

Learner Contract

Throughout your time at Melton Vale, you will have the opportunity to access a range of resources that will support and enrich your studies. In addition, we believe the commitment that you make to your own development and the Post 16 ethos will provide a substantial base for future success. To meet this challenge, we expect you to:

1. Maintain a minimum 95% attendance.
2. This includes
 - *Full attendance during timetabled lessons and 6 Private Study sessions*
 - *Students to email attendance@mv16.org.uk by 8.30 am each day if you are unable to attend college giving a reason and intended date of return where possible. Also contact teachers for missed work.*
 - *Student to inform the College of any 'foreseen absence' via attendance@mv16.org.uk*
 - *Arrange all doctor/dentist appointments and driving lessons/tests outside of lesson time*
3. Be punctual to all lessons/exams/meetings/briefings, with the correct equipment per subject study session
4. Ensure you have and wear your MV ID and lanyard at all times. Teachers in practical subjects may ask for H&S removal.
5. Meet all deadlines set by your teachers and submit coursework on time.
6. Make effective use of lesson and private study time so that you work towards your aspirational grade. We expect a minimum of 5 additional hours independent work per subject per week.
7. Study in College for a minimum of 6 additional sessions per week unless you already study 4 subjects.
8. Work closely with your tutor and subject teachers to broaden your skills and progress. This will include:
 - *Acting on recommendations made from your tutor and teaching staff who seek to improve your performance and contribution to the College.*
 - *Attending any extra support sessions or other activities as advised by your teachers.*
 - *Attend Performance Review meetings.*
9. Ensure that part time work does not exceed 12 hours per week, weekday / weekends and is scheduled outside of college hours.
10. To work quietly and independently outside of lesson time in the LRC or Silent working areas where no food/drink, apart from bottled water, is permitted.
11. Observe the College's expectations to treat all members of the college community with respect.
12. Adhere to the College's dress code¹ which is applicable to students and staff, all of whom are expected to come appropriately attired to a place of work.
13. Observe the College's rules of use of toilet areas/cubicles.
14. Observe the College's rules of no smoking or vaping on site.
15. Adhere to the Acceptable use of ICT policy².
16. Observe the College's zero tolerance policy on illegal substances and alcohol on site.
17. No student to be on site under the influence of illegal substances or alcohol.
18. Adhere to the on-site driving guidelines to retain your parking permit. No parking at Sports Centre/Birchwood spaces.
19. Be aware that the neighbouring Rugby Club area cannot be used a social space for MV students.
20. Behave in a safe and appropriate manner at all time when off-site during the college day, misconduct off-site will be dealt with through the same disciplinary process as if 'on-site'.
21. Understand that if we are concerned about your health and wellbeing, whilst on roll at the college we will contact parents/carers.

Where a student finds it difficult to meet the requirements of the Melton Vale Learner Agreement, and following consultation with their tutor they will be referred to the Senior Leadership Team who will undertake additional work with the student to address the issues identified. Where students continue to neglect their commitment to be a valued member of Melton Vale, a meeting will be arranged with parents/carers.

¹Student dress code: students are expected to dress appropriately for a place of work. Clothing should not cause discomfort to others, include offensive imagery/slogans, reveal underwear or show excessive amounts of skin. Hats and hoods should not be worn indoors. Senior Staff are the final arbiters on whether or not clothing is acceptable.

²Chargers for ICT equipment (Laptops, tablets & smart phones) may be used on site, so long as they are undamaged and in good working order (no other personal electrical items may be used on site).