

**Teacher Student Contract Policy**

City College Limited

69 Steward Street

Birmingham

B18 7AF

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| Title  | Teacher Student Contract Policy | Department  | Quality  |
| Location  | Sharepoint  | Author  | PWA |
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| V.1  | SS | August 2018 | First draft  |
| V.2 | PWA | October 2020 | Review |
| V.3 | PWA | January 2021 | Review |

**Key Person(s)**

**Managing Director**

**Associate Director for Quality and Partnerships**

**Higher Education Manager**

**Chief of Staff**

**Teacher Student Contract Policy**

**Purpose**

The Teacher and Student contract (Appendix 1) sets out the broad expectations which students can have of the staff at City College and the broad expectations which the College has of them. In addition it identifies the code of conduct.

The contract is designed to support the broader College policies in ensuring that students are clear about the purposes of the College and the ethos which the College seeks to promote.

In the event of disciplinary action against the student within the Student Disciplinary Policy, the contract provides evidence of their agreement to abide by College rules. It also enables students to make a complaint using the College Complaints Policy if a member of staff fails to keep their promises as set out in the contract.

**Procedure**

All students will be issued with the contract during their induction. The issuing member of staff should go through the contract content with the students, illustrating various points and ensuring that they have fully understood the meanings of statements and the importance of the document.

The student and teacher will both sign the contract.

The teacher is responsible for ensuring that the contract is signed and for collecting the copy of the contract, which should be placed in the individual student file for the paper version or scanned and uploaded to their account in Virtual Learning Environment (VLE) . A copy should be retained by the student.

**Programme ……………………………………….…………………………………………............. I agree to the contract and confirm I have received a copy of the Handbook which contains summaries of the relevant policies**

**Appendix 1 Teacher and Student Contract**

**Date ……………………………**

**Name of Tutor …………………... Signature …………………………………. Name of Student …………………………… Signature ……………………………….**

Teaching staff at the College regard your learning as their primary responsibility:

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| Teachers/Assessors will set an example by following College’s values and support your learning as detailed below. | As a student of the College I will set an example by following College’s values. I will: |
| 1. Respect you as an individual and provide opportunities for you to express your views, valuing your contributions and opinions. Issues regarding unsatisfactory progress will be discussed with you in private.
 | 1. Treat all other students, all staff and visitors in the College with respect. I will be polite and courteous at all times. Any behaviour, which is likely to cause offence or harm to others, or bring the College into disrepute, will not be tolerated. I will ensure priority is given to disabled people and to people with mobility difficulties when using the lifts.
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| 1. Teachers/Assessors and other staff will comply with the College's Equality and Diversity Policy at all times.
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| 3 Teachers/Assessors will agree and provide you with an appropriate individual learning plan, which takes into account your skills, prior attainment and preferred destination along with agreed goals and targets. For full-time programmes, a Tutor will be allocated, and they will meet with you on a one to one basis to review your progress on at least two occasions. Progress reports will be provided throughout your programme.  Teachers/Assessors will provide you with a copy of the College quality policies and procedures which includes:* Written instructions and details of how the work will be assessed and graded
* A deadline for completion of the work
* A date when assessed work will be returned to you
* Constructive feedback to help you improve
* The Appeals Procedure
 | 1. Complete work set and submit it for assessment on the due dates unless the teacher concerned has agreed an extension. I will be able to discuss my progress regularly during personal tutorials.
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| 1. Teachers/Assessors will direct you to all available resources to enable you to maximise your opportunities for study.

Teachers/Assessors will discuss the College’s E-safety policy with you and how to use the internet safely. | 1. Work to the best of my ability at College and at home. Plagiarism or the copying of other students' work is not permitted. I will only use the computing facilities and resources within the College for study or work-related purposes. I will comply with the E-safety Policy.
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| 1. Teachers/Assessors will start and end their sessions at the agreed times. Your allocated Tutor will monitor your progress through personal tutorials and will provide you with the help and support you need on your programme. They will help you to take advantage of the College support services including additional learning support.
 | 1. Regularly attend all classes, workshops, tutorials, additional support sessions, work experience and all other scheduled activities relating to my programme of study on time. I will achieve 100% attendance unless there are circumstances that prevent me from doing so.

I will inform the College in advance if I am ill or unable to attend any session. I will make appointments to see my doctor and dentist outside class time. Other than for illness, I will not be absent from College during term-time.  |
| 1. Teachers/Assessors will direct you to the support available for you if you are experiencing any barriers to learning or personal issues.
 | 1. Raise any concerns promptly with my Teachers/Assessors/Student Support Worker, if I am experiencing any difficulties with other students, my teachers or the work being set so that the necessary help can be arranged.
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**City College ‘Student Charter’**

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| **My…** | **Right is to…** | **Responsibility is to…** | **Reward is to…** |
| **Education** | receive high quality teaching with helpful feedback | be ready and on time for learning | be inspired and motivated to achieve |
| **Learning Environment** | have access to resources which help me | respect my College and its community | take part in activities which will develop my well-being |
| **Behaviour** | be respected | behave responsibly | achieve my goals and help others to achieve theirs |
| **Safety and Welfare** | feel safe and supported | know who to go to if I have any concerns | enjoy College life with others |
| **Next Steps** | have access to advice and guidance  | work hard and achieve my targets | have access to education and/or employment opportunities  |