

## Student Contract

### Work-placement Contract

As a student studying any of the City and Guilds courses provided by ICE I will abide by the following contract. If I choose not to meet these guidelines, I am choosing to exit from the course and no monies will be refunded. I understand I may reapply at the beginning of the next course.

### Responsibility

In order to be responsible I will take ownership of my own learning. The course is achievable in 12 months from the start date. I agree that if I do not achieve this, and I need to extend course times, I will pay weekly until I have completed. I will make payments at the beginning of each week.

### Materials

I understand that it is my responsibility to ensure I have the relevant materials needed at my work-placement.

### Respect

I will be considerate to all students, teachers, staff, parents and carers. I will not use vulgar language or dress inappropriately. I will have good personal hygiene. The work-placement reserves the right to dismiss me for the remainder of that day if I do not abide by the above, and at my own personal cost. I am aware that working in an environment with children requires me to set a good example and I must present myself as a positive role model.

### Dress code

I understand that guidelines for personal appearance are strict and must be adhered to at all times. They are as follows:

No jewellery, except a wristwatch and one ear stud per ear.

No facial piercing

We prefer that make-up is not worn, however, discreet make-up may be worn.

An ICE logo polo shirt must be worn at all times at the work placement with black trousers or knee length black skirt.

### Responsiveness

I will work with the teachers, pupils and other students in the class. I will actively engage in learning. I will not be disruptive to the teaching environment. The work-placement reserves the right to dismiss me for the remainder of that day if I do not abide by the above, at my own personal cost.

### Practical assessments

I will be prepared, in advanced for all my practical assessments and acknowledge that it is my responsibility to ensure I have everything I need.

### Absences

I will attend my work-placement regularly. I agree to give prior notice to my work-placement of any absences and if I do not it will be registered as an unauthorised absence. If I am unable to give prior notice for an absence (eg illness) I must contact my trainer and work-placement by 9am that day.

### Punctuality

I understand that lateness is not acceptable. I agree to notify my work-placement if I am going to be unavoidably late.

### Half terms and holidays

I understand that my work-placement has additional holidays from the Spanish national holidays and on these days I am not required to attend. I understand that my fellow students may have different/more or fewer holidays than I may. I am not required to attend school inset/training days.

### Breaks

I agree not to leave the school on any unauthorised breaks. I agree to follow the schools timetable of break and lunch times. I also understand that allocated break times may be variable in terms of when they are given.

### Substance abuse

I understand that if I am under the influence of alcohol or any illegal substance, I will be automatically dismissed from the course and requested to leave the building, with no refund of fees paid.

### Amendments

I understand that ICE reserves the right to amend or change student contracts at their discretion. In the unlikely even of this happening I will be given these amendments to read before being asked to sign a new contract.

I have read and accept the above terms and conditions.

I understand that if I do not sign this contract all my rights will be wavered and I have no rights of complaint.

Course start date: \_\_\_\_\_

Course finish date: \_\_\_\_\_

Student signature \_\_\_\_\_

Fee payer signature \_\_\_\_\_

Date: \_\_\_\_\_

Signature on behalf of ICE \_\_\_\_\_