and thrive in
- Behave in a responsible and thoughtful manner at all times
- Inform staff if outsiders are on the premises
- Wear and ensure your identity badge is visible at all times
- Look after your valuables (try not to bring anything that is not essential to College)
- Follow instructions from staff in regard to Health & Safety procedures and on issues of appropriate conduct
- Treat College property with care and respect

### The College also tries hard to be a good neighbour, so please:

- Respect the local residents' right to privacy
- Dispose of litter in an environmentally friendly manner
- Be aware that you are an ambassador for the College and treat local residents with respect and politeness.