

# External Student Contract -2016/17

## Welcome to Al-Noor College

We accept limited numbers of Private Candidates at our own discretion.

The aim of this contract is to set out mutually agreeable guidelines for our partnership with a view to maintaining the values of the school and providing you with a successful experience.

### The School – our commitment

During your time here, you are entitled, wherever possible, to:

- Honest information and sufficient notice of timescales.
- A pleasant environment that meets Health & Safety requirements and is free from discrimination in accordance with our Equality Strategy.
- Caring, respectful and supportive staff that will do their best to help you.
- If something goes wrong we will deal with your problem courteously and efficiently. If you are unhappy with any aspect of our provision, we hope that you will raise the issue with us and give us the opportunity to put it right.

### The Student – your commitment

- All School visitors are expected to behave with mutual respect and act with integrity and honesty.
- Comply with School Rules and Regulations in relation to general behaviour (see relevant policies on the School Website [www.alnoorcollege.co.uk/](http://www.alnoorcollege.co.uk/))
- Ensure that mobile 'phones are not brought into exam rooms (even if they are turned off).
- Comply with examination rules and follow instructions from the examination invigilators.
- If you experience difficulties during the examination period (e.g. illness, injury, personal problems) please inform us at the earliest possible point so we can help or advise you.
- Keep us advised of any change in your personal and contact details.

#### The School is multi-cultural community. It is therefore, also important that you:

- Treat everyone with respect and politeness.
- Behave in a calm, responsible and orderly manner at all times.
- Carry your visitor ID card at all times and show it when requested.
- Look after your valuables (try not to bring anything that is not essential).
- Follow instructions from staff in regard to Health & Safety procedures and on issues of appropriate conduct. This is a no smoking College.

#### The School also tries hard to be a good neighbour, so please:

- Respect the local residents' right to privacy
- Avoid litter, excessive noise or over exuberant behaviour in the neighbourhood.
- Treat College property with care and respect.

We agree to abide by this Contract.

T Mahmood

HT / Examinations Manager

Tuarah Mahmood

#### Student: please note

By signing this document, you agree to the collection, processing and use of individual personal data by the School for the purposes connected with your examination entries, for the protection of health & safety whilst on or off School premises and for any other lawful purpose. You also agree to the sharing by the School of such data with appropriate agencies and examining bodies.

### Please return the attached copy of this contract to the Examinations Office.

I agree to the terms of this contract.	
Signature.....	Name: .....
Date .....	UCI number.....
	Candidate number: .....

This contract is valid for the duration of the examination session.