

CCN Student and Apprentice Charter

Our college mission is:

Challenging your thinking
Inspiring your success
Creating your future

This Charter sets out how
students, apprentices and
staff work together to
fulfil our vision of
Changing Norfolk
Through Learning.



CCN Student and Apprentice Charter

This Charter has been jointly developed and written by students and staff at City College Norwich.

Our fundamentals for everyone are laid out in our **Ways of Working.**

Ways of Working

Open and
Informative



Respectful
and Fair



Collaborative
and Inclusive



Consistent and
Responsible



Kind and
Curious



These Ways of Working are fundamental and everyone agrees to learn and work in accordance with them.

Expectations and Responsibilities

For the college community to enable everyone to learn and work together successfully, there are some fundamentals we all agree to. As part of your induction you will also agree specific fundamentals for your course or area alongside our Ways of Working.

We all belong to one college community



- **We will** wear our ID badges at all times and identify ourselves when requested.



- **We will** regularly check our college emails and respond to communications appropriately and in good time.



- **We take responsibility** to keep ourselves safe and healthy, and to lookout for the welfare of others. Students will ask for support when they need it and staff will support students to know how to keep themselves and others safe.



- **We will** show respect to one another and celebrate everyone as an individual.



- **We will** not tolerate any bullying, harassment or discrimination.



- **We will** report any inappropriate behaviours in line with our policies.

We will take ownership of our learning



- **We will** attend all lessons on time.



- **Students and apprentices will** notify the absence line if they cannot attend or might be late.



- **We will** attend prepared and ready to learn and teach.



- **We will** meet agreed deadlines.



- **We will** work cooperatively and respond to reasonable requests.



- **Staff will** provide useful information that encourages learning and will support students to be confident in taking responsibility for their own success.



- **We will** be open-minded and curious in our approach to learning and teaching.

We will care for our campus and environment



- **We will** respect our college buildings and spaces and keep them tidy.



- **We will** promote sustainability through careful use of college resources (such as paper) and will follow the principle of reduce, reuse, recycle.



- **We will** not sit in corridors or obstruct evacuation routes.



- **We will** not eat or drink anything other than water when in classrooms.



- **We will** respect our campus' rules on vaping and smoking and be respectful if challenged about this.

We all have a voice as part of our inclusive college community



- **We will** listen to each other with tolerance and respect.



- **We will** uphold the Fundamental British Values of democracy, the rule of law, individual liberty, mutual respect and tolerance.



- **Students will** be active participants in our Students' Union (all of our students are members) and engage in our democratic processes, such as college elections.



- **We will** take responsibility to share our views through feedback, forums and surveys.



- **We will** act on the feedback we receive to improve ourselves, our learning and our college community.

As students, apprentices and staff, we agree to follow these expectations.



Got any questions?

Contact us at the Students' Union!

Students' Union Email: studentunion@ccn.ac.uk

Students' Union Telephone: **01603 773077**



students'
Union