

Code of Conduct

All students should follow the school code of conduct. It has been written to help students understand how to play their part as members of the school community. The golden rule is to **behave with consideration for others** in order to promote outstanding learning for all. Respectful interaction with other students and all staff, both teaching and non-teaching, is essential.

The way that we behave in and out of school helps to develop the school's reputation in the eyes of other students, staff, parents and members of the public. We want **our** school to have the best possible reputation.

It would be impossible to set out rules to cover every possible eventuality. We should already know how to behave sensibly and with concern for others. Set out below are some specific routines and administrative details to help guide you further.

Some expectations:

- **Equipment** - ensure that you arrive at lessons with the correct equipment for that lesson. Get all your equipment ready as soon as you arrive in a lesson and make sure that your student planner is out and ready for use.
- **Homework** - this should always be completed on time and handed in; recording homework in your student planner each day along with the date by which work is due will help with this. Your student planner must be signed by a parent or carer and your form tutor each week.
- **Clothing** - Always dress in accordance with the school's uniform expectations. The current school uniform list is contained in the student planner. Students in Year 7 to 11 are expected to wear full uniform on the way to and from school. Outerwear, such as hooded tops, should not be worn under the school blazer. When you arrive at school put your outerwear in the cloakroom or in your locker; do not wear it around school. Neither jewellery nor make-up should be worn in school; if make-up or nail varnish is worn you will be asked to remove it. Students with pierced ears may wear one pair of studs or small sleepers. No other visible piercings are permitted.
- **Attend school regularly and on time.** You should be in your form room by 8.45 am. A warning bell will be rung at 8.40am to help you arrive promptly. Permission for absence other than for illness should be obtained in advance by letter to the Head Teacher. All absences other than those where permission has been granted require a note of explanation from your parents when you return to school. This can be written in your student planner. Parents or carers should telephone school on the first day of any unforeseen student absences.
- **The school environment** - You should always leave a classroom, laboratory or workshop tidy and pleasant for the next group of students. If you damage or deface any property, you will have to mend, replace or pay for it. Look after your school and make sure that all rubbish is put into the bins provided. Move sensibly around school and keep to the left at all times. Follow one-way directions where they are in place. Always show respect for other people and their property.
- **Break and Lunchtime** - You may only leave the school grounds with permission from Mr Bulley, Mr Roberts, Mrs Proud, Mr Taylor, Mr Barnett or Mrs Naylor.

There is a rewards system for students in Years 7 - 13; as positives are achieved, certificates are awarded at the following levels: Bronze, Silver, Gold, and the Headteacher's Award. Students in all years will be rewarded with a snack voucher for a Silver award, a gift voucher for a Gold award and a lapel badge for the Headteacher's Award. Certificates will be awarded for awards at all levels.

Students who behave in a manner which falls short of that expected in school can expect a consequence; breaches of discipline such as lateness, homework issues, inappropriate behaviour inside or outside the classroom or infringements of uniform expectations will incur a negative. Formal detentions, lasting one hour after school, are given for more serious breaches of school discipline or for an accumulation of lesser offences (for example three negatives in any half term). Certain offences, such as bad language or leaving the premises without permission automatically incur this punishment. Parents or carers are notified by letter and on ClassCharts in advance of school detentions. Individual teachers and departments may also require you to attend a detention during the school day, or after school following prior notification if class work or homework is not completed to an appropriate standard. Further details are outlined in the Rewards and Consequences Structure, which is also printed in the student planner.

Students should note the following extracts from the school's discipline policy:

i) Personal Property.

Students should not bring to school valuable personal property. Any significant sums of money or items of value brought into school for a particular purpose should be placed in an envelope with the student's name and form and taken immediately to the Business Office for safe keeping. Mobile phones should be securely locked away in student lockers and not used at any time during the school day. If a student is found using a mobile phone or any other type of electronic equipment at any time on the school site, it will be confiscated by a member of staff, labelled with the owner's name and form and taken to Reception for safe keeping. It can be collected by parents at the end of that week. If the need arises for a student to make an urgent telephone call they may ask Reception for permission to use the telephone there.

The Governing Body also supports the staff in confiscation of jewellery, which will be labelled as outlined above and given to the appropriate pastoral office for safe keeping. These items can be claimed at the end of the day in which they are confiscated.

The school accepts no liability for the loss of or damage to any item of personal property or money brought into school by a student, unless the loss or damage is due as a result of negligence on the part of the school.

ii) Misbehaviour out of school grounds or on public transport.

The behaviour of students to and from school should be exemplary. Uniformed students are visible ambassadors for the school. Should anyone engage in inappropriate behaviour on the way to or from school which is brought to our attention by either other school members, staff or members of the public, the matter will be investigated, parents informed and a suitable punishment administered. Any other example of misbehaviour outside school hours that is related to school or has an effect in school, will be subject to the same disciplinary arrangements.

An example would be bullying that continues or takes place wholly out of hours. This will be treated in just the same way as if it happened in school.

iii) Personal Space.

Students should be aware that every individual has the right to their own personal space and physical contact of any type in school is actively discouraged.