

**ABBEYLEIX FURTHER EDUCATION AND TRAINING CENTRE  
CODE OF CONDUCT 2023/2024**

**The following are conditions for participation on all programmes in this Centre.**

1. Staff and learners are expected to treat each other and property of the Further Education and Training Centre with respect.
2. Bullying and/or discriminatory behaviour of any nature will not be tolerated. It is the aim of the Centre to ensure the learning environment provides freedom for all learners to conduct their studies without having to suffer harassment, bullying or intimidation.
3. Abbeyleix Further Education and Training Centre fosters an environment of co-operative and respectful learning. In this regard, it is at the discretion of each teacher to remove from the classroom any individual whose behaviour has a negative impact on the classroom learning environment.
4. Use of inappropriate language in the Centre will not be tolerated under any circumstances.
5. Full attendance is required i.e. learners are expected to attend all timetabled classes in the Centre and **remotely**.
6. Learners unable to attend the Centre during normal timetabled classes must notify the Course Co-ordinator or Centre Manager **and** the teachers of their timetabled subjects for that day at the earliest opportunity to explain their absence.
7. A medical certificate is required if a learner is absent for more than two consecutive days (this includes being absent on a Friday and Monday).
8. No alcohol or illegal substances may be taken or brought into the Abbeyleix FETC. Participants may not attend classes under the influence of alcohol or illegal substances.
9. Each participant will take responsibility to ensure that the environment of the Centre is kept clean and tidy at all times. Individual's work area should be left clean and tidy at the end of each day. Wipes will be provided in each classroom/studio.
10. **Mobile phones must be on silent during class times.** Use of mobile phones for texting or accessing social media is **strictly forbidden** during class.

11. It is the learner's responsibility to care for books and equipment provided by LOETB and to return same at end of course. If a learner brings books/equipment into the Centre, they must ensure that these have been sanitised.
12. Learners must have an acceptable level of personal hygiene.
13. Any learner who has to leave the Centre during tuition hours must inform their course teacher/tutor and then sign out.
14. All learners must sign in and out each day.
15. The Centre Manager has complete authority on all matters relating to the running of the Further Education & Training Centre and her decision is final.

In the event that the above Code of Conduct is infringed, the following procedure will apply:

1. Verbal warning by the Class Teacher/Tutor
2. A written/verbal warning will be issued by the Course Co-ordinator
3. Further infringements will be referred to the Centre Manager

16. All learners are expected to practice good respiratory hygiene when coughing and sneezing. Wash hands regularly and use hand sanitiser. (Please note hand sanitisers are provided throughout the Centre).

In the event of gross misconduct and/or a serious infringement, the matter will be referred directly to the Centre Manager for possible suspension or exclusion from the Centre.

**I have read and understand the above Code of Conduct and I accept the rules and regulations for participation on a course at Abbeyleix Further Education and Training Centre as outlined in the Learner Handbook.**

Learner Signature \_\_\_\_\_ Date \_\_\_\_\_

Course Co-ordinator \_\_\_\_\_ Date \_\_\_\_\_

Centre Manager \_\_\_\_\_ Date \_\_\_\_\_