



## RuTC Partnership Agreement

Welcome to **Richmond upon Thames College** and many congratulations on securing a place on the course of your choice. We wish you every success and hope you will enjoy your time at RuTC. We aim to provide the best experience for all members of the college community.

### **Our Purpose**

Transforming lives through a passion for learning

### **Our Vision**

Expanding opportunity by delivering inclusive, inspirational and high-quality learning to all. We encourage curiosity, develop confidence and resilience, and prepare our students for a successful future.

We prepare our students for employment and life in modern Britain by developing an understanding of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs, to support our students in becoming valuable and fully rounded members of society with a strong sense of social and moral responsibility.

All staff, students and visitors are expected to share our values and demonstrate hard work and commitment. Everyone is expected to share a passion for learning, have high aspirations for future education and careers and demand high standards of performance and achievement.

In order for students and parents/carers/guardians to work in partnership with the staff towards maintaining RuTC values and ensuring the college is a safe, nurturing environment for all, we are all expected to sign up to these commitments.

### **RuTC commitment to students and parents/carers/guardians**

We will:

- Provide an education designed to ensure every student's individual needs are addressed in all aspects of their course and every student has the opportunity to maximise their potential.
- Have committed, qualified subject teachers who care about every student's progress and success and who will support and stretch them to extend their skills and knowledge.
- Provide a curriculum offer that develops and extends learning in preparation for future employment, training and educational opportunities.
- Set aspirational targets for every student which will be closely monitored throughout the year and implement effective support mechanisms to stretch, support and enable students to maximise their potential.
- Provide every student with a Tutor who they will meet weekly and who will monitor, support and extend them both academically and pastorally.

- Provide Careers Education, Information, Advice and guidance and opportunities to meet employers.
- Provide a Parent Portal, information updates and have regular communication with parents/carers/guardians, informing them of the student's progress and concerns.
- Provide a safe learning environment where all students, staff and visitors feel included and supported.

### **Student commitment to RuTC and their education**

I will:

- Work hard to the best of my ability, accept responsibility for my own learning and achievement.
- Be organised, make good use of independent study time and ask for help when I need it.
- Attend all timetabled lessons, meetings and events on time, ensuring that my holidays, medical appointments and driving lessons are booked at a time that does not affect my college attendance.
- Wear my college ID card and lanyard at all times and ensure it is visible. I understand that I will not be allowed on the college site without it. I will hand it to any member of college staff on request so my identity can be confirmed.
- Adhere to the Student Dress Code as outlined below.
- Complete all course work and meet all deadlines given. Work submitted will be my own and not plagiarised.
- Remove any hats or hoods (other than cultural and/or religious headgear) before entering the college building and not wear them inside.
- Only use portable devices - which includes mobile phones, laptops or tablets - in class when my Teacher/Tutor gives permission.
- Not use any portable device to film or record a member of staff or student without their explicit permission.
- Keep my parents/carers/guardians informed of important RuTC news and understand that the college will contact them directly if the need arises.
- Bring my own equipment (pens, paper, calculators, etc.) to lessons, and look after my valuables if I choose to bring them to college.
- Behave appropriately in class, in college and whilst travelling to and from college.
- Respect the local residents and community, not cause a nuisance, drop litter or destroy private or public property.
- Not consume food or drink (except bottled water) in classrooms or other learning resource areas such as the Library/Learning Zone.
- Not smoke or use e-cigarettes in the college grounds or near any of the entrances.
- Behave in a calm, responsible and orderly manner at all times, paying attention to Health and Safety procedures.
- Treat the college property with care and respect.
- Treat all students and staff with respect, politeness and courtesy at all times. I understand that aggressive, abusive, discriminatory behaviour of all types, including racist, sexist or homophobic, is unacceptable and will result in exclusion from the college. I understand that alcohol, illegal drugs/legal highs and weapons of any kind are banned from the college and breaking this rule may result in instant permanent exclusion.
- Comply with all college policies and not do anything that may damage the reputation of the college or those working and studying in it.

## **Students and parents re attendance and behaviour, please note:**

Attendance and punctuality is crucial to the successful completion of your Study Programme, along with good behaviour and compliance with all College policies. If any student has below 85% attendance or has by 7<sup>th</sup> October. **Student: please note re personal data**

By signing your agreement to this document you are also agreeing to the collection, processing and use of individual personal data by RuTC for the purposes connected with your studies, for the protection of health & safety whilst on or off the college site and for any other lawful purpose. You also agree to the sharing by the RuTC of such data with your parents/carers/guardians and appropriate agencies. If there is a change in your personal details or circumstances, please inform your Tutor.

### **Student Dress Code**

All students are expected to dress appropriately to reflect the working environment at RuTC. We are preparing you for the world of work whilst enabling you to move away from wearing a school uniform. The dress code still allows you to express your individuality whilst respecting other students, our staff, customers and visitors.

- Students are expected to wear their college lanyard and ID card at all times once they enter the college site and for the ID to be visible.
- Students are required to be neat, clean and well-groomed while they are studying, whether they are in college, on work experience or visiting another organisation.
- Students are required to wear smart casual clothing that reflects the course/area they are studying.
- Students are not expected to wear clothing that shows any underwear and clothing should not expose too much skin.
- Clothing should not be low-cut and should cover the midriff or any other areas of the body normally covered during working time.
- While on college premises, during college trips or work placements/experience, students are not permitted to wear any item of clothing that displays inappropriate/offensive language (in any language or dialect), including slogans, photos, imagery, or wear clothing that displays political and/or religious views.
- Students studying in areas that require protective clothing are required to wear this clothing to be allowed in the classroom, workshop or kitchen.
- Students working with machinery/food are required to meet health, safety and hygiene legislation including keeping long hair tied back and removing all jewellery other than a wedding ring.
- Some students will be required to wear a uniform while at college or while carrying out work placements or work experience and must ensure that it is clean and worn in a presentable fashion

The college recognises and embraces the diversity of cultures and religions held by our students and we will take a sensitive approach when this affects dress and any uniform requirements. However, priority will always be given to health, safety and security. It is expected that an equivalent level of smart clothing will be worn by all students of any gender, regardless of how they identify, according to the circumstances.

Where students are transitioning to live in the gender with which they identify, this dress code will be applied and adapted sensitively and flexibly. If a transgender student is required to wear a

uniform, the college will ensure that arrangements have been made to provide them with a uniform appropriate to their gender. The uniform will be available from the point at which the individual presents in their new gender status.

If a student arrives at college or work not dressed in accordance with this dress code, depending on the circumstances, the college may require the student to return home to change. Persistent failure to comply with this dress code may result in disciplinary action.

### **Parents/carers/guardians commitment to RuTC and the education of the student**

I will:

- Inform Student Records of change of circumstances, such as house move or change of email address or phone number.
- Inform the student's Tutor of any concerns I have regarding the student's progression at college.
- Inform the student's Tutor of any issues that arise outside college which may affect the student's performance and wellbeing.
- Not book holidays or extended trips in term time as I acknowledge this will impact on their education.

### **Photos and images**

By agreeing to this Partnership Agreement, you are giving parental consent that the student's photo/image and personally identifiable information can be published on the district and/or the college's web site.

As you are aware, there are potential dangers associated with the posting of personally identifiable information on a web site since global access to the Internet does not allow us to control who may access such information. These dangers have always existed however, we would like to celebrate the student and their work. The law requires that we ask for your permission to use information about the student.

Pursuant to law, we will not release any personally identifiable information without prior written consent from you as parent/carer/guardian. Personally identifiable information includes student names, photo or image, residential addresses, e-mail address, phone numbers and locations and times of class trips.

If you, as the parent/carer/guardian, wish to withdraw consent to this agreement, you may do so at any time in writing by sending an email from your registered email address to: **portal@rutc.ac.uk**

The college will assume that you have no objection for a photo/image that includes the student without any other personal identifiers to be published on the college public Internet site unless you indicate otherwise by contacting **portal@rutc.ac.uk**

### **Parent/carer/guardian: please note**

As part of your son or daughters' studies they may be required to travel within London on public transport in order to attend events and go on trips which relate to their course and have been arranged by the college. You will be notified separately if there are any residential visits planned.