

STUDENT CODE OF CONDUCT: August 2024 – July 2025

This document must be read by all existing and prospective students. As a student, by accepting and taking up your place with Harlow College you are agreeing to abide by our Student Code of Conduct.

During the induction process you will need to confirm you have read and understood this document. Discuss with your Personal Development Coach (or Teacher if you are part-time) any changes or circumstances that may affect your study or attendance at college.

Whilst studying with Harlow College you are required to abide by, and support, the Student Code of Conduct at all times as set out below, failure to do so could invoke the use of the Student Disciplinary Policy or other relevant policies and may result in sanctions being applied (a link to related policies is available at the end of this document):

Attendance and Punctuality

- ✓ Maintain a minimum of 90% attendance for any face to face delivery
- ✓ Maintain a minimum of 90% engagement for any online learning
- ✓ Arrive on time for all classes, ready to learn (Face to face or virtual)
- ✓ Discuss with your Personal Development Coach (or Teacher or Tutor if you are part-time) any changes or circumstances that affect your study or attendance

Behaviour

- ✓ Have your Harlow College ID at all times when onsite, you may be requested to show your Harlow College ID by staff at any time.
- ✓ Maintain respectful and appropriate behaviour at all times, ensuring that your behaviour or actions do not bring the College into disrepute at any time, even when not on College premises or on a College activity
- ✓ Abide by the Mobile Phone Statement
- ✓ Be ready to study by bringing with you to College the full equipment that you need to support your study
- ✓ Don't bring onto campus item(s) that might cause concern, harm to yourself or others, or offence to others
- ✓ Do not use foul or abusive language anywhere on the campus
- ✓ Treat everyone with respect whatever their age, race, gender, sexual orientation, disability, level of ability, religion, culture or ethnic background.
- ✓ Peer on Peer/child on child abuse and harmful sexual behaviour, including on-line abuse and explicit images will not be tolerated.
- ✓ Look after and respect your College environment, the facilities, classrooms and resources.
- ✓ Respect the College's rule on smoking and vaping
- ✓ Do not bring alcohol or illegal drugs into the College or attend College under the influence of alcohol or illegal drugs (please inform your teacher of any prescription drugs that may affect your behaviour)

Academic Performance

- ✓ Bring the correct learning materials (i.e. any PPE or a charged iPad)
- ✓ Work hard to make learning successful for yourself and others in your group
- ✓ If you are behind with work, make every effort to catch up and attend workshop sessions
- ✓ Complete all your assignments in line with the brief given to you, and hand them in on time

Academic Misconduct

- ✓ Make sure all coursework submitted is your own work
- ✓ Abide by the regulations of the relevant examining body for your qualification
- ✓ Ensure your work is appropriately referenced
- ✓ Use AI when instructed by your teacher only, outside of this it will be treated as Academic Misconduct

Health and Wellbeing

- ✓ Certain behaviours may impact your future career; consider carefully how you behave at all times both on site and online, including social media
- ✓ Ensure that you maintain a healthy lifestyle that supports your chosen career
- ✓ Follow the College's guidance on being safe on-line

Equality and Diversity Statement

Harlow College is committed to ensuring equality of opportunity for all who learn and work here and for all members of the community served by the College. We respect and positively value differences in race, gender, sexual orientation, disability, class and age. We will strive vigorously to remove conditions which place people at a disadvantage.

Harlow College will provide you with:

- ✓ An induction to the College and your course
- ✓ A safe learning environment in which to study
- ✓ A zero-tolerance approach to any peer on peer abuse or harmful sexual behaviour
- ✓ A zero-tolerance approach to any behaviour that is racist or homophobic
- ✓ Our best efforts to ensure teaching is of high quality and regularly reviewed
- ✓ Regular assessment and feedback on your progress
- ✓ Return of your work, marked in line with the College Academic Assessment Policy, and with relevant feedback to assist you to improve
- ✓ Examination entries made for you where you have shown the required level of commitment
- ✓ A full range of information, advice and guidance on employment, training and education
- ✓ Study support to meet your needs
- ✓ The chance to express your views through learner surveys, learner voice, Academy voice and Student Ambassadors and Student Governors
- ✓ A Harlow College ID and lanyard

Related Policies and documents

You will find all policies and documents relating to the Student Code of Conduct [here](#).

By completing your enrolment at Harlow College, you are confirming that you have read and agree to these policies and related documents.