



	As a student I will do my best to...	As parent(s) I/we will do our best to...	As a Training Centre we will do our best to...
Attending Alpha	Always wear full uniform Bring any equipment needed for that day	Send my child to the Academy in full uniform Make sure my child has all needed equipment	Insist that uniform is worn at all times Inform learners of equipment needed and when
Attendance & Punctuality	Attend Alpha on the correct days Give the note or make a phone call explaining any absences	Make sure my child attends Alpha on the correct days and on time Inform Alpha as soon as possible on the first day of any absences to Alpha Training Office: 0771 054 1699	Encourage good attendance and punctuality Reward good attendance Keep parents informed of attendance issues Only consider authorising holidays in exceptional circumstances
Learning	Listen to my tutor and staff and work hard Respect the right of other learners to learn Have pride in my work	Take an interest in my child's work at Alpha Encourage my child to always work to the best of their ability Support my child with any homework set	Provide well planned lessons Provide a broad and balanced curriculum Set appropriate work and mark it consistently Regularly assess progress
Behaviour	Behave well in and outside Alpha and follow Alpha rules Be polite to staff, students and clients	Encourage my child to have a high standard of behaviour at all times Support Alpha's behaviour policy	Encourage high standards of behaviour at all times Implement Alpha's behaviour policy Treat all students fairly
Pastoral support	Let the lecturers and my family know if I have any worries that affect my work	Let Alpha know if there are any problems likely to affect my child's learning	Listen and respond quickly to concerns Inform families as soon as possible of anything may disrupt the normal lecture routine
Links with Alpha	Take all letters home Complete any sanctions set by my tutor Discuss my day with my family telling them the good and bad things that have happened to me so that my family can help me deal with issues that have arisen Discuss what I have learned with my family	Attend consultations and meetings with tutor Read letters from Alpha and reply if necessary Support Alpha Training if sanctions become necessary	Hold termly consultations with parent and student Provide a written report of student progress, attendance and punctuality Provide termly newsletters Set termly targets Inform families of any concerns as soon as possible
Life at Alpha	Find out what opportunities are open to me	Support Alpha Training events Regularly check the website alphatraininguk.net	Inform families of any events at Alpha Training