

Learner Contract 2023/24

Be Ready, Respectful and Safe

BE READY

- I **will** have 100% attendance for all my lessons. This includes my main vocational programme, English and maths, tutorials, work experience and enrichment activities.
- I **will** be punctual for all my lessons and arrive on time. (If you're not 5 minutes early then your late!)
- I **will** ensure that I bring the correct equipment so that I am ready to learn. This includes the appropriate Personal Protective Equipment (PPE) and uniform related to my course.
- I **will** ensure that I follow the College's dress code and understand that I am not permitted to wear hoods, caps and balaclavas whilst on campus.
- I **will** report all absences to my tutor, in advance if known or on the morning of my lesson if unexpected.
- I **will** attend planned work or industry placement as part of my programme and always show professionalism.

BE RESPECTFUL

- I **will** respect all members of #TeamForest this includes other learners, staff and visitors to the College.
- I **will** be committed to following instructions and taking responsibility for my own actions.
- I **will** take pride of the College environment as use the College services on offer to me.
- I **will** do my part to keep the campus clean and help promote a sustainable College.
- I **will** be an active citizen and aware that my actions outside the College represents Waltham Forest College
- I **will** uphold and support to the College's values – **INTEGRITY, INCLUSION AND EXCELLENCE**

BE SAFE

- I **will** wear my College ID card and lanyard around my neck whilst on campus.
- I **will** adhere to all health and safety rules/guidance and follow set instructions linked to my personal safety and the safety of those around me.
- If I **feel** unsafe, I should report these concerns to a member of staff or contact the BeSafe Team.
- I **will** follow the College's Acceptable Use Policy.

ZERO TOLERANCE

If my behaviours and actions fall within the below categories, I understand that Waltham Forest College will implement and a **zero-tolerance** approach and my college place and progression opportunities for my future will be immediately jeopardised:

- Smoking or vaping anywhere on the College grounds.
- Breach and/or complete disregard of the College's Health and Safety measures.
- Involved in any forms of anti-social behaviour on campus or outside the College communities.
- Involved in criminal activity or other acts that brings Waltham Forest College into disrepute.
- Involved in substance misuse, under the influence, possession or intention to supply illicit drugs or legal highs on campus or within our communities.
- Carrying offensive weapons in campus or outside the College communities.
- Involved in any form of extremism, whether violent or non-violent, which might include terrorism or endangers others under the Terrorism Act 2000.

I understand that being part of #TeamForest is my choice and by signing the below I agree to demonstrate the Learner Contract of being 'Ready, Respectful and Safe' and fully recognise that my behaviour outside the campus, including travelling to and from the College, reflects the College as a whole.

FULL NAME	
SIGNATURE	
DATE	