

Code of Conduct for Pupils

At all times:

- Be Respectful and Polite
- Be Considerate and helpful
- Be Smart and follow the school dress code
- Be Reliable
- Be Responsible
- Be Punctual for school and lessons
- Be Prepared
- Be Co-operative
- Have High Expectations of yourself and be prepared to achieve your highest possible attainment levels.
- Recognise the achievements of others
- Remember that a positive attitude assists all tasks.

As well as teachers, parents should also encourage the above behaviours

Around School

Take care of the building and furniture

Put all litter in the bin

Walk quietly and responsibly around the school and respect that others may be working

Eat and drink in the permitted areas only

Categorically no smoking whilst in school uniform – this carries a penalty of suspension with possibly exclusion.

In the Neighbourhood

Be good citizens

Respect people and their property

Put litter in the bin

Roles and Responsibilities

All members of the community have a responsibility to ensure that everyone has a safe and secure environment in which to work and play and that students have the support and resources necessary to fulfil their potential

The following people have specific roles and responsibilities as outlined below:

Parents

Parents have a responsibility to:

- ◆ Support their children in attending school
- ◆ Encourage their children to behave in accordance with the school's code of conduct
- ◆ Make sure they are available for the school to contact in the event of an emergency and re educational aspects.
- ◆ Assist the school with extra work that may be required should a pupil be experiencing difficulties, thus, enabling the child to reach his/her full potential.

- ◆ Support the school in its ambition to provide the best possible education and care for their child
- ◆ Provide the correct school uniform and required equipment
- ◆ Treat all members of the school with respect and consideration.

Pupils

Pupils have a responsibility to:

- ◆ Conduct themselves at all times in a manner that enables them to fulfil their potential in both the academic and social spheres and which does not prevent others from doing the same.
- ◆ Treat all members of the school with respect and consideration.
- ◆ Wear the correct school uniform ensuring it is neat and tidy and have the required equipment.
- ◆ Follow the rules of the school.
- ◆ Support and help pupils younger in years in their everyday lives in and around the school.

Teaching Staff

Teaching Staff have a responsibility to:

- ◆ Deliver well prepared lessons which are relevant, stimulating and inspirational.
- ◆ Mark pupils' work in a way that offers guidance.
- ◆ Ensure all materials used are legible and informative. Handouts must be typed/word processed.
- ◆ Maintain discipline in the classroom
- ◆ Find new ways of delivering information if non-comprehension occurs in a pupil until said pupil understands.
- ◆ Remain patient.
- ◆ Ensure the safety of the pupils in their care.
- ◆ Treat all members of the school with respect and consideration.
- ◆ Ensure schemes of work are up to date, in the correct format, well organised and stored in the relevant classrooms. A copy must be given to the Head Teacher
- ◆ Ensure lesson plans are correct and that a copy of at least two weeks' worth of lesson plans (flexible plans as changes do occur) are available in classrooms in case of absence. Copies of lesson plans must be given to the Head Teacher at half-termly intervals. For example, for the first half of the summer term lesson plans are due by May for checking.
- ◆ Be flexible in cases of staff absences with regards to lessons and break duties.
- ◆ Ensure rewards and sanctions are awarded fairly and consistently and without prejudice.
- ◆ Monitor the progress of each individual and keep records up to date.
- ◆ Co-ordinate with the SENCO and form teacher to prepare Individual Education Plans (IEPS) for pupils with educational needs both more able and less able students.
- ◆ Complete incident forms as necessary and give to form teacher for filing.
- ◆ Attend staff meetings as required.

Form Teachers

Form Teachers have a responsibility to:

- ◆ Treat all members of the school with respect and consideration.
- ◆ Ensure that records are kept up to date by subject teachers and are filed in the form room.
- ◆ Ensure that incidents that occur are recorded by relevant teacher and stored in the pupils file.
- ◆ Deal with minor disciplinary matters referred to them by subject teachers.
- ◆ Monitor attendance.
- ◆ Ensure that each pupil is known and cared for as an individual.
- ◆ Implement Individual Action Plans for pupils with behavioural issues.
- ◆ Care for and monitor the progress and behaviour of all pupils in the year group.
- ◆ Ensure rewards and sanctions are awarded fairly and consistently and without prejudice.
- ◆ Ensure the safety of the pupils in their care.

The Management

The Management have a responsibility to:

- ◆ Run the school on a day to day basis.
- ◆ Ensure the safety of all pupils in their care.
- ◆ Deal with the more serious disciplinary matters for both staff and pupils.

Rewards

The school rewards system is designed to maintain appropriate behaviour and motivation both in the classroom and around the school. It is designed to recognise and encourage behaviour and achievement above everyday expected standards.

The following Rewards may be appropriate:

- ◆ Verbal congratulations.
- ◆ Positive comments on work.
- ◆ Positive comments in the planner / homework diary.
- ◆ Pupils' works displayed around school.
- ◆ Merit Marks (age dependent)
- ◆ Recognition in an Assembly.
- ◆ Commendation award / Prize at End of Term assembly.
- ◆ Letter/phone call to parents.

Sanctions

Our school ethos is based on the assumption that behaviour *will* be acceptable at all times.

However, should it become necessary to impose a sanction, the following may be appropriate.

The imposition of a sanction should always be accompanied with guidance to enable a pupil to learn an appropriate behaviour. Sanctions should always be fair and consistent and without prejudice.

Verbal Reprimand

This can be very quick and effective as long as it does not become a lecture. Remind the pupils of the school's expectations and if appropriate set targets for improvement.

Report Book

This may be organised in cases of persistent misbehaving. A book may be collected from the office and the pupil must take it to every lesson for a comment to be written in about their behaviour and signed by the relevant teacher. This book must be signed after school every day by the form teacher.

Detention

This may be imposed for more serious contraventions to school rules and may take place after school or on a Saturday. In serious circumstances a school holiday detention may be levied. Extra work must be given for completion during a detention.

Letter (or phone call) Home

Professional judgement should be used to establish if an act is serious enough to warrant a letter being sent home. No letters are sent without consultation with the Principal.

Exclusion from School

This is an absolute last resort, after all other methods have failed and may only be actioned by the Head Teacher.

Exclusion may be implemented for the following:

Abuse to staff.

Refusing to accept authority from a member of staff.

Actions endangering others.

Flagrant/persistent disruption.

Theft.

Violence towards other school members.

Bullying or harassment.

Smoking or drinking whilst in school uniform.

Drug/solvent abuse whilst in school uniform or whilst on school property.

Vandalism to school property.

Exclusion may be permanent depending upon the degree of the misdemeanour.

If non-permanent, work will be set for the pupil to complete at home.

A thorough investigation into the action will be made before a decision is made regarding a pupil's future.

Sanctions such as these are rare and will only be implemented in the most serious of cases.