



NESPN  
**COMMUNITY LEARNING CENTRE**

**Guidelines 2020**

<p><b>Treat People with respect</b></p>	<ul style="list-style-type: none"> <li>• Use appropriate language</li> <li>• Speak respectfully to each other</li> <li>• Treat people with kindness</li> <li>• Use good manners</li> <li>• Treat others fairly and how you would like to be treated</li> <li>• Respect everyone's individuality/diversity</li> <li>• Respect other people's personal space</li> <li>• Respect other people's property</li> </ul>
<p><b>Respect the CLC environment</b></p>	<ul style="list-style-type: none"> <li>• Clean up after yourself</li> <li>• Respect the CLC equipment and furniture</li> <li>• Report any WHS concerns</li> <li>• Use the designated smoking areas</li> <li>• Return the laptops to their stands and on charge after use</li> </ul>
<p><b>Respect other people's learning</b></p>	<ul style="list-style-type: none"> <li>• Everyone has the right to learn</li> <li>• Be mindful other people's learning</li> </ul>
<p><b>Pay attention in class</b></p>	<ul style="list-style-type: none"> <li>• Ask for help if you need it</li> <li>• Use mobile phones appropriately</li> <li>• Phones on silent during class</li> <li>• Aim for a positive attitude</li> </ul>
<p><b>Be on time for classes / Case Management</b></p>	<ul style="list-style-type: none"> <li>• Attend all of your classes</li> <li>• Be punctual</li> <li>• Let your case manager know if your running late or away</li> <li>• Be organised with good time management</li> <li>• Sign in and out at the front desk every day</li> </ul>
<p><b>Be responsible for your own actions</b></p>	<ul style="list-style-type: none"> <li>• Learn from your mistakes</li> <li>• Be sensible</li> <li>• Be calm and collected</li> </ul>
<p><b>Support one another</b></p>	<ul style="list-style-type: none"> <li>• Look out for one another</li> <li>• Everyone is welcome</li> </ul>