

# Code of Conduct

When you accept a place at Kingston College you agree to be courteous and helpful, and to show respect towards all people in the College and the local community.

## **We value others, therefore:**

- Behave in a way that shows care and consideration to all
- Respect other people's values and beliefs
- Do not use foul or offensive language
- Be considerate when using the lifts and use the stairs wherever possible; remember some may be less able than you and have to use the lifts

## **We value our environment, therefore:**

- Look after the property, materials and equipment of the College, staff, students and visitors
- Only eat and drink in the areas provided and put litter in bins
- Follow the Health and Safety Regulations at all times – don't put yourself or others at risk
- Do not disrupt others whilst moving around the College – keep noise to a minimum and behave sensibly
- Do not hang around reception areas and corridors – don't block passages, doorways and staircases
- Switch off your mobile phone in classrooms, study areas and workshops, or wherever it may disrupt or annoy others

## **We value our learning, therefore:**

- Attend all your classes and activities
- Arrive on time for all your lessons and appointments
- Be prepared for your lessons – make sure you have your books and equipment
- Hand in your work by deadlines – you will be set work on a regular basis.  
Your success relies on your completing this work to the best of your ability
- Tell the College as soon as you know you will be absent

We believe in our Student Charter and the College's rules and regulations. ID Cards must be visible at all times.

Please remember that when you are on a fieldtrip, on public transport or in Kingston Town Centre you are representing Kingston College. Please behave appropriately at all times.

**Failure to comply with our Code of Conduct will lead to disciplinary action.**