

Home/College Learner Charter



Learner Name:

Course Name:

The purpose of our Charter is to make clear what we provide and the high standards we expect. Signing below is a commitment to which we all agree to adhere.

The College will aim to:

1. Provide a professional, caring, stimulating, safe and secure learning environment.
2. Ensure high quality lessons delivered by professional, specialist staff to a good or better standard.
3. Mark submitted work within 15 College term time days and provide feedback to enhance progress and understanding.
4. Provide opportunities for regular assessment, review of your progress and recording of your achievements.
5. Provide regular tutorials, where progress is discussed, and future targets agreed and set for improvement and achievement.
6. Provide opportunities for learner voice feedback on your education programme and your college experience.
7. Give you access to online electronic materials and appropriate facilities, resources, and equipment.
8. Work closely with you and develop positive relationships between you and staff.
9. Provide a broad, balanced, and appropriate curriculum that caters for your needs.
10. Promote the basic principles of Fundamental British Values, Prevent, as well as social, moral, spiritual, and cultural values.
11. Develop English, maths and employability skills as part of your education programme.
12. Encourage you to achieve your full potential, providing individual advice, guidance, and support through your learning.
13. Provide high quality facilities and industry relevant resources to meet awarding body requirements.
14. Recognise, celebrate, and promote your successes within the College.
15. Keep parents/carers informed of your progress and about events in the College.

Rhiannon Hughes

August 2025

College Representative's Signature

Deputy Executive Principal

Date

As a Parent/Carer I/we will aim to:

1. Ensure that my son/daughter/ward ("the learner") attends College on time, every day according to their timetable.
2. Not book holidays during term times (see College Website for Term Dates) because this will negatively impact the learner's attendance.
3. Support the College's expectations in respect of behaviour, uniform, and equipment.
4. Encourage the learner to produce high quality, independent work, on time and in accordance with the relevant awarding bodies.
5. Inform the College of any concerns that might affect the learner's behaviour or performance.
6. Support the learner to attend any work placement opportunities as part of their education programme.
7. Take a positive interest in the learner's life at College and attend opportunities to support their engagement (i.e. presentations, shows, exhibitions, games etc.).

Parent(s)/Carer(s) Signature

Please print name

Date

As a Learner I will:

1. Always wear my College ID visibly around my neck when on the site, as part of Safeguarding, so that it is clear I am a learner at the College and I will never let anyone else use my College ID.
2. Attend regularly (minimum of 90% attendance) and on time to all aspects of my timetabled lessons and accept that, where I do not attend any aspect of the programme regularly (including English and maths), I may jeopardise my place at College and any future progression opportunity.
3. Contact the College (Curriculum Administrator or eNotify) on every timetabled day of absence to explain non-attendance and, where necessary, provide proof of absence from a medical practitioner.
4. Attend any work placement opportunity and apply myself fully with work-ready professionalism.
5. Apply myself fully to my studies, engaging in all my lessons and practical assessments.
6. Bring any equipment needed for learning and wear any specialist kit/uniform/PPE, as required.
7. Submit work on time and to the highest standards so that I may achieve my full potential.
8. Complete all online training, including the safeguarding and e-safety training as directed by my tutor.
9. Speak to my personal tutor if I have any issues that may impact on my learning and progress.
10. Notify the College's administration promptly should there be any change in my personal circumstances (e.g., name/address/phone number/finances/employment etc.).
11. Be polite and show respect to all other learners, staff and visitors and celebrate diversity at Hadlow College (part of North Kent College).
12. Respond politely to requests, always conform to the College Expectations, and behave appropriately in all areas of the college (i.e., classrooms, canteen, corridors, car parks, shared spaces etc).
13. Respect the College's buildings, all its facilities and its resources.
14. Be a responsible member of the College community and demonstrate positive and respectful behaviour and conduct at all times.
15. Keep my mobile phone away and on silent and only use my phone in lessons when directed by a member of staff for the purposes of learning.
16. Eat, drink or smoke/vape only in the designated areas and only have water bottles out in lessons.
17. Complete all learner surveys as requested, as my feedback is important to the College.
18. Drive or ride any transport on site in a safe and mature manner for the safety of everyone.
19. Be a positive ambassador for the College even when off-site during breaks in the day or on trips.
20. Treat coming to Hadlow College (part of North Kent College) as a place of work, where I will behave professionally in a way that befits a workplace environment.
21. Follow the College Expectations, which are displayed around the campus and be aware of the Behaviour Policy, which can be read on Moodle.
22. Attend all examinations set for me and I know that failure to attend examinations (GCSE or otherwise) may result in my not being permitted to return the following year.
23. Be fully responsible for observing the College's information regarding examination entries. Comply with the Joint Council for Qualifications (JCQ) and awarding body regulations regarding College examinations, as I understand that alternative arrangements for dates cannot be made for learners.
24. Accept that it is my responsibility, as an enrolled Hadlow College (part of North Kent College) learner, to have a positive attitude to learning and behave in a way that fully allows me and other learners to learn and feel safe at College. I am also aware that all learners on a new Study Programme are on a 42-day (6 week) probation period when we start College in September, so it is my responsibility to make sure my probation is successful.

Learner's Signature

Please print name

Date