

Arklow FETC VTOS & BTEI Student Code of Conduct

The following Code of Behaviour has been drawn up in accordance with statutory requirements and the policies of Kildare and Wicklow Education & Training Board. This policy is also supported by our Behaviour Policy and other such related policies; copies of which are available from Arklow FETC and on the Arklow FETC website.

Our Code of Behaviour in Arklow FETC is designed to create an atmosphere in which all students are offered an equal opportunity to learn to the best of their ability and to attain their full potential. Our code is intended to support students to have a positive learning experience while studying at Arklow FETC on our VTOS & BTEI Programmes. Arklow FETC expect that students who enrol in the respective programmes give a commitment to behave in an appropriate manner. Therefore, all stakeholders expect:

1. RESPECT AND CONSIDERATION This means –

- That you show respect, courtesy and tolerance towards all staff members, fellow students and visitors to the centre.
- That you acknowledge the authority of the staff of the centre, both academic and support staff, in the performance of their duties
- That you approach your academic endeavours with honesty and integrity
- That you comply with the academic programme requirements such as class attendance and assessment requirements
- That you comply with Arklow FETC requirements such a payment of fees, use of Moodle VLE, computer networks and systems and examination regulations
- That you will avoid providing false or misleading information to or withholding relevant information from any party regarding academic achievements
- That you will behave in a manner that enables and encourages participation in the educational activities of the centre and its programmes and does not disrupt the functioning of said centre or programmes
- Maintain the good name of Arklow FETC and KWETB by representing it in a way that does not discredit it
- That physical or verbal disrespect towards others in the centre community is **not** acceptable or tolerated.
- That you respect all centre/personal and other people's property.
- That any form of bullying is not tolerated.

Covid-19 Amendments and Additions

Requirement: Students must maintain 2m physical distance from others where possible in the centre. If 2m distance is not possible, students must wear a face covering in accordance with HSE guidelines for FET centres.

Response: If students refuse to wear a face covering where 2m distancing is not possible, the student will be asked to leave the centre on health and safety grounds and a meeting will be arrange with the coordinator identify the required supports.

2. ATTENDANCE AND PUNCTUALITY This means –

- In order to receive the full educational, social and personal benefits of your programme- full attendance is required and good punctuality is necessary.
- If you are less than 15 minutes late, please ask your teachers permission to enter the class as your arrival may be disruptive to the running of the class.
- If you are more than 15 minutes late, please wait in the study room (Room 204) until your next class period.
- If you will be absent or if you are running late notify the centre with a phone call to the centre 0402 39680
- Students will be required to attend a meeting with the Co-ordinator if:
- They miss 1 day a week for 3 weeks in a row, without communicating a valid reason to the Co-ordinator.
- They consistently miss the same class each week without communicating a valid reason to the Co-ordinator.
- A minimum of attendance of 80% is required from students in order to enter for assessment. Attendance will be recorded in each class.
- They consistently attend their class late or if they consistently leave their class early without communicating a valid reason to the Co-ordinator.
- This meeting will act as a verbal warning. Should the pattern of non-attendance or poor punctuality continue- a written warning will be issued. Finally, a student will be terminated if they do not improve their attendance/punctuality following a time-frame set out in the initial meeting.
- Should a VTOS or BTEI student not attend the centre for 2 weeks in a row without a valid reason they will be immediately terminated from the course.

3. EQUIPMENT This means –

- That you respect the centre policy on mobile phones, other digital devices and internet usage
- That you have the required materials for each class
- That you are fully prepared for your subjects each day
- That you write your name on all books loaned to you under the Book Rental Scheme and that these books are suitably maintained.

Covid-19 Amendments and Additions

Requirement: Students must use their own equipment at all times in compliance with hygiene regulations. Similarly, students are not permitted to share any equipment or belongings with classmates. Students should sanitise their own school equipment on a regular basis. All workstations (desks, chairs & computers) should be sanitised before and after use.

Response: Students will receive constant hygiene reminders from staff in order to minimise risk to themselves and others.

4. Centre PROPERTY AND ENVIRONMENT This means –

- That you are respectful, tidy and careful with centre property and equipment.
- That you report, immediately, any damage to the teacher in charge or the

programme coordinator.

- Eating in classrooms is strictly forbidden, students are permitted water in the classroom
- Cups of Tea and Coffee are not to be removed from the Canteen
- NO food or drinks are permitted in the computer rooms throughout the building
- That all books loaned to you through the Book Rental Scheme are returned in a condition deemed satisfactory by the class teacher.
- Smoking is not permitted anywhere in the building. A smoking area is provided at the rear of the building adjacent to the rear gate. Smoking is not permitted at the front of the building
- In the event of a fire alarm sounding, we ask you to stay with your teacher who will bring you to the fire assembly point outside the building and take a roll call. Please see the Evacuation Maps on the doors of each room
- CCTV is in operation in the centre. AFETC policy is available on request from the Centre Management Team
- Recording of video and the taking of pictures on mobile phones or any other device is not permitted without the coordinators and the teachers permission
- The canteen is available for use throughout the day. Students are responsible for the upkeep of these areas. We encourage students to make every effort to keep the canteen and classroom areas clean and tidy. Please put your dishes in the dish washer and your rubbish in the bins provided

Requirement: Students must not interfere in any way with the hand sanitising stations around the centre.

Response: Any student interfering with sanitising stations will be asked to leave the centre under health and safety grounds and a meeting will follow with the coordinator.

5. Teaching & Learning This means –

- Adult education emphasises the voluntary nature of the learning taking place. Learning occurs in an equal and democratic environment where each person has something to share and something to gain from participation and class discussion with others.
- That you are expected to participate in class, listen to the teacher and other students; Everyone's opinion is valid
- That as a student of the Arklow FETC you accept that the centre is a place of teaching & learning; Cooperate with class activities, Be on time for class
- That you adhere to *Policies on assessment*.
- If you are absent from class, you are responsible for ensuring that you follow up on what was missed and will complete work as set for classes missed.
- As a matter of professional courtesy during regular classes students are requested to keep their phones on silent and only take urgent phone calls outside of the classroom

Covid-19 Amendments and Additions

Requirement: Students must adhere to the seating plans set out by teachers in each class in response to COVID 19 regulations.

Requirement: Students are encouraged to take full responsibility for their own learning and use all IT resources available to them both in the centre and at home to support their learning.

Response: Any issues with IT (including O365, Teams & Moodle access) should be reported to your teacher

6. CONDUCT This means –

- That you act in a proper manner in the centre, and when you are representing with the centre/KWETB on work placement or any other forums.
- Illegal substances – Where the management form the view that the student was in possession of illegal substances/distributing illegal substances the Coordinator will recommend to the Adult Education Officer that the student be terminated from the programme.
- That you may not possess offensive or dangerous items, unsuitable or inappropriate printed matter or publications.
- That mobile phones must be switched to silent while in class; As a matter of professional courtesy during regular classes students are requested to keep their phones on silent and only take urgent phone calls outside of the classroom

I agree to adhere to the Arklow FETC VTOS & BTEI code of conduct as outlined above, I understand that failure to adhere will result in sanction.

Signed _____

Student

Date _____