

Study Programme Learning Contract

Welcome to your study programme and learning journey at ESC/JRC. The following information is aimed to ensure that you make the most of your time at College and the guidance will also support both you and your parent/carer to work with us in partnership as well as maintaining the core values that form the basis for an enjoyable College experience.

College staff have a learner centred approach and will support you to succeed, to become aspirational and to help you realise your full potential. All College members are expected to behave with mutual respect, to act with integrity and honesty and to demonstrate hard work and commitment. They are also expected to share a passion for learning, have high expectations of themselves and to demonstrate high standards of performance and achievement.

The College – our commitment

During your time here, you are entitled, wherever possible, to:

- Honest information about the College and its programmes.
- Suitably qualified and experienced teachers and where appropriate additional support from specialist staff.
- Opportunities to take part in a range of social, cultural, wellbeing related and sporting activities that enrich the learning experience.
- Access to appropriate specialist resources, including workshop tools and machinery, computers and software.
- Access to impartial careers guidance.
- Access to confidential counselling.
- An inclusive learning environment that is safe, free from discrimination, celebrates diversity and actively promotes equality and belonging for all students.
- Contact, by the College, with your parent/carer on significant issues affecting your progress.
- Caring, respectful and supportive staff that will do their best to help and challenge you to realise your full potential.

Course tutors, who will:

- Provide high quality teaching & learning targeted to your individual learning needs.
- Be well organised and offer stretch and challenge opportunities in classes and workshops.
- Provide a stimulating, safe and well managed learning environment.
- Set work appropriate to the course, mark it promptly and give feedback that supports you to improve.
- Actively participate in individualised target setting, reviewing and the recording of your progress which will be uploaded to eTracker (ESC) or On-track (JRC).
- Provide pastoral support, inclusive of health, well-being and safety.
- Promote personal development and provide support in development and acquisition of essential skills.
- Track progress and help you to set stretching and ambitious targets which will be uploaded to eTracker (ESC) or On-track (JRC).
- Support your progression steps and destination decisions.
- Monitor attendance, behaviour and academic performance and identify strategies to help you to achieve your goals.
- Provide opportunities for you to develop and demonstrate citizenship, tolerance and resilience.
- Reinforce the College's commitment to safeguarding, inclusivity, equality and diversity.

If additional assistance is required

If you are unhappy with any aspect of College life, or our educational provision, we hope that you will raise the issue with us and give us the opportunity to put it right.

The Student – your commitment

During your time here we would expect you to:

- Work hard to the best of your ability and accept responsibility for your own learning.
- Inform us as soon as possible if you have any additional learning needs.
- Be organised and come prepared for all lessons and workshop sessions.
- Wear PPE (Personal Protective Equipment) as required.
- Complete homework/pre-work tasks by making good use of independent study time.
- Ask for support when needed.
- Demonstrate outstanding attendance and be punctual for all classes.
- Manage your time effectively to meet all deadlines.
- Comply with College rules and regulations in relation to your study programme and the College environment.
- Actively review your progress by engaging with eTracker (ESC) or On-track (JRC) and attending progress reviews.
- Ensure that the work that you submit for assessment is your own.
- Ensure that mobile phones are switched off during teaching related activities and follow the awarding body guidance when using exam rooms.
- Avoid taking holidays in term time.
- Attend work experience for the required number of hours and actively engage with seeking work experience.
- Keep your parent(s), carer(s) or key worker(s) informed about important College matters and accept that we will contact your parent(s), carer(s) or key workers(s) directly if the need arises.
- Smoke in designated areas only.

The College is a busy, multi-cultural and a safe community. It is therefore, also important that you:

- Treat everyone with respect and politeness.
- Actively support the College commitment to ensuring that we are a safe community for all learners to achieve and thrive in.
- Behave in a responsible and thoughtful manner at all times.
- Inform staff if outsiders are on the premises.
- Wear and ensure your identity badge is visible at all times.
- Follow all health and safety guidance in place in communal areas.
- Look after your valuables (try not to bring anything that is not essential to College).
- Follow instructions from staff in regard to Health & Safety procedures and on issues of appropriate conduct.
- Treat College property with care and respect.

The College also tries hard to be a good neighbour, so please:

- Respect the local residents' right to privacy.
- Dispose of litter in an environmentally friendly manner.
- Be aware that you are an ambassador for the College and treat local residents with respect and politeness.

This contract is valid for the duration of the learner's study at the College and by signing you are agreeing to abide by this contract.