

# Parents' Guide to College expectations

The purpose of this leaflet is to give you an overview of the expectations for you as a parent of a Stanmore student. These are the rules students are expected to follow and what will happen if they don't meet our expectations.

We have **four key expectations**. We expect students to:-

- Show respect and tolerance for others within college and the wider community
- Be prepared and on time for all lessons
- Behave positively at all times and do not disrupt the learning of others
- Complete all work set to the best of their ability

## What does this mean?

We expect students to abide by college rules including:-

- Our code of conduct
- Our expectations for attendance, punctuality and behaviour
- Our rules for homework, plagiarism and completion of assignments

## What are the college rules?

### In general:

- Show respect for all students, college staff and visitors at all times. Respect the rights and views of others.
- Wear ID cards at all times, ensuring it is visible, and show it to members of staff when requested.
- Remove hoods or hats indoors.
- We do not permit the wearing of the niqab (face-veil), burqa or any other face covering.
- Wear appropriate dress for the workplace.
- Do not use language or behaviour that could offend, including spitting, swearing or take part in any form of anti-social behaviour, including bullying.
- Use college buildings and equipment safely and carefully.
- Only smoke in the designated area. This includes electronic cigarettes or 'vaping'.
- Follow all college policies and procedures.

### In learning:

- Attend all lessons.
- Be on time and prepared for all sessions on the timetable.
- Submit all work, including homework, on time and complete all targets on time.
- Complete course work and exams to the best of the student's ability without copying or cheating.
- Only speak English in classes.
- Remove coats and outdoor wear.
- Tell the college in advance of any sickness or lateness.
- Do not use mobile phones in classrooms or the library unless a teacher asks a student to use them for a learning activity.
- Do not eat or drink (water is acceptable) within lessons, classrooms, workshops and other learning spaces.
- Follow instructions from staff during lessons and on college premises, and help to create a safe environment where everyone can learn.

## Attendance and punctuality expectations

All students should aim to achieve 100% attendance. 96-100% attendance is excellent and means that you should get the most from your studies.

Our job is to also prepare students for university or employment.

If a student does have to miss college, perhaps because of illness or an appointment they cannot take outside of class time, such as university interviews, hospital or orthodontist appointments, (doctors and other appointments must be made outside of class time) they must ring up our absence monitoring line before 9.00am to let us know. The number to ring is 0208 420 7701.

Holidays must not be taken in term time, as this will seriously impact on your studies. If you have to go away, your parents / carers will be required to complete the holiday request form and send to the Pastoral Support Manager.

## What happens if a student breaks any of these rules or expectations?

There are a series of steps in place (the college disciplinary process) that will always be followed.

**Informal Cause For Concern**

**First Warning (Verbal)**

**Second Warning (Written)**  
Parents will be informed

**Third Warning (Written)**  
Parents will be informed

**Final Warning (Written)**  
Parents will be informed

**Assistant Principal will consider exclusion**

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