

Norfolk County Council, Adult Learning

Code of Conduct for Learners

Document creation	Andrew Blaxter
Document approval	Denise Saadvandi
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How to contact us:

Telephone: 0344 800 8020, option 5

email: adultlearning@norfolk.gov.uk

If you require this information in large print, audio, Braille, alternative format or in a different language, please contact us and we will do our best to help

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In accordance with expectations set out in the Ofsted Common Inspection Framework, we expect our learners to comply with the following responsibilities:

To have a great learning experience we need you:

- a) To provide us with accurate information and comply with our academic and administrative procedures
- b) To attend classes regularly, punctually and be ready to learn whether in a physical classroom or online
- c) To value and respect others and behave courteously, responsibly, and safely in both a physical and online classroom
- d) To ensure that where applicable you are always mindful of your online tone and adhere to online etiquette
- e) To dress appropriately for the physical classroom and programme of study attended and/or to ensure when your video is turned on in an online class, the camera capture is suitable for all to view
- f) To be committed to the programme of study, complete work on time and undertake assessment activities as required
- g) To pay any tuition and/or accreditation fees that are due in a timely manner
- h) To comply with our policies and the law
- i) To ensure that the dignity and rights of staff and other learners are always recognised and protected
- j) Not to cause offence to others by actions, language or behaviour including expression of extremist views or possession of extremist material
- k) Not to bully, harass, discriminate against and/or abuse any member of staff, learner, or other person
- l) To follow all current guidelines, requirements, and advice in respect of Covid-19
- m) To report any concerns that you may have to a trusted member of staff or, if you would prefer to tell someone in confidence, email us at: adultlearning@norfolk.gov.uk