

Code of Conduct - Holy Family

We have a code of conduct which makes it clear how we should behave in our community. It has the following aims:

- To allow all students to learn in safety and security.
- To support teaching and learning in the classroom.
- To foster respect for others, for property and the environment.
- To encourage honesty, trust, fairness, tolerance and compassion.
- To encourage and develop self-discipline and self-respect.

If students follow our code, they will be helping to create a positive and supportive learning environment. If students break our code, they should be prepared to accept the consequences.

Initial each section once you have read it

General Conduct and Expectations

- Attend registration and tutorials at 8.40am.
- Attend assembly on Friday and be in your seat at 8.40am. Failure to attend this will result in an automatic detention on the same day at 1.30pm.
- Attend all lessons and study sessions.
- Attend PSHCE lessons every Friday at 8.40am and participate in the activities.
- Participate in the Sixth Form Enrichment Programme and the Oscar Romero award..
- Complete all coursework and homework assignments as per deadlines set out by subject staff.
- Attend all the super-curricular opportunities that you have signed up for.

Lesson Conduct

Students have the right to learn and teachers have the right to teach. All students must respect the rights of others and follow these rules:

- Arrive on time to lessons
- Demonstrate a consistent level of maturity at all times.
- Allow teachers to teach without distraction and others to learn without distraction.
- Be organised and ready for the lessons by making sure you have the right resources and materials for the lesson.
- Be an active participant in the lesson.
- Do not use any mobile devices unless instructed to by the teacher.
- Alert teachers to any planned absences or delays in getting to school whenever possible.

School Conduct

All students and staff have the right to learn and work in a clean and tidy environment where everyone feels safe and secure. Students should follow these rules and demonstrate courtesy and respect to others at all times:

- Set a positive example to lower school students by keeping to the left on stairs and in corridors and by walking calmly to lessons.
- When lower school students are lining up outside, sixth formers should walk past silently in a mature fashion.
- You should not mix with lower school students and be in the playgrounds or hang around the corridors on either site.
- The dress code should be adhered to at all times including wearing of IDs.
- Headphones and mobile phones should NOT be used in the corridors.
- Drinking alcohol and/or smoking is strictly prohibited on site or immediately outside of the school building.

- To never bring in items into school which are unsafe e.g. weapons or any illegal substances.
- Students should always treat and speak with other students and staff with respect in and around the school building.
- Food may only be eaten in designated areas e.g. canteen. Eating in corridors is not allowed. You must not bring in fast food onto the school site.
- You should always clean up after yourself.
- Parents/Carers to call the school office by 8.30am everyday of any illness.
- To care for all school equipment, the buildings and respect the school environment.
- To be mindful of the reputation of the school at all times. This includes behaviour outside of and in the near vicinity of the school.

IT Conduct

- To regularly check your school email and fully engage with each subject and tutor groups Google Classroom.
- Only use your school email to communicate with staff and do so in a professional tone. See below for guidance.
- Follow the online Acceptable User Policy described in your journal.


HOW TO EMAIL A TEACHER

1 SUBJECT LINE
2-5 word summary of the email

- Missing Grade
- Homework Question
- Late Work

4 CLOSING


- Thank you
- Have a nice day!



2 BEGIN WITH A GREETING

- Good Morning
- Hello
- Good Afternoon

This is in the body of the email



5 SIGN YOUR NAME!

General Tips:

- Be sure to use proper capitalization & punctuation.
- Always use proper grammar.
- Plz spell out ur words.
 - Please spell out your words.

3 BODY OF THE EMAIL

- I am writing because.....
- I need help help.....
- I am confused by.....

Sanctions

- Students can be given behaviour points, be 'on called' for misconduct and spend time in the Bethany Room to reflect on their actions. Students can be sent out of lessons to the study room for being late and unprepared for the lessons.
- Additional sanctions can include:
 - Placing on the cause for concern procedure.
 - Being put on report
 - Individual student contacts for attendance and attitude.
 - Community Service
 - Time in the Bethany Room
 - Course removal
 - Asked to leave the Sixth Form

There are further sanctions that the school may take in the case of very serious incidents.

Student Name: _____ Tutor Group: _____

Signature: _____ Date: _____