

# Priestley College Charter

***As a potential student at Priestley College, you may expect:***

- Access to impartial advice and guidance about courses at the college
- Information about the college, its performance and its courses, to be up-to-date, accurate and in a variety of formats to meet your individual needs
- To be guided carefully on your individual choice of study programme, appropriate to your existing qualifications and desired aim, and to be guided on future progression

***As a student at Priestley College, you may expect:***

- To have teaching of high quality which is enjoyable and challenging and which enables you to improve and progress. This may take the form of remote or face-to-face delivery
- To have appropriate work set and marked on a timely basis which gives you clear guidance on how to improve
- Regular performance reviews where praise is given, and targets set, which allow you to improve and progress
- Opportunities to take part in enrichment activities
- Facilities and equipment of a high standard
- To experience an open and supportive culture where you can thrive and achieve and where you are assured that your welfare will be treated as a high priority
- Additional learning and personal support when it is needed, provided that the college is made aware of your individual needs (and that funding is available)
- The opportunity to have your opinions heard and responded to through elected Student and College Councils, opinion surveys and focus groups etc
- To be dealt with fairly and respectfully regardless of your age, ethnicity, gender, sexuality and any disability or learning difficulty
- A safe environment in which to study
- Impartial advice and guidance about applications for further education, training and employment following your time at college, and appropriate help with applications to higher education or employment

***As a student at the college you have responsibilities towards yourself and other members of the college community. We expect you:***

- To be committed to your courses, passionate and willing to learn
- To attend all subject lessons, Priestley Plus sessions and tutorials (including remote lessons)
- To be punctual to all timetabled sessions
- To wear your college ID at all times when on campus and when on college trips (when appropriate)
- To come prepared to all your lessons with relevant equipment and materials
- To keep mobile phones switched off in classes, unless directed otherwise by your class tutor
- To remove and store away all earphones/audio equipment whilst in classes
- To set sufficient time aside out of lessons to complete your college work
- To inform the college of any unavoidable absence and to take responsibility for completing any missed work
- To work to the best of your ability and to submit work on time
- The cause for concern procedure may be used to support individuals that do not meet college (attendance/punctuality/deadline) expectations
- To stretch and challenge yourself both inside and outside of lessons and take advantage of all opportunities offered to you
- To attend and prepare thoroughly for Parents' Evenings and Review Meetings as requested
- To regularly use Portal to check your attendance, progress and targets
- To treat other members of the college community with respect
- To respect and not to damage the college environment or the property of others
- To respect the local community and college neighbours by treating their property and gardens with care
- To make yourself aware of, and to abide by, the college's equality and diversity policies and procedures
- To report any incident of bullying or harassment
- To work and behave with due regard to your own and others' welfare, and follow all health and safety procedures
- To follow the college calendar and to avoid holiday bookings in term-time
- Not to eat or drink outside student social areas. Bottled water only is allowed in classes
- To restrict part time employment to no more than 10 hours per week
- To make doctor/dentist appointments outside of timetabled sessions, wherever possible
- To follow the green travel agenda wherever possible by using public transport, cycling or walking to college
- To park carefully and considerately in designated student parking areas if you really must bring a car to college
- To always act as an ambassador for your college
- To keep food and relaxation areas clean and tidy
- Not to wear clothing items that have slogans or graphics which may be offensive to others
- To report to the Inclusion Manager any changes in your health and well-being to ensure that we will be able to support you appropriately

***As a parent or carer of a student at Priestley College, you may expect:***

- The college to fulfil the statements in the student section of the Priestley College Charter
- To receive professional, prompt and courteous service when you contact college
- To receive regular information regarding your son's/daughter's attendance and performance (which can be obtained via email each half term)
- To be personally informed of any concerns regarding your son's/daughter's progress and/or welfare
- Opportunities to meet college tutors at least once during each academic year to discuss progress
- To have the opportunity to voice your opinions through parent surveys

***As a parent/carer we need you:***

- To support the college's expectations and commitment to outstanding attendance, punctuality and meeting deadlines
- To inform the college if you have any concerns regarding your son's/daughter's progress or welfare
- To attend, whenever possible, when invited to Parents' Evenings or individual progress reviews
- To avoid booking holidays during term time (view college calendar on the website)
- To make doctor/dentist appointments outside of timetabled sessions, wherever possible
- To contact the college by phone or email, by the start of the college day, if your son/daughter is unable to attend college
- To inform the college of any changes in address, telephone number or personal circumstances
- To support us in encouraging your son/daughter to follow the green travel agenda wherever possible by using public transport, cycling or walking to college

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