

# Code of Conduct

[Next update – September 2018]

## Code of Conduct

*This Policy should be read in conjunction with the school's Child Protection and Safeguarding Policy, which it complements and supports.*

*At all times pupils should:*

- 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.

*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 pupils have the support and resources necessary to fulfil their potential.

*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.
- Support their children in the prompt completion of homework.
- 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 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 in accordance with the behaviour policy.
- 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.
- Complete all homework set and submit it at the requested time.
- Support and help pupils younger in years in their everyday lives in and around the school.

*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:*

- Oral congratulations.
- Positive comments on work.
- Positive comments in the planner / homework diary.
- Pupils' works displayed around school.
- Merit marks or house points
- Recognition in an assembly.
- Principal's Commendation award / Prize at End of Term assembly.
- Letter/email /phone call to parents.

*Sanctions*

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

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

### *Oral 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*

This may be organised in cases of persistent misbehaving. A report may be collected from the Principal's 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 report must be signed after school every day by the form teacher and returned to the Principal at the end of the report term. The pupil will then meet with the Principal in order to discuss the content of the report.

### *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, email or phone call to parents*

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.

### *Suspension from School*

Suspension 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.

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.

### *Expulsion*

The Principal reserves the right to terminate the enrolment of any pupil deemed to put at risk the welfare of other members of the school and who is considered to be unable to respond to the type of education offered by Priory School. This is a last resort, after all other methods have failed, and may be actioned only by the Principal.

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

**Authorised by the Principal, Mr E J Matyjaszek**

**November 2017**