**STUDENT CODE OF CONDUCT - INDUCTION ACTIVITY** **OVERVIEW** [60 MINS]

Minimum of 8 learners required (minimum 2 per group).

Split learners into 4 equal sized groups (e.g. 4 or 5 per group) it does not matter if one group has a learner less or more. If the class size is large go for 8 equal sized groups (e.g. 3 per group).

Each group is tasked with coming up with their own set of rules and procedures (a code of conduct) that will maximise learning, and will create a good atmosphere in class and in College. [15 mins]

Then, perhaps moving one place clockwise in a physical learning environment, or being assigned to another MS Teams group, 1 student leaves their group and joins another. The group then have to *justify* their code of conduct to the visiting student. [5 mins]

Visiting students then return to their original group, and help make any final amendments/additions to the code of conduct. [2 mins]

Each group is now given a different section (1 of 4) of the MKC code of conduct *AND* 1 of the 4 Fundamental ‘British’ Values. They must read through these as a group agree identify similarities and differences between them and what is in their own code. These should be recorded on a Venn diagram. It is important that each learner makes their own copy of the diagram. [18 mins]

**College version Same Our version**



- Each group is now the ‘expert’ for their particular section of the MKC code of conduct.

Now split the class to form new groups – there must be at least one representative from each expert group in each new group (if odd numbers it’s fine to have more than one expert for each section in the new group).

Each ‘expert’ now gets 3 minutes to tell their group about their section of the MKC code and British Value, the rest of the group check to see if they had something similar on their original, student devised, list. [12 mins]

When each expert has ‘presented’ to their group, collectively the group decides if there are any important rules/values that *they* came up in with that are not in the MKC code, and they would like to add (these could include entry and exit routines or something specific to a vocational area / occupational competence). These are then shared with the whole class, discussed (justified) and the tutor records\*. [3 + 5 mins]

Students then sign the MKC code of conduct – this should be done in **Pro-Monitor** in the Information section under Induction Checklist, Code of Conduct.

\*NB It is important that any additional/local rules are shared with the wider course team, including English and maths teachers, so that they are applied consistently across the learner experience.

BELOW ARE THE 4 WORKSHEETS (1 version for each ‘expert’ group)

GROUP 1 WORKSHEET

**Below is an extract from the Milton Keynes College student code of conduct. Read through and then as a group decide how it compares to your list of rules and procedures. Record differences and similarities on the next page.**

**Aiming For Excellence**

**I will:**

• Set myself challenging targets

• Seek to continually improve and act on feedback from teachers and peers

• Strive to achieve the best grade possible.

**Your teachers will:**

• Give you feedback on your learning and work, which will help you to develop new skills and aim for higher grades

• Help you record your learning goals on Pro-monitor and provide regular reports to parents/ carers/employers

**Taking Responsibility**

**I will:**

•Attend, on time, all my timetabled classes, activities, individual tutorials and scheduled meetings with learning support

•Take an active part in reviewing my progress with my Progress Mentor

•Actively engage with any work experience opportunity within my programme

•Report any absence as directed by my Head of School by phone or email no later than 8.30 am on the day of absence

•Wherever possible book appointments (e.g. medical) outside of College timetabled hours

• Be attentive and responsive in class

• Meet deadlines, complete assignments and all other programme work

• Discuss any difficulties I may have with my tutor

• Attend all exams and be on time for them

• Ensure I am prepared to learn by getting enough sleep and by not being under the influence of non- prescription drugs or alcohol

• Not use my mobile phone, tablet in class unless invited to do so by the teacher

• Bring learning materials (e.g. pen and notebook) and equipment to class, along with notes and resources from previous classes

* Follow all instructions regarding social distancing, personal hygiene and cleaning relating to my work station, during the Covid-19 Pandemic

**Your teachers will:**

• Ensure that classes will be well prepared and start on time

• Mark and return your work promptly and deliver lessons that are stimulating and engage your attention.

“Fundamental British values” are a set of social attitudes thought to maintain social cohesion and equality. These values are:

* Democracy.
* The rule of law.
* Individual liberty.
* Mutual respect and tolerance.

**Democracy** describes our national electoral system and the skills needed to participate in it successfully. Democracy relies on **listening to the needs of everyone and adapting a decision until the vast majority agree**. Not every need and not every person can be accommodated all the time. The democratic process requires rigorous thinking, perspective-taking, patience, and understanding.

**College version/British Value Same Our version/values**



GROUP 2 WORKSHEET

**Below is an extract from the Milton Keynes College student code of conduct. Read through and then as a group decide how it compares to your list of rules and procedures. Record differences and similarities on the next page.**

**Respecting Our College**

**I will:**

• Make sure my behaviour does not stop others from learning

• Treat everyone fairly and with respect and value the diversity of the College community (i.e. gender, transgender, ethnicity, religion, sexual orientation, age, class and disability)

• Understand that intimidation, harassment, provoking or threatening anyone whilst in College or taking part in College-related activities will not be tolerated

• Not use language or gestures that may offend other members of the College community

• Show respect for my teachers and all members of staff by following instructions and responding to requests they make

• Report any incidents of bullying to a member of staff or to my class rep

• Not spit, drop chewing gum or litter, or sit in corridors

• Not damage or vandalise resources, equipment or the building and keep my feet off College furniture

• Not bring food or drink into lessons (although bottled water *may* be allowed)

• Clear up after myself and put all rubbish in the bins provided

**The College will:**

• Aim to keep the College environment safe, secure and clean

• Value and celebrate the diversity of its students and staff and ensure that people are not subject to discrimination because of their age, gender, sexual orientation, ethnicity, religion, faith or belief, if they have a disability or are transgender

**Respecting Our Community**

**I will:**

• Show respect for our neighbours at all times, by keeping out of the local housing estates, schools and children’s playgrounds, not spitting or dropping rubbish outside the College or in the street and avoiding all other forms of anti-social behaviour

**The College will:**

• Work with local residents, agencies and businesses to maintain a good relationship with our local community

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* Democracy.
* The rule of law.
* Individual liberty.
* Mutual respect and tolerance.

**The rule of law** refers to **creating an attitude of accountability and respect** towards the laws and rules of institutions and nation-states.

**College version/British Value Same Our version/values**



GROUP 3 WORKSHEET

**Below is an extract from the Milton Keynes College student code of conduct. Read through and then as a group decide how it compares to your list of rules and procedures. Record differences and similarities on the next page.**

**Abiding By Our Rules**

**I will:**

• Abide by all College policies and procedures and if I am in doubt, I will ask my tutor or a member of staff where I can get information on College procedures

• Follow the College Complaints Procedures and Assessment Appeals Procedures if I am unhappy

• Not smoke anywhere other than in designated smoking areas

• Follow Health and Safety guidelines as directed

• Not make or send annoying, obscene, malicious or indecent telephone calls, letters, SMS messages, text messages or emails, or place malicious, offensive or extremist materials on any electronic or social media

• Not take part in any illegal activity

**The College will:**

• Provide access to information and IT services to support learning, including loan laptops and a wireless service for students wishing to use their own devices

• Provide access to the Microsoft Office 365 cloud service including email, Office web applications and OneDrive for storing files

**Seeking Support**

**I will:**

• Seek advice when I need it through my tutor or College specialist services

**The College will:**

• Provide information, advice and guidance (IAG) before your start and during your programme

• Provide careers guidance and student advice during your time in College, with specialist support for students with disabilities and students with dyslexia

• Signpost you to support available outside the College and, in some situations, refer you to the support you need

“Fundamental British values” are a set of social attitudes thought to maintain social cohesion and equality. These values are:

* Democracy.
* The rule of law.
* Individual liberty.
* Mutual respect and tolerance.

**Individual liberty** is the right of British citizens to make choices regarding the elements of their life that are outside of government control. This refers to **freedom of speech** and the **right to** make choices about our education, food, **beliefs, opinions**, work, family, etc.

**College version/British Value Same Our version/values**



GROUP 4 WORKSHEET

**Below is an extract from the Milton Keynes College student code of conduct. Read through and then as a group decide how it compares to your list of rules and procedures. Record differences and similarities on the next page.**

**Taking Pride**

**I will:**

• Wear my college ID card visibly at all times on College premises, and show it on request to any member of College staff

• Dress appropriately when I am in the College, observing appropriate dress code for my subject area and keep my hood down/hat off if I wear one

• Show respect to visiting speakers and guests

• Behave in a responsible and reasonable manner at all times both in the College and in the community

• Organise my class work and present my coursework professionally

**Members of staff will:**

• Act in a professional manner and put you, your learning and your welfare before anything else

**Taking Part**

**I will**

• Work with other students, when asked to do so, and appreciate the contribution other students make in class and in other social situations

• Participate in the life of the College and give feedback when I am asked for it

**The College will:**

• Provide the opportunity to participate in focus groups and student surveys throughout your programme

• Encourage and support you to participate in enrichment activities, stand as a Class representative or run for election for the Student Council

• Value your ideas and opinions - they are very important to us

“Fundamental British values” are a set of social attitudes thought to maintain social cohesion and equality. These values are:

* Democracy.
* The rule of law.
* Individual liberty.
* Mutual respect and tolerance.

**Mutual respect and tolerance** is an attitude that **recognises and respects** the individual **liberty of others** – even if their choices, lifestyle **and beliefs** are ones you don’t agree with or like.

**College version/British Value Same Our version/values**

