

11. CONDUCT

Code of Conduct

We take pride in our school and aim to make it a happy place to learn where everyone shows respect for individuals and concern for the welfare of others.

Respect for Others

We have the right to feel safe and secure at school.

We have the right to be respected.

We have the right to be accepted and included regardless of our race, religion, gender or ability.

- We are polite to each other.
- We co-operate with adults.
- We respond the first time when asked to do something.
- We use respectful language to each other at all times and in all media.
- We respect others' rights to be heard and to learn, and therefore we listen respectfully to everyone.
- We respect the differences we see in others.
- We support each other by reporting any concerns to an adult.
- When incidents are being investigated, we are helpful, honest and co-operative.
- We allow other students to voice concerns that they have without repercussions, threats or any kind of pressure to stay silent.
- We ensure we know about the school emergency procedure [fire drill].
- We move around the school sensibly, keeping to the left-hand side of staircases and corridors.
- We hold doors open for other people.
- Moving around school, we carry our personal belongings safely and leave our bags in our lockers.
- We take all we need for two lessons and only return to our lockers at designated times [beginning and end of breaks].
- We line up in single file outside classrooms or enter the room when we arrive – the teacher decides.
- We do not ride our bikes on the school premises.
- In Years 11-13 we have the privilege of leaving the school at lunchtime, and we maintain good conduct outside school.
- We make sure the following items stay out of our school:
 - Alcohol
 - Canned drinks
 - Chewing gum
 - Cigarettes, lighters and matches
 - Glass bottles
 - Illegal drugs or 'legal highs'
 - Knives and other offensive weapons, or replica and imitations of these
 - Laser pens
 - Solvents

Self-Respect

We all take pride in our appearance and we look after our own belongings.

- We wear the correct uniform smartly.
- All our belongings are named.
- We name all letters which we take home from school.
- In PE, Drama, Dance and team practices we give valuable items to the teacher to keep them safe, or use the lockers in the Performing Arts Centre.
- We hand valuable items in to Reception for safe keeping.
- We leave medicines, prescribed and unprescribed, with the Medical Assistant based at reception.
- We park and lock our bikes at the back of the school.
- In Years 7-11, we limit our jewellery to only one pair of plain stud earrings. In Years 12 and 13, jewellery worn is discreet.
- We do not wear make-up in Years 7-8. In Years 9-13 any make-up is light and natural.
- We have **only natural hair colours** and styles. We tie long hair back for sport and practical lessons.

Respect for Learning

We have the right to learn and teachers to teach without disruption.

We follow the Behaviour for Learning Policy

We attend school regularly and we are always punctual to lessons.

- Mobile phones are switched to silent and only used in phone zones. If we bring them to school, it is at our own risk.
- We are always punctual and are properly equipped.
- We must, by law, attend registration both in the morning and afternoon
- Our parents/guardians/carers let the school know in advance if they know we are going to be absent.
- In case of illness, our parents/guardians/carers will phone or email the school on the day we are away and we must bring a letter when we return.
- If we have been absent, we catch up on the class work and homework we have missed.
- We stand behind chairs at the beginning of the lesson and sit down when we are asked to do so.

Respect for the Environment

We respect our learning environment.

- We treat the school buildings and fixtures with care.
- There are specific areas we use for eating and drinking. We leave chewing gum and canned drinks at home.
- We keep our classrooms clean and tidy and use the bins provided for litter.

- We put chairs on tables to make the job of cleaning staff easier.
- We treat our lockers with care.
- We take good care of all materials issued to us.
- We pay deposits and fines for materials used.
- We play ball games on the field or courts in summer and, in winter, only on the courts.
- We stay within the authorised bounds of the school.
- During the day we keep away from areas that are out of bounds (staff car parks, bus lane and the area to the front of the school).
- We leave the school only with permission and sign in/out in the late/temporary absence books.

We Reject The Following

- Bullying including cyber-bullying
- Damage to property
- Gambling
- Misuse of ICT and ICT facilities
- Refusal to accept school rules/discipline
- Physical aggression towards staff/students
- Poor behaviour on school trips and visits
- Sexual misconduct
- Substance abuse
- Theft
- Truancy
- Verbal abuse to staff/students

(Please note these are classed as 'Serious Incidents' and heavy sanctions apply)