

## Learner Code of Conduct

B2W places high expectations on all learners undertaking a course. All learners are representatives of B2W and are expected to act in a way that positively promotes and upholds fundamental British Values.

By enrolling onto a programme of study at B2W and signing the learning agreement, I agree to adhere to the following:

- Attend all lessons punctually and meet deadlines for completing work to a high standard at all times.
- All absences will affect my % attendance and I understand that the % attendance rate expected from all learners is 100%; the attendance target is set to ensure that I have the best opportunity to succeed on my course and as a preparation for the expectations of working life.
- Follow instructions for completing assignments and exams without cheating, copying or plagiarising (using someone else's work, e.g. from the internet, another student or a book or magazine, and pretending it is my own).
- Not to smoke (including electronic cigarettes), anywhere on B2W premises except designated smoking areas. This includes entrances and exits.
- Respect the well-being and property of other members of B2W and the wider community and treat B2W property with care.
- Keep my mobile devices on silent and non-vibrate mode or switched off in learning areas and use only with permission of the staff.
- Demonstrate respect to all learners and staff and behave in a thoughtful, caring and responsible manner. Violence, discrimination, harassment, bullying or foul and abusive language are not tolerated. This includes wearing or displaying logos or slogans that could offend other people.
- Safeguard the reputation of B2W by not behaving in a way that could damage the good name of the organisation. This includes not posting images or words online which may give a bad impression of B2W, its learners or staff.
- Observe B2W's Health & Safety regulations, pay attention to my own and other people's health and safety and follow instructions given by staff regarding this.
- The possession or use of drugs including legal highs, alcohol, or weapons on any B2W premises is strictly not allowed.
- Be aware of, and follow the wider organisation rules and respond to any reasonable request from a staff member about behaviour and standards.

***If I fail to follow this Code, disciplinary action may be taken in accordance with the Student Disciplinary Procedure. This may lead to exclusion from my course.***