

Date: September 2022
Review date: September 2023
Responsibility: MW

Bishop Challoner School



PUPIL CODE OF CONDUCT



CODE OF CONDUCT FOR PUPILS AT BISHOP CHALLONER SCHOOL

At Bishop Challoner we aim to ensure that everyone contributes towards making the School a pleasant place in which to teach, learn and thrive.

General Behaviour

Pupils are expected to behave in a considerate and courteous manner at all times, as members of the School, and of the local community. They are expected to show respect to all members of staff, visitors to the School and to each other. All school rules apply to pupils on school premises or off site on a trip or visit.

The School has an Equal Opportunities Policy and expects the highest standards in language and behaviour, and mutual respect between all members of the community. Verbal abuse of any kind, including bad language or shouting is unacceptable in the School. Bullying in any form is unacceptable at the School. Bullying is the intent to hurt or dominate another person (by physical or verbal intimidation, and also by exclusion or threatening gestures and name calling). Allegations of bullying will always be taken seriously.

Good social behaviour is encouraged by the pupils moving round the buildings quietly, keeping to the left in the corridors and on the stairs, and being thoughtful towards others by holding open doors, and standing aside to let people pass when waiting to enter a room.

Attendance:

Pupils are not allowed to be absent, without permission of the Headteacher, for any reason except illness or emergency; parents should write to the Headteacher well in advance if leave of absence is required for a special reason. Permission is unlikely to be given for family holidays during term time.

Parents should endeavour to make routine appointments with dentists etc during school holidays or out of school hours. Those leaving for appointments must sign out at the school office.

No-one may leave the school premises during the school day without the permission of a member of the Senior Leadership Team.

Parents should notify the school by phone or email on the first morning of absence and should continue to communicate with the school, daily, during a period of absence. Any pupil not present in registration, and not authorised by parents, will have his/her absence followed up by a phone call or email home. A note explaining the reason for absence should be brought in on return to school. After five continuous days of absence you will be contacted by your son/daughter's form tutor or Head of Section to see how we can help.

Dress Code

Correct uniform is to be worn at all times, including the journey to and from school, as we believe that the way pupils look affects their behaviour and their relationship with the local community. In the sixth form, pupils wear a suit and should accessorise as they would for business attire.

Below year 12, no jewellery, other than a watch, may be worn unless it is of specific religious significance and then it must be unobtrusive. In this way, no pupil may discriminate against another or be discriminated against on grounds of religion.

Pupils with pierced ears are allowed to wear one plain stud, in each ear lobe, which should be removed or taped for safety reasons during every PE activity. Other jewellery may be confiscated. Long hair must be tied back in the junior department. Hair must be tied back in accordance with health and safety regulations in laboratories and for all practical lessons. Hair colouring and extreme styles are not allowed. Nail varnish and false nails are not permitted. The school reserves the right to decide whether a pupil's appearance is suitable for school.

Personal property

Everyone should respect his/her own and each other's property at all times; borrowing is not encouraged.

Everything brought into school should be clearly named.

Money is to be carried on the person at all times or locked securely in a locker.

The school does not accept responsibility for pupils' personal property which is lost, stolen or damaged on school premises, unless negligence by the school can be proved.

Equipment belonging to pupils, which is brought into school, is not covered by our School Insurance. Separate insurance is required and should be organised by parents. This is particularly important in connection with musical instruments.

Prohibited Items

Any pupil who is found to be in possession of, or involved in the supply, cultivation, use or subsequent distribution of illegal drugs and "legal highs" to another person may be permanently excluded. The introduction of weapons, alcohol, drugs or other illegal substances into Bishop Challoner, or the supply or use during a school trip or exchange visit or on school premises, is regarded as very serious misconduct and will, in most cases, lead to permanent exclusion, even if a police prosecution does not follow. Any pupil or pupils concerned should automatically be suspended and the police notified.

There is a No Smoking policy at Bishop Challoner School applicable to all pupils, staff and visitors. Chewing gum is not allowed anywhere in the School.

Homework

Homework is to be completed regularly in accordance with the homework timetable. Parents are asked to ensure that the appropriate time is spent on this in suitable conditions and to check and sign planners where applicable. In case of absence, all work has to be caught up with.

Assembly

All pupils are to attend the school assemblies unless excused by the Headteacher after a written request from parents.

Environment

Pupils are expected to care for the general environment, both inside and outside, and keep the school free of litter. Form rooms should be kept clean and tidy and notice boards should have well-planned displays. 'Pop' posters are not allowed.

Rewards and Sanctions

Our system is proactive, with rewards for good work and behaviour, and provides incentives for pupils to work hard and achieve.

If rules are broken or in case of other misdemeanour warranting detention, this will be set after school. In the interests of good discipline, other punishments may be set as deemed appropriate by the Senior Leadership Team.

A pupil may be excluded for serious contravention of the school rules. In the case of suspension, parents will be invited to school to discuss the situation with the Headteacher or member of the Senior Leadership Team. Suspension could in some cases lead to permanent exclusion if an offence is repeated.

Safety

Everyone must check the fire regulations and learn the procedures for evacuating the building. Safety regulations for all practical lessons, including the wearing of protective clothing and goggles, must be observed. Pupils are not allowed in laboratories or the workshop without staff supervision.

Pupils should not run in corridors or play on staircases. Anything potentially dangerous must be reported immediately to the Bursar.

ALL ACCIDENTS MUST BE REPORTED TO THE SCHOOL OFFICE.

Fire and First Aid procedures are clearly outlined throughout the building.

Pupils feeling unwell must report to the office. Any medicines that have to be taken during the school day must be clearly named and handed to the office. All pedestrians must use the pedestrian gates.

Mobile Phones, Tablet Devices, MP3 Players, Electronic Games and Laptops

Bishop Challoner recognises that mobile phones can be useful to pupils and parents alike under certain circumstances. However, there are certain mandatory conditions and guidelines which must be followed by pupils who bring in mobile phones. Mobile phones should not be used for social calls, game playing, taking pictures of other people on site, or recording them using mobile phones. Mobile phones in the senior school must be kept securely in a locker and are not to be seen or heard at any time during the school day. In the Pre-Preparatory and Preparatory departments, any mobile phone should be brought to the school office, signed in and signed out again for security when entering and leaving the school. **Any form of offensive text messaging or 'bullying by phone' (or any form of social media) relating to a pupil or pupils in the school will be treated extremely seriously.**

Pupils are not allowed to access social networking sites whilst at school.

MP3 Players, Tablet devices and Electronic Games are not to be played in school. They should be switched off during the school day and kept securely in a locker. Use of such items during the school day may lead to confiscation.

Laptop computers are only permitted in school with the Deputy Headteacher's permission. They remain the responsibility of pupils.

Code of Conduct in the Classroom

Everyone takes pride in working in an attractive, pleasant environment.

- We should therefore, respect classrooms and the furniture and property within them. Classrooms should be kept neat and tidy
- Classes should be allowed to leave a form room before the next group enters
- We should be aware of saving energy by switching off lights or shutting windows when necessary, especially at the end of the day
- Cupboards and form boards are a form's responsibility and should be kept tidy
- To keep rooms fresh and pleasant, PE kit should be stored in lockers and books etc in school lockers
- Bags, or any other items, should not be left in gangways at any time, in the interests of health and safety
- Repairs should be noted immediately to the Site Team
- No eating or drinking (except water) at any time in the classrooms
- The pupil ICT Agreement must be adhered to.

I confirm that I have read and understood this Pupil Code of Conduct and that this signed document will be placed in my personal file. I am aware that any significant and deliberate breach of this Code might lead to disciplinary action being taken.

Pupil Name..... Date.....

I confirm that I have read and understood this Pupil Code of Conduct and that this signed document will be placed in my son/daughter's personal file. I am aware that any significant and deliberate breach of this Code might lead to disciplinary action being taken.

Parent signaturePrint Name (BLOCK CAPITALS).....

Date.....

Reviewed: September 2022
Next Review: September 2023
Reviewed by: M Wallace