

Code of Conduct (pupils)

Date of approval	January 2017
Review date	January 2019

Headteacher: **Mrs J Gray, MSc, NPQH**

St Michael's Church of England High School • Rowley Learning Campus • Curral Road • Rowley Regis • West Midlands • B65 9AN

Telephone: **0121 561 6881** • Fax: 0121 561 6882 • email: contact.staff@st-michaels.sandwell.sch.uk

Contents:

1. [Statement of Intent](#)
2. [General Conduct](#)
3. [In the classroom](#)
4. [Attendance](#)
5. [Lateness](#)
6. [Illness whilst at school](#)
7. [Appearance](#)
8. [Property](#)
9. [Mobile technology](#)
10. [Spot checks](#)
11. [Sanctions](#)
12. [Items banned from school premises](#)
13. [Non-compliance](#)
14. [Appendix 1: Code of Conduct Agreement](#)

1. Statement of Intent

- 1.1. St Michael's CE High School believes that in order to facilitate teaching and learning, acceptable behaviour must be displayed in all aspects of school life.
- 1.2. 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;
 - cheering on and rewarding good behaviour;
 - challenging and disciplining poor 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 pupils 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.

2. General Conduct

- 2.1. Pupils should be polite to all members of the school community and to all visitors to the school.
- 2.2. Pupils should be ready always to offer help to others if necessary.
- 2.3. Pupils should not keep their hands in pockets when talking to an adult.
- 2.4. Pupils should move around the school in a quiet and orderly manner.
- 2.5. Pupils must attend all lessons and other school activities punctually and always arrive in good time for commitments.
- 2.6. Pupils should take pride in the school environment and keep it tidy.
- 2.7. Pupils must not spit.
- 2.8. Pupils must not chew gum.
- 2.9. Pupils must not swear or use offensive language.
- 2.10. Pupils must not engage in gambling or games of chance.
- 2.11. Pupils must not damage or disfigure the school premises, either inside or outside the buildings.
- 2.12. Vandalism and graffiti on school premises and elsewhere is strictly forbidden.
- 2.13. Damage should be reported immediately to a member of staff by the person responsible, or by the person who discovers it.
- 2.14. The school is a working environment and so public displays of affection are not appropriate during lessons, nor while on official school business.

- 2.15. 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 pupils are travelling to and from school.

3. In the classroom

- 3.1. Pupils must not be disrespectful, argumentative, rude, confrontational or intimidating.
- 3.2. Pupils must not lie or answer back to teachers.
- 3.3. Pupils must not disrupt a class, making it difficult for others to learn.
- 3.4. Pupils must not leave the classroom or school premises without permission.
- 3.5. Pupils must not disobey a reasonable request from a teacher.
- 3.6. Pupils must not miss lessons.
- 3.7. Pupils must not intimidate other pupils or staff.

4. Attendance

- 4.1. Full time attendance and attendance at all lessons is mandatory. Pupils must only be absent from lessons if unwell.
- 4.2. The school day runs from 08:40-15:00. Pupils are required to remain on school premises during these times except in the cases of appointments in exceptional circumstances and school trips.
- 4.3. In the case of pre-arranged appointments, the school must be informed in advance, and in writing wherever possible.
- 4.4. If selected for a school team, pupils 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.
- 4.5. 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 body.

5. Lateness

- 5.1. Pupils must arrive punctually for morning registration.
- 5.2. If a pupil arrives late, after the school gates close at 8:40, they should report to the school reception and sign in.
- 5.3. Pupils must arrive punctually for afternoon registration.

6. Illness whilst at school

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

7. Appearance

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

- 7.2. No jewellery or rings, earrings or studs are to be worn at any time in school.
- 7.3. Nail varnish, make-up and tattoos are not allowed.
- 7.4. Hair is to be clean and tidy. Long hair must be tied back. Hair should be of a natural colour. Unnatural coloured hair or various coloured hair is not allowed.
- 7.5. Pupils 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. Pupils are responsible for their own belongings.
- 8.2. 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.
- 8.3. Pupils are responsible for replacing lost or damaged school property.
- 8.4. P.E. is a compulsory part of the curriculum and pupils must attend with appropriate kit at every lesson.

9. Mobile technology

- 9.1. The school accepts that personal mobile phones are often given to pupils by their parents to ensure their safety and personal security.
- 9.2. In addition, the school acknowledges the increasing use of mobile technology as part of the curriculum.
- 9.3. Parents/carers should be aware if their child takes a mobile phone to school.
- 9.4. The school accepts no responsibility for replacing lost, stolen or damaged mobile devices either at school, or travelling to and from school.
- 9.5. 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 .
 - Pupils are responsible for protecting their own personal information including their phone number.
- 9.6. 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.
 - Pupils 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 pupil to show them what they are doing on their mobile phone at any time.

- 10.2. Pupils 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 pupil 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 arm bands
 - Whips or similar items
 - Pepper sprays and gas canisters
 - Fireworks
 - Dangerous chemicals
- Other items
 - Liquid correction fluid
 - Chewing gum
 - Energy drinks
 - Offensive materials (i.e. pornographic, homophobic, racist etc.)
 - Aerosols including deodorant and hair spray
 - Cameras

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.

Appendix 1: Code of Conduct Agreement

St Michael's CE 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:

Pupil		Date:
Parent/Carer		Date:
Form Tutor		Date:

Please return this copy to the school