**Behaviour Policy**

**Our students have exemplary behaviour but the key areas below constitute fundamental rules in the College for the safety and wellbeing of all.**

 Full attendance and punctuality at all timetabled sessions, and workshops and additional support sessions

 To work to the best of your ability

 To complete and submit all work/homework set outside of class contact time and to the deadlines given

 Active participation in academic and pastoral review sessions and ownership of individual action planning in which personal/academic goals are set and worked towards and reviewed every half term

**Visitors to the college**

Under no circumstances should students invite visitors onto College premises or grounds. This is essential to safeguard all staff and students.

**Behaviour/Misconduct**

A verbal warning can be given by any member of staff if they see any incident in or around the College premises. The warning, and the reasons for the warning, will be recorded on the personal file of the students involved. Certain serious offences (i.e. vandalism, racial fighting, cyber bullying and abusive behaviour) will lead immediately to the formal Misconduct Policy. Major incidents may result in a suspension or permanent expulsion from College.

**Drugs, alcohol & smoking**

The College prohibits the use or possession of any intoxicating substances on its premises. The College is very concerned that substance use or alcohol consumption can result in severe physiological and psychological problems and in some cases be the catalyst towards further use and is not conducive to academic success.

If students are intoxicated they will be suspended and sent home pending further parental contact and subsequent appropriate action. Smoking is strictly confined to the designated area. It is illegal for anyone to smoke anywhere else in the College’s grounds or immediate area surrounding the campus; this includes electronic cigarettes. Students who smoke in areas other than those designated are liable to be suspended.

**Caps, hats & hoodies**

To maintain a professional working environment, we have a policy of no caps, hats or hoodies within the College environment.

**Spitting**

The College operates a strict ‘no spitting’ policy anywhere on the Colleges grounds and around the campus. The rule is also applied at all times on trips and visits.