



**Richmond upon  
Thames College**

# **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**

- To drive aspiration, ambition and achievement

## **Our Vision**

- A college that enhances careers and life chances with inspired provision and a commitment to our community values of mutual respect, honesty, integrity and personal accountability

We prepare our students for 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 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 the Partnership Agreement below.

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

We will:

- Provide an excellent 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 regular communication with parents/carers/guardians, informing them of the student's progress.
- Provide a safe learning environment where all students, staff and visitors feel included and supported.

**Please return the Partnership Agreement, signed by you and a parent/carer/guardian, when you attend your induction day.**

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

I will:

- Work hard to the best of my ability and accept responsibility for my own learning
- 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 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
- Complete all coursework and meet all deadlines. Work submitted will be my own and not plagiarised
- Only wear hoods or hats in the social areas of the college and never inside buildings
- 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
- Not consume food or drink (except bottled water) in classrooms or other learning resource areas such as the Library
- Not smoke in the college grounds or near any of the entrances; I will use the designated smoking area if necessary
- 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 will result in instant permanent exclusion
- Comply with all college policies and will not do anything that may damage the reputation of the college

### **Student: please note**

By signing this document, you agree 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 Student Records in 1D17.

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

I will:

- Inform Student Records of any 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

**Please return this page, signed by both the student and their parent/carer/guardian at Induction and no later than Friday 14<sup>th</sup> September 2018**

### Photos and images

We are sending you this parental consent form to both inform you and to request permission for the student's photo/image and personally identifiable information to 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 ticking this box

### Parent/carer/guardian: please note

By signing this document, you give permission for the student 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.

**Both the student and a parent/carer/guardian should sign this page and return to the college.**

**I agree to the terms of this agreement.**

|                |
|----------------|
| <b>Student</b> |
| Name:          |
| Signature:     |
| Date:          |

**I agree to the terms of this agreement.**

|                              |
|------------------------------|
| <b>Parent/Carer/Guardian</b> |
| Name:                        |
| Signature:                   |
| Date:                        |

Student ID:

Course: