

# **Christ the King Catholic High School and Sixth Form Centre**



**Code of Conduct**

## **Code of Conduct**

Our CTK Code of Conduct establishes the rights, responsibilities and expectations of all members of the school community here at CTK.

Our entire school community accepts our Code of Conduct.

The code ensures that standards of behaviour and attitudes to learning are maintained by both learners and teaching staff.

Pupils are known to make the best possible progress when they themselves, their parents/carers and their teachers work together effectively. This will ensure they have support across all areas of their educational life. The Code of Conduct highlights areas to ensure these three areas work together in a positive and supportive way.

## Our Rules and Expectations

### Lessons:

- Arrive on time
- Enter and leave the classroom in a quiet, orderly manner
- Arrive to lessons with the correct equipment: at least a pen, pencil, ruler, journal and homework
- Adopt a positive attitude to learning, behaving in the expected way at all times
- Remain outside of the classroom until greeted by your teacher
- Follow instructions, listen carefully to the teacher and be co-operative
- Raise hands if you wish to speak in lessons
- Respect other Pupil's work, property and their right to learn
- No eating or drinking (with the exception of bottled water)
- All mobile phones should be kept in bags. If a mobile phone is seen during lessons or during lesson change-over time it will be confiscated immediately. Any confiscated phone will be returned at the end of the school day

### Break and Lunchtime:

- Treat the school environment and duty staff with respect
- No dropping litter
- Eat lunch or snacks in designated areas only
- Stay off corridors in school unless absolutely necessary
- Remain on the school premises
- Attending revision or additional study sessions in school is an expectation
- During lunchtime food purchased in the Senior Dining Room must be eaten in that area only. Food purchased in the Junior Dining Room can be eaten in that area, the hall, and the canopy area only

### Before and After School:

- Treat the school environment and duty staff with respect
- Breakfast is available in the dining rooms; all pupils are welcome to use this service
- Consider your behaviour while representing our school on your way to school and home from school and whilst you are wearing your school uniform

## Teacher Code of Conduct

### Teachers will:

- Come to school regularly and punctually
- Arrive at lessons on time, fully prepared to deliver engaging lessons that allow our learners to make the best possible progress
- Uphold CTK's classroom rules and expectations in a fair and consistent manner
- Apply a fair and consistent approach when dealing with all pupils
- Apply our Code of Conduct policy in a fair and consistent manner
- Regularly assess, mark and provide feedback on work
- Set and mark homework regularly
- Make contact with parents when necessary to discuss pupil progress, achievement and behaviour

## **Pupil Code of Conduct**

### **I will:**

- Come to school regularly and on time (8.40am)
- Consider my behaviour and conduct at all times
- Take care of my property, the property of others and school property
- Place litter in bins at all times
- Wear school uniform correctly and with pride in accordance with school policy.
- Stick to school rules and expectations
- Have a positive attitude to learning and lessons at all times
- Ask for help and support if you don't understand something

## Support of Parents and Carers

### I/We will strive to:

- Encourage my child to keep to the school rules, expectations and code of conduct
- Ensure my child attends school on a daily basis
- Ensure my child is on time in the morning and help them recognise the importance of punctuality to lessons
- Ensure my child is in correct uniform each day
- Ensure my child is fully prepared for the school day and lessons
- Attend parents evening and information evenings relevant to my child and their progress in school
- Provide a home study environment that is conducive to effective work and learning
- Encourage and support with homework completion and independent study
- Check and sign my child's journal each week
- Contact my child's Head of Year if I become concerned over my child's welfare and/or progress

## **Learning**

### **Pupils can expect**

- Good teaching
- A clear and consistent approach to the expectations the school and teachers have of them
- A range of opportunities to engage with learning both in and out of the classroom

### **Pupils have the responsibility to:**

- Make the best use of all learning opportunities that are available
- Ensure they stick to the school rules and expectations
- Behave well
- Ensure they adopt a positive attitude to learning
- Help, support and encourage their peers
- Ensure the excellent reputation of CTK is maintained both in school and in the school community

## Teaching

### Teachers have the right to:

- Expect that all pupils will meet their responsibilities as learners at all times

### Teachers have the responsibility to:

- Plan engaging lessons that stretch and challenge all learners
- Help ensure all learners achieve and make good progress
- Regularly assess learner work, including homework
- Provide a wide range of opportunities for learning
- Reward pupils who have excellent attitudes to learning
- Apply sanctions and rewards fairly and consistently
- Apply standards in a relentless and fair manner
- Expect and help to ensure that all learners achieve

## **Our School Environment**

Teachers, pupils and other staff should respect our school environment. A large amount of money is spent on ensuring that all people who work and learn in our school do so in the best possible environment.

Graffiti, dropping litter or damaging school property will not be tolerated and anyone caught doing any of these things will be sanctioned.

The Headteacher will ensure that all classrooms are kept clean, tidy and are a pleasure to work in.

## Rewards

A points system will be used where pupils gain points. Points will relate to a system where pupils are aiming to achieve a bronze, silver or gold award each term. The bronze, silver and gold award carry prizes to reward pupils for their approach to school.

***Pupils will have an opportunity to gain points for:***

- adopting a positive attitude to learning and maintaining all classroom reward points
- gaining lesson reward points
- arriving prepared to learn during morning registration
- having an excellent attendance record
- having an excellent punctuality record

Each of the areas above will be awarded points as follows. The points will be totalled on a termly basis and pupils will receive a letter based on the total number of points they have been awarded. They will also be given their bronze, silver or gold award.

***Adopting a positive attitude to learning and maintaining all classroom reward points***

- Pupils will be given a point as they start a lesson. It is expected that they will behaviour and adopt a positive attitude to learning. If they fail to meet this expectation a reward point is removed and a departmental sanction put into place.

***Arriving prepared to learn during registration***

- Form tutors will award up to 3 points to pupils each morning who
  - arrive on time
  - are in correct uniform
  - are prepared for lessons

***Having an excellent attendance record***

%	Points
100	25 points
97	20
95	15
<95	0

*Having an excellent punctuality record*

Number of lates	Points
0	25 points
1-2	20
3	15
4	10
5 or more	0

*Point totals*

These will vary year on year depending on each term's length.

They will be published to pupils via form tutors on a termly basis.

**Staff will also be able to reward a pupil with an "Extra Mile"**

This reward will be for those pupils who go above and beyond both in an out of lessons, pupils that show extra effort, display acts of kindness etc. A member of staff will have discretion to reward pupils with an extra mile for any reason they deem acceptable.

## Sanctions

Sanctions and consequences need to be applied consistently, fairly and calmly, making a distinction between serious and minor offences, if they are to be effective.

Pupils need to know why they are being punished and need to be given an opportunity to make amends.

A great emphasis in our school is placed on high standards of behaviour, courtesy and good manners. We find that pupils are most secure and work at their best where there is order and structure that they understand.

The processes described below should be adhered to by every member of staff in a fair and consistent way. This will ensure pupils are dealt with in the same way no matter who is dealing with the situation. The following should be used in classroom situations:

Behaviour	Action
<b>Disruptive, off task behaviour that is preventing lesson progression</b>	Verbal warning issued to class. Further incidents of such behaviour will lead to department detention for individuals concerned. Positive reprimand used to address whole class and reinforce expectations.
<b>Continued disruption by any member of class</b>	Departmental detention of 30 minutes issued. <b>Red comment</b> recorded in pupil journal. A letter will be sent home from the relevant department to inform parents of the issue. <i><b>At this point the individual pupil behaviour and sanction is to be recorded in the behaviour monitoring system and a point removed from the pupil.</b></i>
<b>Two</b> choices are available to a teacher if behaviour of an individual pupil continues to disrupt the lesson. Teacher to use notes provided on page 8 as to which option best suits the situation. Both options will lead to further sanctions.	
<b>1. Buffer Zone</b> This option to be used when removing the pupil into another classroom would allow the lesson to continue and the teacher/Head of Department to deal with the behaviour. <b>Red comment recorded in journal. Point removed. Departmental detention of 30 minutes set. Incident recorded in behaviour monitoring system.</b>	<b>2. Call-out</b> This option to be used for a serious offence that the teacher feels needs to be dealt with by a Senior Member of staff. <b>Red comment recorded in journal. Point removed. Parents contacted. Headteacher detention issued on the same night as call-out for 45 minutes Incident recorded in behaviour monitoring system.</b>

**\*\* Severe Clause** – a serious incident of foul language, abusive, threatening or aggressive behaviour should lead to immediate use of the Senior teacher call-out facility.

**\*\*** Two or more “Call-outs” in a week will lead to a two-hour Headteacher detention on a Wednesday.

## **Detentions (including Head of Year detention)**

### **Tuesday**

- Staffed by Head of Year (HOY) with a member of Senior Leadership Team to support.
- Pupils in this detention for offences deemed by the Head of Year to warrant detention, or due to 3/6/9 strikes on the pupil Code of Conduct card.
- These will take place in the school hall.
- This detention will be logged in the journal and behaviour monitoring system.
- A HOY can issue a detention for a number of reasons. They will use this approach to deal with pupils before escalation to one of the sanctions imposed above. For example, if there is an issue relating to uniform or punctuality etc this can be dealt with by a detention with a HOY or Assistant HOY at a pre-arranged time and venue. This will be recorded in the pupil journal and behaviour monitoring system.

### **Nightly SLT detentions (40 Mins)**

- Staffed by members of the Senior Leadership Team.
- Pupils in this detention for Senior Teacher call-out
- These will take place in the school hall.
- This detention will be logged in the behaviour monitoring system.
- A formal detention slip will be given directly to pupil and parents will be contacted

### **Department Detentions**

- These will be issued by departments due to disruption of lessons or failing to complete homework and classwork to the expected standards. Departments will write the detention into the pupil journal with the date and time of detention. The department detention could take place at lunchtime or after school; this will be at the department's discretion. If a pupil is placed in a buffer zone then this detention will be 30 minutes in length. If a pupil fails to attend a detention, the detention must be re-set and written in the pupil's planner. Failure to attend two department detentions should be referred to HOY who will set a Head of Year detention.

***\*\* Departments have the ability and right to set a detention for more than 30 minutes in length, but no longer than an hour. This may be due to significantly poor behaviour that is being dealt with by the department teacher and head of department or this could be due to failure to attend a detention, or persistent poor behaviour within a department.***

**Other Possible Sanctions**

- Internal Exclusion
- Fixed Term Exclusion
- Managed Transfer process
- Permanent Exclusion

**Use of Report Cards**

- Report cards will be integral when monitoring pupil behaviour and attitude
- Report cards will be one colour – buff/pastel.

Type of report card	Monitored by
Form Tutor report card	Form tutor and parents on a daily basis. Letter sent home by HOY to confirm action/reason for action.
Head of Year report card	Head of Year and parents on daily basis. Head of Year arranges contact / meeting with parents/carers to discuss.
Senior Leadership report Card	SLT and parents on a daily basis. SLT with Head of Year meet with parents/carers
Assistant Headteacher/Deputy Headteacher report card	AHT/DHT and parents on a daily basis. AHT/DHT to meet with parents/carers.

At the time a pupil is placed on a report card the parents of the pupil will be contacted. Report cards will be for an initial two-week period. Following this two weeks the report will be reviewed by the member of staff who is overall responsible for the monitoring period and a decision made as to the next steps. Parents will be kept fully informed of the process. If there is no significant improvement the report may continue or the pupil may progress to the next level described above.

## Code of Conduct Cards

Code of Conduct cards will be carried by each pupil. They are used to ensure pupils behave to the expected standards when moving between lessons and during break and lunch time. They are also used to ensure they keep to the maximum standard of school uniform expected at all times.

Uniform guidelines are set out in the pupil journal and are displayed in all Pastoral areas.

All pupils must carry a Code of Conduct card. The card will be coloured according to the year group and will have number on the front section which states the half term that we are currently in. Pupils receive a new Code of Conduct card each half term.

Pupils must wear school uniform in accordance with school policy. If a pupil is not wearing school uniform correctly it is the responsibility of all staff to address the issue. This could be in a classroom or on a corridor in school at change-over of lessons. A pupil should be stopped, the problem addressed and a strike put onto the uniform card.

The table below sets out the issue and associated action required by subject teachers, form tutors and teaching assistants and the associated sanction issued by the Head of Year.

<u>Issue</u>	<u>Sanction</u>	<u>Follow up</u>
<b>Lost/no Code of Conduct Card</b>	Pupil referred to HOY by form tutor. Pupil given new card with 3 strikes and HOY detention arranged.	If old card is brought following day, rip up new card, give one strike on old card for no card previous day, and cancel detention.
<b>No jumper/blazer/shoes/tie etc...</b>	Item lent to pupil for the day. Strike on uniform card.	Record on log.
<b>No journal</b>	Pupil given strike on Code of Conduct card.	Pupil given journal page to be used for the day.
<b>3 strikes</b>	Member of staff who issues third strike informs HOY. HOY detention issued.	
<b>6 strikes</b>	Member of staff who issues sixth strike informs HOY/Assistant HOY. Formal detention arranged.	Parents/carers informed. Issue logged on behaviour monitoring system.
<b>9 strikes</b>	Member of staff who issues ninth strike informs HOY/Assistant HOY. Formal detention arranged. Uniform report card for 2 weeks minimum.	Parents/carers informed. Issue logged on behaviour monitoring system. Report card reviewed daily by HOY and parents kept informed.
<b>Wearing make-up/nail varnish</b>	Give strike on uniform card. Make-up/nail varnish to be removed. HOY will have a supply of make-up wipes and nail varnish remover.	Issue with removing refer to HOY or Pastoral Team. This may lead to a call-out for a senior member of staff.

<i>Other behaviours where Code of Conduct Card will be used</i>		
<b>Running on corridors</b>	Member of staff who reprimands pupil to strike Code of Conduct card.	If this leads to 3/6/9 strikes follow action above.
<b>Cycling on school premises</b>	Member of staff who reprimands pupil to strike Code of Conduct card.	If this leads to 3/6/9 strikes follow action above.
<b>Swearing or use of foul and abusive language during break, change-over time or lunchtime</b>	Member of staff who reprimands pupil to strike Code of Conduct card.	If this leads to 3/6/9 strikes follow action above.
<b>Repeatedly on corridors without acceptable explanation</b>	Member of staff who reprimands pupil to strike Code of Conduct card.	If this leads to 3/6/9 strikes follow action above.
<b>Dropping litter</b>	Member of staff who reprimands pupil to strike Code of Conduct card.	If this leads to 3/6/9 strikes follow action above.
<b>Chewing gum / eating in lessons</b>	Member of staff who reprimands pupil to strike Code of Conduct card.	If this leads to 3/6/9 strikes follow action above.
<b>Out of bounds</b>	Member of staff who reprimands pupil to strike Code of Conduct card.	If this leads to 3/6/9 strikes follow action above.
<b>Drinking anything other than water in lessons.</b>	Member of staff who reprimands pupil to strike Code of Conduct card.	If this leads to 3/6/9 strikes follow action above.

**Out of bounds**

Out of bounds areas are clearly marked around school. Any pupil caught “out of bounds” will be referred to the relevant Head of Year. A formal detention for a Tuesday after school will be issued.

**Smoking on school premises and when in school uniform**

Smoking whilst in school or whilst wearing school uniform is banned. This includes pupils coming to school in the morning and pupils leaving school at the end of the day. A pupil caught smoking in school will be sanctioned and parents/carers will be contacted immediately. Parents/carers will be expected to come into school to address the situation. A Head of Year detention will also be issued. If a pupil is caught smoking before and after school, a detention will be issued and parents contacted to discuss and address the situation.

**Mobile Phones**

Whilst we appreciate that mobile phones have become an essential part of everyday life, we do not expect pupils to have them out during lesson time (unless their use has been planned for by a teacher) or lesson change over-time, for example between lesson 1 and 2 and lesson 4 and 5. If a mobile phone is seen during a lesson, or during lesson change-over time, it will be confiscated. It is expected that as soon as the bell rings pupils will put their mobile phones away. Mobile phones should not be visible, so being kept in the top pocket is unacceptable; they must be out of sight in a bag.

## **Eating and drinking in lessons**

Eating in lessons is not allowed - this includes chewing gum. Members of staff should ask the pupil to put the food away and empty their mouth. A strike should be placed on a pupil's uniform card. Pupils may have a water bottle in lessons that contains only water. Any other drink will not be allowed in a lesson. Pupils will be asked to put away alternative drinks. Pupils will not be allowed to fill water bottles up during lesson time. Rules regarding drinking in lessons are different in certain practical subjects, for example Science, Design & Technology and Computing, where drinking any form of drink is not allowed.

## **Homework**

It is an expectation that all pupils will complete homework to a consistently high standard throughout the year. If pupils fail to complete homework or the homework is judged by the teacher to not be at a high enough standard homework will need to be repeated and departmental/HOY detentions will be imposed.

### Internal, Fixed Term and Permanent Exclusion

At times behaviour of pupils can warrant a significant sanction to be imposed. There are some instances of behaviour that could ultimately lead to permanent exclusion. The table below sets out some of these more serious instances of behaviour and the associated likely sanctions.

Behaviour / Action	Internal Exclusion	Fixed Term Exclusion	Permanent Exclusion
Swearing at a teacher/member of staff	✓	✓	✓
Physical violence towards another pupil	✓	✓	✓
Aggressive and threatening behaviour towards another pupil	✓	✓	✓
Physical violence towards a member of staff		✓	✓
Aggressive and threatening behaviour towards a member of staff		✓	✓
Truancing	✓	✓	
Bringing the school into disrepute due to pupil behaviour outside of school	✓	✓	✓
Smoking on school premises	✓	✓	
Carrying an offensive weapon on school premises		✓	✓
Bringing illegal drugs onto the school premises		✓	✓
Selling of illegal drugs on school premises			✓
Persistent refusal to follow school rules	✓	✓	✓
Persistent and frequent SLT Call-Outs	✓	✓	✓
Persistent bullying of another pupil – verbal or physical	✓	✓	✓
Inappropriate use of social media on school premises	✓	✓	
Inappropriate use of social media where a member of staff is put at risk		✓	✓

\*\*\* It is at the Headteacher's discretion to decide the level of sanction imposed when any of the above behaviours occur.

## **Safeguarding**

If you have any concerns about your own wellbeing or safety (or that of your friends), you can speak to:



**Ms Stead (Designated Safeguarding Lead)**



**Mr Morgan (Deputy Safeguarding Lead)**



**Mrs Ashton (Lead Pastoral Coordinator)**

You can also speak to any member of staff, for example your form tutor, who will then be able to pass on your concerns to the Safeguarding Team.

## Equal Opportunities

*Members of our school community have the right to:*

Fair and consistent treatment

Freedom from discrimination

Freedom from physical and verbal abuse

Expect that problems will be dealt with supportively and sensitively

*Members of our school community have the responsibility to:*

Treat all others fairly with respect and consideration

Challenge and not accept bullying, teasing, discrimination

Adopt a consistent and sensitive approach to dealing with problems