

Values and Code of Conduct



NGTC has 4 values that every student and every member of staff should strive to uphold and promote.

These are: 1.Individual Liberty 2.Democracy 3.Rule of Law 4.Mutual Respect and Tolerance

These values are embedded into the Code of Conduct for all staff and all students.

Our commitment to you

1. Provide you with a safe, supportive and secure environment in which to learn and thrive
2. A thorough student introduction to NGTC about the services we provide
3. A probationary period for the first six weeks to assess if the course is appropriate
4. An online student handbook for full-time courses
5. Support you in your learning and whenever possible provide resources which meet your individual needs
6. A Tutor to support you during your regular target-setting and review tutorials if you are a full-time student
7. Well prepared teaching programmes, appropriate to your needs and the requirements of the exam board
8. Set targets with you that are achievable yet stretching and challenging
9. Ensure assessments and reviews of your learning are clear, timely and constructive
10. Give you regular feedback on your progress through our reporting and reviewing process
11. Give you opportunities to contribute to the learner voice process and the democratic process of change.
12. Classes that begin and end on time
13. Qualified and experienced staff and the democratic process of change
14. Assignments that are planned to take account of your workload and that are assessed fairly. The results of the assessments will be returned to you within 15 working days
15. Provide opportunities for you to give feedback through the 'Learner Voice'
16. Offer you support, advice and guidance on your progression opportunities
17. Provide information to your parents/carers (under 18) on your attendance and achievement
18. A Learning Resource Centre, computing facilities and services to support your studies
19. Aspire to get you to be workplace or apprenticeship ready

Your commitment to us

1. Wear your ID badge at all times while at NGTC either on a lanyard or a clip and show it if asked by any member of staff.
2. Play an active part in NGTC Values and all equality and diversity opportunities by refusing to take part in behaviour that degrades others and by challenging and reporting bullying and discriminatory behaviour.
3. Respect the rights of others and report inappropriate and unsafe behaviour
4. Behave in a respectful, professional and mature manner
5. Take opportunities offered to contribute to the learner voice process
6. Take pride at NGTC – keep all areas clean, tidy and free from litter
7. Have full attendance, above 90 per cent
8. Be punctual for all classes bringing essential equipment with you i.e. pens and paper, and wearing the appropriate uniform/PPE, as required for your course.
9. Make sure you contact the appropriate staff member at least 45 mins before the start of your day if you are absent
10. Make learning successful for everyone by behaving in a way that promotes a cooperative, positive and productive learning environment
11. Submit work on time
12. Participate in all learning activities
13. Seek help when you need it and take up the support offered
14. Turn your mobile phone off in class unless otherwise directed to do so
15. No eating or drinking (except bottled water) in any classrooms
16. Demonstrate a positive attitude towards learning and work

What we do not tolerate from anyone

1. Evidence or suspicion of any form of bullying, victimisation or discrimination against protected groups or individuals
2. Possessing or accessing extremist materials, or using extremist language or expressing extremist views which creates an environment for radicalising individuals
3. Any form of physical, emotional, sexual or verbal threat of violence to anyone
4. Any criminal or illegal activity on or off NGTC Premises.
5. Any actions that break NGTC Health and Safety Policy i.e.smoking including e-cigarettes in a non-designated smoking area
6. Anyone coming on NGTC/outreach premises with drugs, alcohol, or any other substances or under the influence of drugs, alcohol, or any other substances
7. The carrying of any weapons or use of an item as a weapon
8. Any behaviour which constitutes a disruption to the learning of others
9. Any copying of work (plagiarism) or behaviour which is deemed corrupt
10. Any inappropriate use of IT including cyber bullying, and/or viewing extremist materials online
11. Any unacceptable use of mobile phones or mobile devices i.e. image and/or voice recording/snap chat, of anyone without their knowledge or permission
12. Wilful damage to NGTC property
13. Leaving litter anywhere other than in the bins provided
14. Accessing areas of NGTC premises which are prohibited for general use by students