

NKC Tonbridge College Expectations

Ensuring a "Great place to learn!"



Attendance & Punctuality

Outstanding attendance is expected but if you are absent or late please contact the relevant member of staff before your first lesson.



Mobile Phones

Phones are to be kept on silent in bags unless directed by staff for class tasks related to learning.



Earphones, Earpods and iPods

Learners are asked not to wear these during lessons unless given specific permission by staff. This is to ensure all learners can listen and discuss points when learning.



Smoking and vaping

You must only smoke or vape in designated outside areas. Failure to comply will result in a Level 2 Disciplinary.



Swearing

Speak politely and with respectful language at all times to all individuals.



Dress code

PPE & uniform are an expectation in some areas. Incorrect uniform could lead to you being sent out of the lesson. You will be expected to dress appropriately, demonstrating professional work-readiness.



Food & Drink

Food is only to be eaten in the canteen spaces or outdoors. Bottled water can be consumed in lessons.



Waste and recycling

Please use the waste and recycling bins for your rubbish.



Coats and Hoodies

Hoods should be down when inside buildings and lessons. Coats should also be removed in lessons.



Student IDs

You are expected to wear and display this around campus for the purposes of safeguarding. It must be visible, especially when moving around campus. You must not give anyone else your ID to use.



Bullying, Fighting and Harassment (including through social media)

We want everyone on the campus to feel safe. It is our duty of care to ensure everyone is safeguarded and people are treated with respect and appreciation of all characteristics associated with diversity.



Drug-free Zone

The College does not tolerate any alcohol or drug use. Any involvement in either will result in a Level 3 Disciplinary which may result in a learner being withdrawn from College.



Vehicles/Modes of Transport

Allowing you and your mode of transport on our campus is a privilege. Drive/ride with consideration and without excessive noise or speed on site.