



Pupil Code of Conduct

Author:	Neil McCudden	Date:	26/02/2020
Approval Requirement:	Executive Headteacher		
Signature	<i>Neil McCudden</i>	Date:	26/02/2020
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Appendix 1 - Guidance shared with Pupils via an Assembly in January 2020

Statement of intent

James Calvert Spence College believes that in order to facilitate teaching and learning, acceptable behaviour must be displayed in all aspects of school life.

We are committed to:

- Promoting desired behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect.
- Ensuring equality and fairness of treatment for all.
- Encouraging and rewarding good behaviour.
- Challenging and disciplining bad behaviour.
- Providing a safe environment; free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging a positive relationship between the school and parents to develop.
- Developing relationships with our pupils which ensure early intervention is possible.
- A shared approach which involves pupils in the implementation of the school's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all pupils can achieve.

1. General conduct

The school expects pupils to:

- Arrive to lessons on time and fully prepared.
- Follow reasonable instructions given by staff.
- Be polite to all members of the school community and to all visitors to the school.
- Always be ready to offer help to others, if necessary.
- Not keep their hands in their pockets when talking to an adult.
- Move around the school in a safe, respectful, and orderly manner. Pupils should walk on the left and use the appropriate staircases as directed.
- Attend all lessons and other school activities punctually and always arrive in good time for commitments.
- Take pride in the school environment and keep it tidy.
- Arrive fully equipped to learn-planner, a blue or black pen, a green pen, pencil, ruler, rubber, PE kit and a reading book.
- Not spit or chew gum – chewing gum is not allowed.
- Not swear or use offensive language.
- Not engage in gambling or games of chance.
- Show respect for the school environment-not damage or disfigure the school premises, either inside or outside the buildings.
- Show respect for the opinions and beliefs of others.
- Complete classwork as requested and submit homework at the time requested.
- Report unacceptable behaviour.

Vandalism and graffiti on school premises is strictly forbidden.

Damage should be reported immediately to a member of staff, by the person responsible or the person who discovers it.

The school is a working environment; therefore, public displays of affection are not appropriate during lessons, nor during break and lunchtimes, or while on school trips where you are representing the school.

All forms of sexual discrimination, including sexual harassment, gender-based bullying and sexual violence, are forbidden. Acts of sexual harassment and violence will be considered and dealt with in line with the school's Behaviour Policy.

Smoking, drinking alcohol and the taking of drugs are forbidden and it is an offence to have smoking materials, alcoholic drinks or drugs in your possession. This includes the times when pupils are travelling to and from school.

There is zero tolerance for bullying at the school; this includes, but is not limited to, racist bullying, homophobic bullying, transphobic bullying, sexist bullying, or sexual bullying and harassment.

2. In the classroom

Pupils must not:

- Be disrespectful, argumentative, rude, confrontational or intimidating.
- Lie or answer back to teachers.
- Disrupt a class or make it difficult for others to learn.

- Leave the classroom or school premises without permission.
- Disobey a reasonable request from a teacher.
- Miss lessons.
- Intimidate other pupils.

3. Attendance

Full time attendance and attendance at all lessons is mandatory. Pupils must only be absent from lessons if the absence has been authorised or they are unwell.

The school day runs from 08:50 to 15:10. Pupils are required to remain on the school premises during these times, except where the pupil has an appointment, there is a school trip, or the pupil has been granted permission by a member of staff to leave the premises.

In the case of pre-arranged appointments, the school must be informed in advance and in writing wherever possible.

If selected for a school team, pupils are expected to attend punctually and if they are unable to take part due to injury or illness, ensure that the school is informed at the earliest possibility.

Holidays during school time are not permitted except under very exceptional circumstances. No teacher may authorise holidays during school time. Permission in exceptional circumstances must be sought from the Executive Headteacher. This responsibility may be delegated to the Assistant Headteacher: Ethos and Culture.

4. Lateness

Pupils must arrive punctually for morning registration.

If a pupil arrives late, but before 09:20, they should report to reception and sign in.

If a pupil arrives late, and after 09:20, they should report to reception and sign in. This will be classed as an absence.

Pupils must arrive punctually for afternoon lessons.

5. Illness whilst at school

If pupils are involved in an accident or feel ill during the school day, they must inform a member of staff who will decide the correct course of action, such as seeking an assessment from a First Aid trained colleague. If the student feels unwell during a lesson, they **MUST NOT** be sent to reception but instead on call should be sent for who will make the decision with regards of the most appropriate course of action. No pupil may go home without permission from the appropriate Pastoral Support Officer or Assistant Headteacher: Ethos and Culture or colleague who is on call_who will make arrangements for the pupil's parents to be contacted.

If given permission to go home due to illness or injury, pupils must sign out at reception.

6. Appearance

The school uniform, detailed separately, is compulsory. This includes for the journey to and from school.

One small stud earring in each ear is permitted. No other piercings are permitted. One ring on either hand is permitted.

Clear nail varnish and natural make up are permitted, as is nude/natural colour nail varnish. Nail varnish other than nude, French polish, noticeable make-up, false eyelashes, long false nails and tattoos are not allowed.

Hair is to be clean and tidy. Hair should be of a natural colour. Unnatural coloured hair or various coloured hair as well as unusual hairstyles are not allowed.

Pupils are reminded that they are representatives of the school.

Shirts and blouses should be tucked inside of trousers or skirts.

7. Property

Pupils are responsible for their own belongings.

Exercise books, planners, text books, electronic equipment, stationary and folders issued by the school remain the property of the school and should be treated as such.

Pupils are responsible for replacing lost or damaged school property.

PE is a compulsory part of the curriculum and pupils must attend with appropriate kit at every lesson.

8. Mobile technology

The school accepts that personal mobile phones are often given to pupils by their parents to ensure their safety and personal security.

In addition, the school acknowledges the increasing use of mobile technology as part of the curriculum.

Parents should be aware if their child takes a mobile phone to school.

The school accepts no responsibility for replacing lost, stolen or damaged personal mobile devices either at school, or travelling to and from school.

8.1 Acceptable use

- Mobile devices should be switched off and kept out of sight (ideally in their school bag) during lessons, unless using the device as part of a lesson with the permission of their class teacher.
- Mobile phones should only be used for voice calls with the express permission of their parents and teachers, and for emergencies only.
- Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.
- Pupils are responsible for protecting their own personal information including their phone number.
- Unless express permission is granted, mobile devices should not be used to make calls, send SMS messages, iMessages or emails, take photos or use any other application during lessons or on school site and other educational and pastoral activities.
- Files should not be sent between mobile phones, and Bluetooth and Wi-Fi functions should be disabled whilst on school premises.

8.2 Spot checks

- Any staff member may ask any pupil to show them what they are doing on their mobile phone at any time.
- Pupils are required to comply with any request to disable the screen lock function of their phone and show any staff member what they are doing.

8.3 Sanctions

- Using a mobile phone is a privilege which can be revoked at any point.
- Any pupil caught breaking the above guideline may have their mobile device confiscated.
- Confiscated mobile devices will be locked away securely in behind reception.
- Confiscated mobile devices may be returned to the pupil at the end of the school day but the school retains the right to request the telephone be collected by the pupil's parent.
- Bullying via mobile will be disciplined in line with the school's Anti-Bullying Policy.

9. Items barred from school premises

Fire lighting equipment

- Matches, lighters, etc.

Drugs and smoking equipment

- Cigarettes
- Tobacco
- Cigarette papers
- Electronic cigarettes (e-cigs)
- Alcohol
- Solvents
- Any form of illegal drug
- Any other drugs except medicines covered by the prescribed medicines procedure

Weapons and other dangerous implements and substances

- Knives
- Razors
- Catapults
- Guns (including replicas and BB guns)
- Laser pens
- Knuckle dusters and studded arm bands
- Whips or similar items
- Pepper sprays and gas canisters
- Fireworks
- Dangerous chemicals
- Items that can be used to hit, e.g. hammers

Other items

- Liquid correction fluid
- Chewing gum

- Energy drinks
- Offensive materials (i.e. pornographic, homophobic, racist etc.)
- Aerosols including deodorant and hair spray

10. Non-compliance

Failure to comply with the school's Pupil Code of Conduct will lead to sanctions as detailed in the school's Behaviour Policy.

11. Monitoring and review

This code of conduct will be reviewed on an annual basis by the Assistant Headteacher: Ethos and Culture and any changes made will be communicated to all pupils and staff at the school.

All pupils will be provided with a copy of this code of conduct when their attendance at the school begins and will be required to familiarise themselves with the procedures and guidance outlined.

Appendix 1 – Guidance shared with pupils via an assembly in January 2020

Student Routines and expectations

We aim to bring out the best in everyone and positive reinforcement is used as a general guide. However, we do not condone poor behaviour and appropriate steps will be taken according to the circumstances. Our Guiding Principles are displayed in every teaching area and students are expected to meet the schools guiding principles of Navigate, Illuminate and Shelter.

Students are expected to:

1. Behave in an orderly and self-controlled way, refraining from behaving in a way that brings the school into disrepute, including when outside school.
2. Show respect to all adults in the school and each other, being kind, and employing good manners e.g. using please, thank you, sir, miss, etc.
3. Do as you are asked first time and accept the consequences of our actions without question.
4. Work to the best of your ability, adopting a positive attitude to learning and achievement, and allow others to do the same.
5. Move quietly and quickly around the school to your next lesson, walking on the left, using the appropriate stairs to go either up or down as indicated.
6. Arrive on time, fully equipped for all lessons (planner, a blue or black pen, a green pen, pencil, ruler, rubber, PE kit and a reading book). Bags should be placed under desks after all relevant equipment and planner are placed on the desk at the start of every lesson, as appropriate.
7. Line up outside the classroom and wait to be asked to enter the room by the member of staff AND/OR stand behind chairs waiting to be instructed to be seated, engaging with any starter activity the teacher has set.
8. The member of staff will dismiss the students when they choose to and this will be when you are sitting/standing in silence, leaving the room in an appropriate condition for the next class.
9. Respond to teacher feedback using green pen and present work using the THUD principle.
10. Treat the school buildings and school property with respect. Eat only in designated areas, use the bins provided, and keep the school free from vandalism, graffiti, and litter.
11. Wear the correct uniform at all times, including your blazer when indoors, unless express permission to remove the blazer has been given by a member of staff.
12. Use breaks and lunchtimes to go to the toilet or to fill up your water bottle, going during or between lessons is not permitted unless prior permission with a member of staff has been agreed
13. Mobile phones, electronic gadgets, headphones are not permitted unless for an agreed with a member of staff for an educational purpose. These may be confiscated by a member of staff.
14. Smoking/vaping and chewing are not permitted.