

Code of Conduct

[Next update – September 2018]

Codes of Conduct for Pupils, Parents, Staff

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.

Teaching Staff have a responsibility to:

- Comply with the Teachers' Standards appropriate to their level of experience and responsibility.
- Keep up-to-date with developments in education, particularly in their area of specialism.
- Mark pupils' work in a way that offers guidance in accordance with the school marking policy.
- 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 also be given to each Curriculum Group Leader to be stored centrally.
- Provide a selection of Emergency Lesson Plans on which cover teachers can draw in the event of a sudden absence.
- 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 case of absence.
- 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 for pupils with educational needs and in order to support those with specific learning needs.
- Complete incident forms as necessary and give to form teacher for filing.
- Attend staff meetings as required.

Form Tutors have a responsibility to:

- Treat all members of the school with respect and consideration.
- Ensure that incidents that occur are recorded by relevant teacher, communicated to the Principal as necessary and stored in the pupil's file.
- Deal with minor disciplinary matters referred to them by subject teachers.
- Monitor attendance.
- Monitor the completion of homework and ensure that non-completion of homework is approached as outlined in the staff handbook.
- Ensure that each pupil is known and cared for as an individual.
- 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.
- Compile profiles of each of their pupils, these to form the basis of end-of-term form tutor reports.
- Ensure that all end-of-term subject reports are completed for pupils in their form groups

The Executive Committee has 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 affecting both staff and pupils.
- Develop and formulate strategies and policies for the benefit of the 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:

- 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