

Learner code of conduct

1. Policy

Ely Classrooms is committed to providing first-class learning, with a responsibility to all learners to provide professional standards of teaching within a safe and motivating learning environment. As part of this, learners must also accept and undertake various responsibilities which form the basis of the Learner Code of Conduct.

2. The Learner Code of Conduct

The Learner Code of Conduct is important as it aims to ensure that everyone works within an environment that is safe, secure and conducive to learning.

Unacceptable behaviour is defined as – ‘any behaviour which impacts negatively on teaching and learning’.

Whilst employees / tutors / assessors are urged to be sensitive to learners’ individual circumstances, it must be emphasised that there are no exceptions in the application of the responsibilities outlined in this Code of Conduct.

This code lists each learner's responsibilities and describes the various stages in the Ely Classrooms disciplinary procedure.

Learners are following reduced timetables and are under the age of 19.

3. Responsibilities

Learners must –

- Recognise and observe Ely Classrooms’ policies and procedures.
- Show respect to others and not intimidate anyone.
- Allow others to learn and work without interruption or disruption.
- Attend classes regularly and punctually.
- Observe all Health and Safety regulations registered by Ely Classrooms.
- Observe the No-Smoking regulations.
- Eat and drink only in designated areas.
- Know and follow the emergency evacuation procedures.
- To be respectful towards and not damage equipment, materials or buildings.

4. Unacceptable Behaviour and Misconduct

Examples of unacceptable behaviour / misconduct that might lead to disciplinary action are listed below:

- Abusive language or intimidating verbal or physical behaviour towards learners or staff.
- Deliberate misuse of, damage to, misappropriation or theft of, any learning material and/or equipment, furniture, fittings or other property belonging to Ely Classrooms, learners or employees.
- Abuse of computer facilities through the installation of personal or illegal software or otherwise engage in other activities which may disrupt the computer network or infringe the
- IT user code of conduct.
- Cheating or copying another Learners’ work.

- Anti-social or disruptive behaviour e.g. Any behaviour that infringes upon other Learners' ability to learn.
- Infringement of intellectual property rights. Misuse of the email or internet system by transmission or downloading of any material, for Ely Classrooms learning or personal use, in the following categories will constitute gross misconduct and could potentially lead to disciplinary action:
 - Defamatory e.g. Criticising individuals or organisations.
 - Offensive or obscene material.
 - Sexist, racist or offensive on the grounds of religion.
 - Untrue or malicious, protected copyright material.
 - Pornographic material of any kind

5. Serious Incidents

Examples of a serious incident might include:

- Wilful damage to property.
- Downloading inappropriate material.
- Physical violence.
- Serious breach of health and safety.
- Verbal or physically abusive behaviour.

A serious incident could lead to immediate removal from premises and should be dealt with by the most senior person on site.

The Police will be called (if appropriate) and/or a letter from the Director will be sent, inviting the Learner to a meeting to take place within 10 working days.

6. Learner Disciplinary Procedure

Incident Occurs

Stage One - Pre-Disciplinary Procedure

- Employee / Tutor / issues verbal warning informing the Learner that his / her behaviour is unacceptable and infringes the Ely Classrooms Code of Conduct.

Stage Two - Start of Disciplinary Procedure

- Employee / Tutor issues a Second Verbal Warning.
- A written report of the incident is made and passed to the Director. Director passes the information onto the commissioning school and parents/ carers.

Stage Three – Meeting with the Learner

- The Director arranges a meeting with the Learner, commissioning school and parents/ carers.

Stage Four – Exclusion

- If appropriate, the Director excludes the Learner.
- The Director, in discussion with the commissioning school, determines the duration of the exclusion period.

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