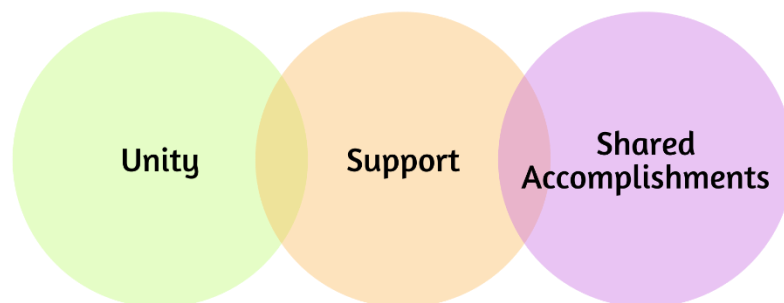


TOAST Learner Expectations, Behaviour and Values Policy

Our TOAST intent and values:

TOAST is a special place where Taking Our Achievements and Successes Together is not just a name, but a motto that reflects our collaborative spirit.

Our TOAST Values we expect from staff and learners:



Our values and learning environment bring learning to life and equip you with the skills and knowledge needed for a bright future.

We provide opportunities for all to achieve their personal goals, maximise life chances within and beyond your time at toast, regardless of your starting point. We are here to guide and support you every step of the way.

Introduction

The TOAST learner expectations, behaviour and values policy aims to promote healthy relationships, mutual respect, positive behaviour, and self-discipline.

Everyone within the TOAST project, staff and learners included are expected to show care and consideration for the welfare of others. As a valuable life skill and in line with our British values these behaviour expectations are inclusive of your time in and outside of the college environment.

Attendance and punctuality

Upon accepting your place on the TOAST project, you signed a commitment to course attendance and punctuality. You are expected to attend in line with your personal college timetable which you will have received at your college induction.

You are expected to attend and complete all your induction days at the start of the academic year.

We aim for 100% attendance. If your attendance declines without a certified and notified reason for genuine absence, for example a short-term medical reason or an arranged appointment we will begin to investigate reasons for absence and will put in place support for you to continue to achieve. This support may result in college catch up days, in which you may need to attend additional days to your timetable.

If you are absent from college, you must follow the procedures:

1. You or your parent/carer must contact Cornwall Neighbourhoods for change on: [01209 310610](tel:01209310610) .
2. You/they must inform reception, ask to speak with your tutor or leave a voicemail explaining a justified reason for absence, such as sickness or an appointment.
3. You/they need to do this for each day you are absent from college.
4. If your absence is not justifiable your attendance will be counted as unauthorized leave. This will negatively impact your overall attendance and may put your place on the course at risk.

If you do not contact us our procedures are as follows:

1. One of the TOAST team will contact you by telephoning.
2. If you do not answer your phone, then parents/carers will be contacted.
3. If parents/carers are not able to be contacted and we are concerned, we will seek advice from the multi-agency referral unit.
4. If your absence is not justifiable your attendance will be counted as unauthorized leave. This will negatively impact your overall attendance and may put your place on the course at risk.
5. If you are absent for a week without notification, we will be making a home visit to check your welfare.

We must all follow these procedures to make sure that you are safe and for us to follow up on any concerns that we may have for your safety.

Prolonged non-attendance over the course of four weeks, resulting in attendance of less than 90% will result in a meeting with the toast manager and parents/carers to discuss your college place being at risk.

If you do not attend the meeting or contact us to reschedule the meeting, you will be withdrawn from the TOAST course. You will not be able to re-join TOAST or complete your qualification(s).

Commitment to learning

TOAST expects you to take pride in your learning. This includes ensuring any work undertaken is sensible and is produced at your best standard. We will support you on your learning journey to achieve your best and are here to help you.

Behaviour in college

You are expected to act safely and respectfully inside and outside of college. This includes: the classroom, travel to and from college and on work experience or enrichment trips.

Smoking or vaping is not permitted in the Cornwall Neighbourhoods for change building. We ask if that if you do smoke or vape to leave the premises to do so.

STUDENT CODE OF CONDUCT

At TOAST we will

- Value people equally regardless of age, disability, gender, race, religion, sexual orientation and transgender status.
- Provide a safe and secure environment in which to learn
- Support you in your learning and set targets which are challenging but achievable
- Ensure that feedback of your learning is clear, regular and constructive
- Give you regular feedback on your progress with guidance on how to improve
- Provide information to your parent/carers on your attendance and achievement
- Offer opportunities to improve your health and wellbeing
- Offer advice and guidance on careers and progression opportunities
- Provide opportunities for you to give us feedback and deal with any complaints fairly and promptly

As a Student, we expect you to

- Aim for 100% attendance at all timetabled classes and work experience
- Be punctual for all classes, arriving ready to participate and learn.
- Mobile phones are to be put on silent and put away during lesson times unless requested to use them for example for research. Ear phones may be permitted by agreement with your tutor as long as it does not restrict your focus on the lesson.
- Make learning successful for everyone by behaving in a way that promotes a co-operative, positive and productive learning environment
- Complete work to the requirements set by your course and at your best standard.
- Respect the rights of others, actively embracing equality and diversity, and by reporting inappropriate and unsafe behaviour or concerns to a trusted member of staff.
- Seek help when needed and take up any support offered to you
- Wear your Student ID badge at all times on the lanyard provided
- Protect the College environment by disposing of litter appropriately and recycling items where you are able and helping to keep the classroom tidy by putting the resources away when finished with.

What we will not accept in TOAST

- Any form of bullying, (including cyberbullying) intimidation, discrimination, or harassment including sexual harassment
- Any form of physical, emotional, or verbal threats to someone else, in person, via electronic communication or through a third party
- Being under the influence of illegal drugs, solvents, alcohol, or any other behaviour changing substance. The supply or possession of any of these items on CN4C grounds
- The carrying of any weapon, or item intended to be used as a weapon, whether legal or not
- Inappropriate or abusive language to any other student, member of staff or visitor to the CN4C

- Inappropriate use of IT, viewing of indecent, illegal or inflammatory content online, cyber bullying or interference with CN4C systems. CN4C internet is monitored and inappropriate use will be traced.
- Behaviour which causes disruption to the learning of others
- Copying the work of others and passing it as your own
- Deliberate vandalism, graffiti or defacement of CN4C property
- Littering, spitting or depositing chewing gum around the CN4C grounds
- Smoking, or using a vaping device on the CN4C grounds