

# ETC Student Code of Conduct

Please read, make sure you understand and follow this Student Code of Conduct, as well as any other College regulations that apply to you. Most of these rules relate to the idea of mutual respect: please show respect for other people wherever you are – at ETC, at home, around the town or on an excursion or activity outside of the College. **You agree to:**

- \* Respect and show consideration for members of the public, other students, staff and visitors to ETC. Behave in a way that does not affect other students' learning, enjoyment or safety.
- \* Speak English at all times when at ETC or on an ETC activity or excursion.
- \* Complete all of your coursework and homework on time and to the best of your ability.
- \* Switch off mobile phones, MP3 players, pagers and any other electronic devices during lessons, in the library / computer room and any other areas that are being used for learning.
- \* Attend all classes regularly and on time.
- \* Work co-operatively with all ETC staff members and carry out any instructions that they give you.
- \* Follow any rules posted on ETC noticeboards, in the Welcome Pack and ETC enrolment conditions.
- \* Carry your Student Identity Card at all times and show it to any member of staff who asks to see it.
- \* Follow Health and Safety rules very carefully, including Fire Drill procedures.
- \* Look after your own property carefully. Do not leave your things unattended – always take your things with you. ETC cannot be responsible for your lost or stolen property.
- \* Look after ETC buildings, facilities, equipment and resources (eg. books) carefully. Dispose of all litter correctly, using the bins and recycling boxes provided.
- \* Follow smoking restrictions. Smoking is not allowed on ETC premises or in any public building. (There is one smoking area at the front of 24 West Hill Road).
- \* Return any items borrowed from ETC on time and in the same condition as when borrowed.
- \* Contact a member of staff immediately if you are unwell, unhappy, frightened or worried about something. If you are not sure who to speak to, the staff at Reception will help you. Please telephone: 01202 559044 during working hours (08.30 – 17.00 hrs, Monday to Friday). Call the ETC emergency number if you have a serious problem (Tel: 07966 380973).
- \* Call 999 if you urgently need the Police, Fire Service, Ambulance or Coast Guard. This number is for real emergencies only!

**Please sign to show that you have read, understood and agree to follow this Code of Conduct:**

**Your name:** ..... **Your signature:** .....

**Date:**        /        /        .        **Teacher's signature:** .....

**Original to file; copy to student.**

**[www.etc-inter.net](http://www.etc-inter.net)**