

# Code of Conduct (students)

## OUR SCHOOL PRAYER:

*What does the **Lord** ask of you?*

*To act justly, to love mercy and to walk humbly with your God.*

Micah 6vs.8

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## Statement of Intent


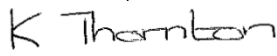

In our school, our Christian vision shapes all we do. All members of the school community are committed to upholding the St Michael's Church of England Christian values:

- to show love, care, and kindness to all in our community
- to value what we have and to share with others
- to enable everyone to achieve their full potential

**St Michael's Church of England High School 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 the 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
- cheering on and rewarding good behaviour
- challenging and disciplining unacceptable behaviour
- providing a safe environment, free from disruption, violence, discrimination, bullying and any form of harassment
- encouraging a positive relationship with parents and carers to develop
- developing relationships with our students which ensure early intervention
- a shared approach which involves them in the implementation of the school's policy and associated procedures
- promoting a culture of praise and encouragement in which all students can achieve

Signed by:

	Headteacher	Date:	<u>22.09.2022</u>
	Co-Chair of governors	Date:	<u>22.09.2022</u>
	Co-Chair of governors	Date:	<u>22.09.2022</u>

<b>Date of approval</b>	13 <sup>th</sup> July 2017
<b>Date reviewed</b>	22 <sup>nd</sup> September 2022
<b>Review date</b>	March 2025

## **1. General Conduct**

1.1 The school expects students to:

- be polite to all members of the school community and all visitors to the school
- always be ready to offer help to others if necessary
- not keep their hands in pockets when talking to an adult
- move around the school in a quiet and orderly manner
- 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
- not spit or chew gum – chewing gum is not allowed
- not swear or use offensive language
- not engage in gambling or games of chance
- not damage or disfigure the school premises, either inside or outside the buildings

1.2 Vandalism and graffiti on school premises and elsewhere are strictly forbidden.

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

1.4 The school is a working environment; therefore, public displays of affection are not appropriate during lessons, during break and lunchtimes or while on school trips where you are representing the school.

1.5 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 Management Policy.

1.6 Smoking, drinking alcohol and the taking of drugs are forbidden and it is an offence to keep smoking materials, alcoholic drinks, or drugs. This includes the times when students are travelling to and from school.

1.7 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**

**Students must not:**

- be disrespectful, argumentative, rude, confrontational, or intimidating
- lie or answer back to teachers
- disrupt a class, making 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 students or staff

### **3. Attendance**

- 3.1 Full time attendance and attendance at all lessons is mandatory. Students must only be absent from lessons if the absence has been authorised or they are unwell.
- 3.2 The school day runs from 08:40 - 15:00. Students are required to remain on the school premises during these times, except where the student has an appointment, there is a school trip, or the student has been granted permission by a member of staff to leave the premises.
- 3.3 In the case of pre-arranged appointments, the school must be informed in advance, and in writing wherever possible.
- 3.4 If selected for a school team, students are expected to attend punctually and if unable to take part due to injury or illness, ensure that the school is informed at the earliest possibility.
- 3.5 Holidays during school time are not permitted except under very exceptional circumstances. No teacher or senior leader may authorise holidays during school time. Permission in exceptional circumstances must be sought from the governing board.

### **4. Lateness**

- 4.1 Students must arrive punctually for morning registration.
- 4.2 If a student arrives late after the school gates close at 8:35, they should report to the school reception and sign in.
- 4.3 Students must arrive punctually for afternoon registration.

### **5. Illness whilst at school**

- 5.1 If students are involved in an accident or feel ill during the school day, they must inform a teacher who will locate a first aider. No student may go home without permission from their Head of Year who will contact the student's parents or carer.
- 5.2 If given permission to go home due to illness or injury, students must sign out at the school reception.

### **6. Student-student relationships**

- 6.1 The school is not opposed to students starting relationships with one another and will not prevent appropriate relationships between students.
- 6.2 Students will only enter into age-appropriate relationships, e.g., two people in the same year group.
- 6.3 Students are not overly affectionate at school.
- 6.4 Students will not marginalise or bully anyone who is in a relationship.
- 6.5 The school promotes and supports diversity, and will not tolerate bullying of any form, including sexist, homophobic and transphobic bullying. Students are encouraged to speak to a member of staff immediately if they witness, or are a victim of, bullying.

- 6/6 The school takes a zero-tolerance approach to all forms of sexual harassment, sexual violence, and harmful sexual behaviours.
- 6.7 Students are taught to understand what harmful sexual behaviour is in an age-appropriate manner.
- 6.8 Students are taught about relationships in an age-appropriate manner.
- 6.9 Students are taught about what constitutes a healthy relationships and about sexual health in accordance with the school's RSE and Health Education Policy.
- 6.10 All students understand that they can speak to any staff member if their relationship starts to become harmful or abusive or if they have any other concerns or questions relating to their relationship.
- 6.11 All staff members operate an 'open-door' policy for students wanting to report any concerns relating to themselves or their peers.
- 6.12 Staff members handle concerns from students, raise concerns and act in accordance with the school's Child Protection and Safeguarding Policy at all times.

## **7. Appearance**

- 7.1 The school uniform, detailed separately, is compulsory. This includes the journey to and from school.
- 7.2 The only permitted jewellery which may be worn is:
- one pair of stud earrings – no other piercings are permitted to be worn. Rings, zips, chains, wide belts, or ear stretchers are NOT permitted.
  - a smart/sensible wristwatch. Smart watches, e.g., iWatch, are not permitted to be worn or brought into school
- 7.3 Nail varnish, false nails, make-up, and tattoos are not allowed.
- 7.4 Hair is to be clean and tidy. Hair should be of a natural colour. Unnatural coloured hair or various coloured hair is not allowed.
- 7.5 Students are reminded that they are representatives of the school.
- 7.6 Shirts/blouses should be tucked inside of trousers or skirts.

## **8. Property**

- 8.1 Students are responsible for their own belongings.
- 8.2 Exercise books, planners, textbooks, electronic equipment, stationery, and folders issued by the school remain the property of the school and should be treated as such.
- 8.3 Students are responsible for replacing lost or damaged school property.
- 8.4 PE is a compulsory part of the curriculum and students must attend with appropriate kit at every lesson.

## **9. Mobile technology**

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

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

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

### **9.4 Acceptable use**

- Mobile devices should be switched off and kept out of sight during classroom 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 can only be used at break times, outside of the school building.
- Students are responsible for protecting their own personal information including their phone number.

### **9.5 Unacceptable use**

- 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 school lessons and other educational and pastoral activities.
- Files should not be sent between mobile phones and Bluetooth and WIFI functions should be disabled whilst on school premises.
- Mobile phones can only be used at break times, outside of the school building.
- Students are responsible for protecting their own personal information including their phone number.

## **10. Spot checks**

10.1 Any teacher or staff member may ask any student to show them what they are doing on their mobile phone at any time.

10.2 Students are required to comply with any request to disable the screen lock function of their phone and show any teacher or staff member what they are doing.

## **11. Sanctions**

11.1 Using a mobile phone is a privilege which can be revoked at any point.

11.2 Any student caught breaking the mobile phone acceptable use policy will have their mobile device confiscated.

11.3 Confiscated mobile devices will be locked away securely in reception.

11.4 Bullying via mobile will be disciplined in line with the school's Anti-Bullying Policy.

## **12. Items banned from school premises**

- Fire lighting equipment
  - matches, lighters, etc.
- Drugs and smoking equipment
  - cigarettes
  - tobacco
  - cigarette papers
  - electronic cigarettes (e-cigs)
  - shisha or vape pens
  - 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 armbands
  - whips or similar items
  - pepper sprays and gas canisters
  - fireworks
  - dangerous chemicals
- Other items
  - liquid correction fluid
  - chewing gum
  - energy and carbonated drinks
  - offensive materials (i.e., pornographic, homophobic, racist etc.)
  - aerosols including deodorant and hair spray
  - cameras
  - pepper spray or any other acidic liquid

12.1 This list is not exhaustive.

## **13. Non-compliance**

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

## **14. Monitoring and review**

14.1 This code of conduct will be reviewed on a three-year basis by the Headteacher and Assistant Headteacher: Student Welfare and DSL and any changes made will be communicated to all students and staff at the school.

14.2 All students 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 guidelines outlined. The next scheduled review date of this policy is September 2025.



## Appendix 1: Code of Conduct Agreement

### St Michael's Church of England High School



#### Code of Conduct Agreement

I, \_\_\_\_\_ agree to abide by the terms of the school code of conduct and understand the consequences if I break the school rules.

**Signed by:**

**Student** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Parent/Carer** \_\_\_\_\_ **Date:** \_\_\_\_\_


**Form Tutor** \_\_\_\_\_ **Date:** \_\_\_\_\_

Please return this copy to the school


## Appendix 2: Classroom Code of Conduct

ST MICHAEL'S CHURCH OF ENGLAND HIGH SCHOOL

# CLASSROOM CODE OF CONDUCT



- Line up outside the classroom in single file in the correct uniform.
- Stand behind chairs until instructed to sit down.
- Ask permission in order to remove blazers.
- Ask permission for a drink - water only.
- Do not leave your seat without permission.
- Do no chew gum.
- Mobile phones must be switched off and remain in pockets or packs unless otherwise directed.
- Exit the classroom following the one way system.



ST MICHAEL'S  
Church of England High School

MERCY • INTEGRITY • CARE AND COMPASSION • HUMILITY • ACHIEVEMENT • EQUALITY • LEADERSHIP • SERVICE

## Appendix 3: Successful Student/Ready to Learn

ST MICHAEL'S CHURCH OF ENGLAND HIGH SCHOOL

# A SUCCESSFUL STUDENT IS...



## READY

- ☐ WEARING THE CORRECT UNIFORM
- ☐ ATTENDING SCHOOL EVERYDAY, ON TIME
- ☐ READY TO LEARN, ARRIVING ON TIME TO LESSONS, FOLLOWING THE ONE WAY SYSTEM



- ☐ CONSIDERATE TOWARDS STAFF, STUDENTS, VISITORS AND MEMBERS OF THE PUBLIC



- ☐ FOLLOWING INSTRUCTIONS FIRST TIME, WITHOUT FUSS
- ☐ PROMOTING THE CHRISTIAN ETHOS OF THE SCHOOL

## RESPECTFUL

## RESPONSIBLE

- ☐ TAKING RESPONSIBILITY FOR THEIR OWN ACTIONS, LANGUAGE AND BEHAVIOUR
- ☐ BEHAVING IN A MANNER THAT KEEPS THEMSELF AND OTHERS SAFE
- ☐ REPORTING CONCERNS TO MEMBERS OF STAFF OR JUNIOR LEADERS



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