



## St Columba's College

### Code of Conduct: Senior School

This policy applies across the Senior School. It should be read in conjunction with the College Behaviour Policy.

As a school conducted in the educational tradition of the Brothers of the Sacred Heart, St. Columba's College promotes respect of authority, respect of fellow students, and self-respect. The school advocates a discipline that is respectful of the dignity of the individual, is consistent and fair, and is based on a relationship of mutual trust and cooperation. Students grow in self-discipline as they grow in understanding themselves and in learning to respect others.

Policy owner: KMA  
Date reviewed: July 2022  
Date of next review: July 2024  
Ratify by governors: No

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## **CHAPTER 1            AN ORDERED and STRUCTURED ENVIRONMENT**

### **Section 1        Introduction and Aim of the Code of Conduct**

As a Catholic and Christian College, we wish to set the highest standards of personal and social morality. Exemplary conduct receives affirmation; where standards fall short the process of discipline blends correction with encouragement. Those who offend are urged to learn from mistakes, whether derived of carelessness or bad judgement. Our policy, therefore, is to be firm and resolute, but also supportive and understanding. The Code of Conduct gives clear guidelines, but the merits of each case are carefully considered.

Since human freedom is a vital aspect of the Christian message, we believe that students should be formed with appropriate levels of freedom, rights and responsibility. Such good behaviour is demanded as an expectation of being a member of the College, and it is modelled by example through the professional nature of the staff and by the student

example to one another. A realistic attitude toward student freedom implies adult supervision and a clear expression of limits.

Students must be aware that irresponsible behaviour, social or academic, leads to sanctions. Staff and prefects may request the assistance of parents, counsellor, the Heads of House/Deputy Head or Head as necessary to maintain an orderly atmosphere at the College.

The College does all in its power to investigate incidents which have a disciplinary aspect to them in order to ascertain culpability. However, experience indicates that it may prove impossible to form a totally clear picture of what has occurred when relying solely upon the hearsay evidence of pupils. As a result, disciplinary decisions may have to be made on the basis of the weight of evidence.

All staff members in the College work hard to maintain the school's ethos which is based on respect for the individual and therefore the rights and responsibilities which underpin its operation. In doing so they seek to ensure that discipline is consistently applied across the school, so that behaviour boundaries and sanctions are clear and applied fairly, proportionately, and without discrimination. Such responses take into account learning needs and disabilities as well as the additional challenges that some vulnerable students may face. Staff are trained to deal with behavioural strategies as part of their continual professional development, and are well informed of the extent of their disciplinary authority. Staff are advised that it is not acceptable to respond to disciplinary issues in anger and to avoid comments or actions, to include forms of punishment, which scapegoat, demean or humiliate students.

Parents are contacted regarding their children's behaviour, positive as well as worthy of correction, as quickly as possible, using the most suitable medium according to the behavioural and reward response guidance for staff: by telephone, personal email or standard emails for more immediate communication of issues. In this way parents can continue to promote and support the positive standards required of their sons and daughters.

Staff continue to be a presence to the students throughout the day, before school, in transit between classes, during breaks and lunch periods and at events to ensure that students continue to be respectful and balanced in their behaviour.

Staff members are attuned to the fact that where individual students are engaging in continuing disruptive behaviour, this can be as a result of unmet mental health needs. If such needs are identified, the College seeks to support and offer guidance to parents to secure the student's welfare.

The school takes all reasonable measures to ensure the safety and wellbeing of all students and staff and this includes protection from bullying. We have a firm anti-bullying stance and seek to combat it and other harmful behaviour using, amongst others, preventative strategies through the active development of students' social, emotional

and behavioural skills through the pastoral programme, service and leadership responsibilities.

Staff must discipline students for issues in the school day. However, legislation also allows schools to **discipline students for misbehaviour outside of the school context**, so not engaged in a school activity. This applies whether or not the student is in uniform. This covers misbehaviour which may adversely affect staff, students, the public or the reputation of the school. So, for instance, misbehaviour seen on public transport or in public places can be reported back to the school and acted upon. Staff who see such behaviour do not need to address the behaviour there and then. It can be done so retrospectively. For this reason, relationships which might be damaged via internet or mobile phone use, or indeed cyber bullying, can be responded to also.

The College does not practise or threaten corporal punishment as a response to disciplinary issues.

The aim of the code of conduct is that each student may learn that he/she has responsibilities to himself/herself and others as well as a full entitlement to the education the College offers. It seeks to nurture self-discipline, and mutual respect so that all may fulfil their potential – academic, sporting, cultural, aesthetic, social and spiritual – both as individuals and as co-operative members of a community.

The code comprises the RULES of the College. The RULES establish basic principles and expectations both social and academic. The SECTIONS which follow the rules provide definition and clarification of what is required on day-to-day basis in the routine life of the College. (References to the “College” in every instance refer to the Senior School)

Students should know the rules and regulations of the College, the sanctions which can apply and the provisions for appeal. Beyond these rules and regulations, the law of the land must always be observed. Students demonstrate their commitment to the Columban ethos by showing:

**Compassion.** Students should respect and care for others and their property, both personal and communal, including respect for the fabric of the College by avoiding litter.

**Courage.** Students should stand up for what is right, particularly in terms of the gospel values of generosity, hospitality and care for the oppressed.

**Courtesy.** Students should show consideration to all: they should take pride in the wearing of uniform and in all modes of dress should be smart. Punctuality and politeness are characteristic of the good Columban.

In particular areas of College life, the Columban commitment means:

Students are required to attend all scheduled classes and associated activities, including fixtures, practices, cultural events, retreats and religious occasions. Students are

required to complete all written assignments by the deadlines set and to the best of their ability. Students must respect bounds and rules of access to the College. All absences must conform to agreed practice. There are no circumstances when bullying, in any form, is acceptable behaviour. Students may not smoke, vape/e-cigarette or possess tobacco, consume or possess alcoholic drinks or illegal substances. Possession or use of legal highs are also forbidden.

**STUDENTS SHOULD REMEMBER:**

They are held responsible for the effects or results of their actions and not just for their intentions.

**Section 2 Students**

The College expects all of its students to show respect to one another, to staff whatever their level of responsibility or role, and anyone who is a visitor to the College. Incidents of bullying, physical intimidation, denigration, or bringing intentional harm to other students or staff is not tolerated.

All students are required to be role models to others and ambassadors of the school even when off school premises, and are required to act accordingly. Each are expected to take responsibility for their own behaviour, obey school rules, listen, follow instructions by staff, and accept and learn from any sanctions that may be received. This extends to any arrangements put in place to support their behaviour, such as report cards, pastoral support programmes/contracts or agreements.

Academic work completed both in class and as homework must be well presented, completed to a high standard, an individual's best standard, and submitted on time. Failure to do so leads to sanction. Students who are experiencing difficulties in meeting expectations and organisation of their work load are required to seek support from their tutor.

Under no circumstances can illegal or inappropriate items be brought into school, and all students respect and look after the school premises and environment.

The following behaviour is regarded as completely unacceptable:

- a. verbal abuse to staff, students or other members of the community
- b. physical abuse to/attack on staff, students or other members of the community
- c. indecent behaviour
- d. damage to property or the fabric of the school
- e. Use of illegal drugs or legal highs
- f. supplying an illegal drug or legal highs
- g. misuse of other substances and legal highs
- h. theft
- i. serious actual or threatened violence against another student or a member of staff
- j. sexual abuse or assault
- k. carrying an offensive weapon
- l. arson

- m. unacceptable behaviour which has previously been reported and for which the standard series of school sanctions and other interventions have not been successful in modifying the student's behaviour.

Such behaviours result in disciplinary actions, including exclusion, depending on the circumstances and the determination of the Head.

### **Section 3 Parents**

Parents play a significant role in ensuring that their children are responsible for their own behaviour at the time they enter the school, in agreeing to support the school's behaviour policy and the authority of the school staff as a result of signing the Registration and General Information form on arrival.

Parents are provided with an A to Z of College Life, which provides a reference point by which to answer the majority of questions which may be posed regarding operations and standards of the school. An additional document "The Guide to a Successful Senior School Experience" provides guidance on how to build routines and standards, support learning and promote clearly directed effort. We expect parents to contact staff when they have their own concerns regarding progress and welfare, to attend meetings at the school with staff or the Head to discuss behavioural matters and to adhere to any agreements related to behaviour management.

### **Section 4 College Rules**

All students are expected to understand that the following always apply:

- a. being punctual.
- b. appearing smart and tidy, wearing regulatory school uniform at all times to and from school, and being appropriately dressed in regulatory kit when representing the school.
- c. using language which is not rude, derogatory, sexist, racist or defamatory.
- d. being considerate, polite and respectful at all times. This applies to staff, other students, any visitors to the school, and to members of the general public.
- e. ensuring appropriate conduct whilst travelling about the school: walking along hallways and corridors, being considerate of other classes; talking rather than shouting.
- f. caring for the school environment by ensuring tidiness and being respectful of the fabric of the buildings and property contained within them.
- g. full attendance (apart from illness and special circumstances).
- h. only using health and safety equipment in emergency situations and not tampering with it under any circumstances.
- i. being obedient to staff.

The following items are not allowed in school under any circumstances:

1. Weapons (of any kind, to including articles with the potential to cause harm)
2. Alcohol and drugs
3. Cigarettes, matches, and lighters, including e-cigarettes/vapes
4. Material that is inappropriate or illegal; such as racist or pornographic material

5. Clothing or badges (logos etc.) which may cause offense
6. Fireworks
7. Laser pens (lights)
8. Chewing gum
9. Items to use for gambling
10. Products or services for sale or swapping
11. Aerosol deodorant

### The Pastoral Programme

The Pastoral Programme underpins the aims already stated. This structured programme is generally delivered through tutors who meet their tutor groups twice a week, as well as for registration. During its course tutors address all manner of social, personal, ethical and general issues including aspects of citizenship. This also requires that students remain abreast of current news and affairs in order to broaden their understanding of the world and widen their general knowledge. The programme is specifically tailored for each year group to suit its educational needs, address social issues pertinent to the students' ages, as well as careers issues and routine matters of the daily life of the College. The programme is always capable of being adapted to respond to the particular and changing needs of the year groups as issues arise.

### Service Programme

Students are provided with opportunities to serve both the school and wider community – this more so as they increase in age. The Service Programme allows students to work within such areas as Anti-Bullying initiatives; Environmental Stewardship; Cafod Fund Raising, Peer Mentoring and Community Service, Prep Liaison, Buddying, Project Zambia and so on. Many of these are led by senior students but responsibility is also extended throughout the school to tutor group tasks, Student Council and House (for instance in organising Mass). The ultimate student leadership roles lie within the areas of Prefectship, House Captaincy, Deputy Head Boy and Deputy Head Girl and Head Boy and Head Girl roles. Other obvious roles encompass team captaincy, Tutor Captain and lead roles in musical and drama performances. All are available for students who are encouraged to attempt both service and leadership capacities.

### A Note on Confidentiality

The welfare of our students is always our central concern, informed by the College's Mission Statement and by legal requirements. Students are actively encouraged to raise personal and general concerns with members of staff and senior students (particularly prefects) and seek advice in confidence. Such discussions, whilst remaining confidential in nature, must take into account a full appreciation of our duty of care. This means that information may have to be shared with senior members of staff or parents on a need to know basis - not as a breach, but as an extension of a confidence given. This aspect of the policy applies if there is a risk of an individual becoming a danger to themselves or others, or if an individual could be endangered by the action of another. In such a situation a student is counselled, and if at all possible for a confidence to be shared with others. The College Counsellor has a very particular role in being available to all members of the community to offer confidential counselling.



### The Sixth Form

Sixth Form students are expected to play a full role in the wider College community: to show leadership to the younger students; to set high standards by their example; to be understanding and respectful of others. Given their age, responsibilities and the greater freedoms afforded in Sixth Form, there are several areas of “local practice” which apply regarding the College rules and the code of conduct. Parents whose children progress into the Sixth Form are notified of these refinements. However, parents should consult the Head of Sixth where any uncertainty may exist over the interpretation of the College Rules. Whilst remaining affiliated to their House, Sixth Form students enjoy a degree of autonomy and the use of a separate facility within the College. They are assigned a personal tutor within a small House-based tutor group.

The Head of Sixth Form, in close liaison with the Director of Studies, has overall responsibility for all pastoral matters, including disciplinary issues and academic advice relating to Sixth Form students, although the latter more routinely delegated to the Director of Studies. Therefore, references in this document to “Head of House” are to read “Head of Sixth Form” for these particular year groups. The Head of Sixth Form liaises with the Head of Houses, as appropriate, regarding pastoral issues, and particularly when serious sanctions relating to a member of House are taken.

### Prefects and Monitors

Prefects share with teachers in exercising the authority of the College and therefore that of the Head in assisting with the discipline, good order and pastoral care of the College. As such they are to be obeyed. The work of prefects is supervised jointly by the Deputy Head and the Head of Sixth Form (who monitors the balance of prefects’ commitments to the College and to their own academic work).

### Circulation of the Code

A full copy of the Code of Conduct is available to all College staff and to the Trustees on the College website. All parents may request a personal copy of the Code of Conduct at any time, but only once during any academic year in which their son/daughter is at the College. A copy of the rules is reproduced in the Student Diary and Planner. Students are briefed and updated by tutors on regulations, the sanctions policy and appeals.

### Organisation of the Code

In seeking to provide coherent detail, the code is guided by the principle that the creation of an ordered and safe environment promotes the best opportunities for learning. Behavioural aspects of the code are therefore presented first. However, equal weight is placed on the academic life of the students so that they perform to the best of their ability.

### Appeals by Students

Students themselves should, most naturally, make appeal/complaint via their tutor. Heads of House are kept fully informed of any appeals made and actions taken. A student may appeal to the Deputy Head against a punishment awarded by a prefect if

he/she feels sure that the sanction is unwarranted and unjust. He/She should tell the prefect that they intend to do this. The appeal must be lodged before the punishment is undertaken.

### Complaints Policy

All parents / guardians have the right to appeal on behalf of their child. Appeals can be made by phone or by email to the particular member of staff concerned and if academic in nature to a Subject Leader or if pastoral/disciplinary to the Head of House. It is hoped that such appeals would resolve the issue with appropriate speed and satisfactorily. However, should the matter be serious and unresolved to mutual satisfaction then there is a further step of addressing the matter to the Deputy Head. If the complaint still cannot be resolved, it should be referred to the Head. The final stage would be a complaint to the Board of Trustees. Further detail can be found in the Complaints Policy.

## **Section 5 Attendance**

Regular attendance at school is required by law, and St Columba's College takes attendance very seriously. There is a register taken daily and at the start of each lesson, and disciplinary action is taken against any students who are discovered to be truanting or are repeatedly late. Students attend all scheduled lessons which make up the curriculum for a specified year. They are not to absent themselves from lessons nor seek permission to do so from other staff members.

All students are to attend tutor periods, religious assemblies, Masses, other liturgies attached to their year group. They are also required to attend retreats.

All who are selected to represent the College and House in team sports, in music and in drama and other events are required to participate and attend notified fixtures, practices, rehearsals unless deterred by ill health or by some other cause notified to the relevant member of staff in advance and agreed.

Involvement in other extra-curricular activities EECA does not excuse students from participation in the core activities of Music, Sport and Drama.

## **Section 6 Uniform and Appearance**

Effective teaching and learning needs proper organisation, and this starts with a smart and tidy appearance which helps to instil discipline and pride in appearance in students, and reduces distraction in lessons. Students are expected to adhere to the uniform code in all respects (clearly outlined in the Parents A to Z and in the student's own personal diary and planner). Breaches, minor and significant, are attended to and persistent flouting of uniform regulations are subject to sanctions including potential suspension.

## **Section 7 Personal Belongings**

The College accepts no liability for the loss or damage of personal property and belongings whilst in school. The following items must be insured via a separate insurance policy or as an extension to home contents insurance policies on an All Risks extension.

1. Mobile phones

2. Tablets/Laptops
3. All other electronic devices
4. Watches/Jewellery/any other valuable items
5. Cash / debit cards

Mobile phones, whilst permitted to be brought to school and used under specific conditions: upon asking for permission to do so from Reception at break and lunch times [local rules apply in 6<sup>th</sup> Form], are a student's sole responsibility.

## **Section 8     Drugs**

The school does not tolerate drug use of any sort on school property or during off-site school activities. The school takes its anti-drugs policy very seriously and disciplines any student found to be in possession of drugs. This includes solvents, so called "legal highs", vapes, and any other substance that can be misused or harmful. Students may be permanently excluded if they are found to be involved in drug-related incidents. Students are likely to be permanently excluded in the case of supply and attempt to supply.

### Prescription drugs

Carrying, supplying or taking prescription drugs illegitimately could result in a permanent exclusion.

### Non-prescription drugs

Some over-the-counter drugs can be harmful if misused. We advise that students should not carry these in school.

### Medication

**When medication of any type is required then this should be managed by the school nurse.** Parents should make the school aware of this in writing as soon as their child starts taking the medication **and the medicines handed into her keeping on arrival at school.**

The policy of the College is underpinned by the need to balance the need to educate regarding the value and dangers of the use of drugs as well as the need to respond to situations in which the misuse of drugs impacts upon the College life.

It is the business of the College, through its general ethos and through the agency of the Pastoral Programme (PP) and of the Religious Education and Science Departments, to ensure that students become aware of the social and physical risks associated with all illegal substances, and also of alcohol and tobacco. This includes an awareness of the social contexts in which pressure can be exerted on the young. Our policy is to give a firm moral line as well as a description of the risks and dangers.

Possession of illegal drugs is regarded as a serious offence and results in scrupulous investigation. Internal sanctions are likely to include suspension, if not permanent exclusion. In all cases there is consultation with parents and, as necessary, the police. Students are warned that they may be regarded as culpable if they are aware of others bringing illegal substances to College and fail to alert the College authorities. Students involved in drug incidents whose place at the College is not forfeit are subject to random

drug testing as dictated by the Head. Failure to respond to such demands will result in the forfeit of a student's place at the College as will failure to pass the test itself.

#### Solvents, glue and aerosols

The use of solvents, glues and aerosols in a manner likely to harm the user is forbidden. Tipp-Ex and other liquid erasers are not permitted in College, and neither are so-called "legal-highs".

#### **Section 9 Alcohol**

Consuming, carrying or supplying alcohol is strictly prohibited. Any student involved in any alcohol-related activity may be permanently excluded. Students are not permitted to bring or consume alcoholic beverages on campus or at any College-related events, e.g., field trips and social events, even if they have reached the age of 18. Exceptions to this may apply to members of the Sixth Form at specific social occasions with staff supervision, the Head's agreement and written parental consent. If a student comes to College or a College event with alcohol in their possession or apparently already under the influence of alcohol, he/she will not be allowed to take part in school or attend that event. Parents or a guardian are notified immediately and required to take him/her home.

**All of these rules also apply when travelling to and from school.**

#### **Section 10 Bullying (see Anti-Bullying Policy for further details)**

St Columba's College wants to make sure that all students feel safe and flourish at school. Our ethos is one of inclusion and equality; bullying of any kind is regarded as a serious breach of our code of conduct and is not tolerated.

Bullying can be verbal, physical, in real life or online and can be directed at both staff and students. The school practises a preventative strategy to reduce the chances of bullying, and our anti-bullying policy is instilled in our curriculum and in our culture of respect and compassion for others. It is made very clear to students what is expected of them in terms of responding to their peers, members of the public, and staff, and any intentional breach of this resulted in disciplinary action.

If an allegation of bullying is made, the school:

- a. takes it seriously
- b. acts as quickly as possible to establish the facts
- c. records and reports the incident;
- d. provides support and reassurance to the victim;
- e. keeps parents /guardians informed of progress and outcomes;
- f. makes it clear to the 'bully' that this behaviour is not tolerated. If there is a group involved, its members are spoken to individually and as a whole group.
- g. ensures the perpetrators understand that any recriminations/repetition are not tolerated and that repetition will result in escalation of disciplinary response;
- h. ensures that if a sanction is used, it correlates to the seriousness of the incident and the 'bully' is informed as to why it is being used
- i. considers a fixed term exclusion in cases of repeated bullying.

Incidents of bullying must be reported so that they can be responded to in an appropriate manner and in as short a time scale as possible to bring about a conclusion to the matter. To ignore such incidents is to countenance them, and even widen the sphere of bullying to take in others. Unless the information regarding these types of behaviours is reported, the College is powerless to respond. Bullying concerns and issues can be reported to any member of staff who will seek advice and support in making a response which may involve referring the matter for it to be addressed.

Bullying may take several forms: physical intimidation, isolation from a group, insidious repetitive comments, racial, sexist, religious, cultural taunts, sexual taunts, homophobic or prurient comments or threatening behaviour. These are considered to be an inevitable part of College life. Information is immediately acted upon when it emerges and is taken as one of the most serious of priorities in ensuring that students are happy and safe whilst at College. (Raising of the awareness of bullying, what constitutes bullying, and how it can be remedied as a whole College response is highlighted in student orientation at the beginning of each academic year, through the Pastoral Programme, and is supported by the general ethos of the College).

**The single most important guiding principle of action in relation to bullying is to inform the College directly.** To believe that the situation will disappear of its own accord is to countenance the belief that bullying is an acceptable part of College life. It is not. Parents, students, prefects and staff who recognise the symptoms of bullying or are directly informed that an individual is the victim of bullying must inform the tutor. What may seem insignificant to an adult or to a teenage prefect may be causing anxiety in a younger student and to be dismissive of the issue allows the potential for a situation to become more acute and more damaging to the individual concerned.

Often parents request that the source of information is kept secret or that they simply want to inform the College but do not want their child to be implicated. This is understandable as they feel that he/she will be the subject of further victimisation. However, to do so renders the College powerless. Parents must realise that for the College to curtail the bullying, it must act on the names cited for bullying. Parents must also have confidence in the College authorities and structures to believe that it will provide the correct levels of protection for their children whilst investigating the situation and bringing it to a resolution.

The College seeks to provide education and training regarding the issues surrounding bullying. In this way it seeks to be proactive in preventing the likely occurrence of bullying by promoting respect for individuals and tolerance of others and their abilities.

Part of the proactive measures include the maintenance of appropriate levels of supervision throughout the College day. Staff Supervision at break and lunch time is crucial in reducing the incidence of bullying and in being able to react to those cases which take place in break times. Staff are mindful of their responsibilities, in terms of duty of care and of the health and safety of students, when on duty.

## **Section 11 Trips & Outings**

Students do not have an automatic right to be included in any trips run by the College. Their behavioural profile in the school and their ability to cooperate with staff are significant factors in determining inclusion. When on trips, students are to follow carefully all instructions, including on games fixtures and practices, official trips, and other formal College activities. Behaviour should be beyond reproach. Electronic devices may only be used with permission. No singing or unruly behaviour is allowed. Dress is as directed by the organiser of the outing: College uniform or smart casuals. Those inappropriately dressed may be turned away. Special instructions, e.g. concerning bounds, timings or curfews on all trips are to be observed scrupulously. Rules and regulations stipulated in the Code of Conduct apply to all trips and excursions.

Where trips extend into the weekend, arrangements related to religious observance of Sunday Mass must be investigated and an opportunity to attend made available where this is feasible.

Trips often include periods of remote supervision (not directly under the watch of staff), often regarded as “free-time”, and when this is afforded the following apply:

- a. a strict and relatively short time scale enforced
- b. a rendezvous point is established
- c. no student is to go off alone, but likewise groups should not be of a size which is unwieldy or likely to draw attention
- d. instructions are provided regarding how and where to contact staff in the case of emergency
- e. out of bounds areas are to be clearly drawn
- f. all school rules apply
- g. the targeting of those rules which may warrant particular emphasis
- h. regular attendance checks: this must be through the personal appearance of students reporting to a group-leader or the leader of the trip.

Where remote supervision of this nature is likely, parents are informed.

## **Section 12 Disciplinary Measures**

### **A Confiscation**

Members of staff may confiscate from a student any item regarded as inappropriate, illegal, banned by the school or which is being inappropriately used. Such items may either be retained by the staff member concerned or be passed to the student’s Head of House depending on the nature of the item. In either case, the student must be informed by the staff member to report to him/her or the Head of House at the end of the day either to have the item returned or to be given the conditions of its return. Any cigarettes or vapes confiscated in school are destroyed.

If a student infringes the rules regarding mobile telephones, the staff member is required to confiscate the phone and forward this to the Deputy Head from whom it may be collected after 24 hours. Should the student infringe the rule for a third time, the phone is

retained until the parents can collect the phone in person and the student is banned permanently from bringing one into school.

#### **B**     Search of students and their belongings

Staff have the power to search students, their bags and lockers without consent of the student or a parent. There have to be reasons for doing so but essentially this is to prevent misbehaviour, disruption or crime. The nature of the search also has guidelines which must be adhered to. The search of students or their property is carried out when there is sufficient suspicion that illegal items have been brought into College, or any items which infringe the College's Code of Conduct. Where Students have lockers, these are also inspected periodically, primarily to monitor the organisational ability of students.

Students who are the subject of a concern are asked to empty the contents of bags or other receptacles to ascertain if any items therein are problematic.

Students are asked to comply with the search of jackets. Jackets are removed and the contents laid out for inspection by the students themselves or the staff member conducting the search. Students are asked to turn out the contents of all pockets for inspection by the staff member conducting the search. Staff members do not search trouser pockets. Staff conduct any such search in the presence of a second member of staff.

Prohibited items that can be searched for without consent include:

- a. knives or weapons
  - b. alcohol
  - c. illegal drugs
  - d. stolen items
  - e. cigarettes, vapes and tobacco
  - f. fireworks
  - g. pornographic images
- articles that have been or could be used to commit an offence or cause harm

If a more comprehensive search is thought to be required, based on the information available, the College will contact the Police who will decide whether to conduct this search. If so, an appropriate adult will be present (if the child so wishes) and parents will be informed.

#### **C**     Screening

Under The Education Act 2011, staff have the power to access data and images on mobile phones and internet enabled devices (should students bring these items into school) if it is suspected that what is stored may cause harm –for instance damage relationships or be used in bullying situations, disrupt teaching or break school rules (or the law). Should a student protest his/her rights of privacy, these are waived as the reasons for search or screening take precedence. He/she certainly has a right to a private life but interference is permitted to prevent disorder or crime. Should a student

protest against having their device scrutinised by a teacher then he/she would have to have a police officer carry out the search instead. The severity of the outcomes would therefore change. These data or files may be erased by staff before returning the item, if they believe there is good reason to do this.

#### D Use of force

Staff are **allowed to use reasonable force**. Potential situations in which this might occur are likely to be when restraining a student, for example when preventing individuals bringing harm to themselves or others; prejudicing good order or discipline at school or committing a crime. There is staff guidance regarding what force can be used. Clearly premeditation or force intended to harm is unacceptable. Guidance indicates that its application must be appropriate. If force is used and a parent regards this as unacceptable for whatever reason, then legislation states that the onus is on the parent to prove that the staff member has acted unreasonably. Whilst staff *can* use force, there is no *legal duty* for them to do so, as their first responsibility is to prevent harm to themselves.

**Force may be used for instance, if a student is**

- a. committing any offence (or, for a student under the age of criminal responsibility, what would be an offence for an older student); or
- b. causing personal injury to, or damage to the property of, any student (including himself) or
- c. prejudicing the maintenance of good order and discipline at the school or among any students receiving education at the school, whether during a teaching session or otherwise.

Staff can also use this power when they are lawfully in charge of students but off the school premises – i.e., on a school trip.

Such serious incidents involving the use of force is also recorded by the school.

### **Section 13 Staff Disciplinary Sanctions**

When a student fails to meet the accepted standards in work or conduct, staff may initially exercise their own professional discretion in the manner in which they deal with the problem. Teachers may use a **variety of corrective strategies** to include repeat work, further work, extension work, or detentions before escalating it to their Head of Department or beyond this to the Head of House. Staff communicate such strategies through SIMS (Student Information Management System) to allow for record of their intervention.

### **Section 14 Student Diary and Planner**

In order to facilitate student management and positive behaviour, each student is required to maintain their diary in an orderly and defined manner. Periodically during registration and Tutor Period, the tutor checks student diaries, uniform, hair and shoes as well as maintenance of the diary itself. If a student fails to present their diary, when



requested, he/she is placed on lunchtime detention by the tutor or any staff member who subsequently finds this to be the case.

- Failure to keep a diary well results in sanctions being applied.
- Failure to attend lunch time detentions results in automatic after school detention
- Detention overtakes any activity in which a student may be involved.
- Loss of the diary, deemed to be other than accidental, results in a Saturday detention.
- Tampering with another student's diary results in a Saturday detention.

The school diary must be produced at the request of any member of staff, teaching, maintenance, dining hall, whoever, and without challenge to the adult concerned. This also applies with 6<sup>th</sup> Form prefects. Any challenge is likely to result in an automatic after-school detention. If behaviour compounds this non-compliance, it leads to an escalation of disciplinary response.

#### School Lunch Time Detentions

Staff record any lunchtime detention awarded to a student in the correct area on SIMS. Names are also included in the student bulletin each day. Students have a responsibility to check this and ensure that they attend if required, otherwise the sanction is escalated

**Personal Detentions** or intervention meetings are also recorded on SIMS.

#### Positive Aspects

Staff have the opportunity to record positive elements, including Attitude to Learning Points, Merits and Columban Points by using the drop-down menu on SIMS (see SECTION 14: Recognition and Rewards).

#### Positive Behaviour and Management - SHAPE

Each half-term students have Achievements formally notified to their record for involvement in activities, but achievements are noted as they periodically occur by the awarding staff member.

### **Section 15 Behaviour Around The College**

When infringements of rules occur outside of the classroom environment such as those listed below then the appropriate sanction is a Lunchtime detention.

#### Litter

Students know that litter is a whole College responsibility and that they can be asked by a member of staff or a prefect to pick up litter and dispose of it correctly.

#### Stairs

The UP stairwell is from the Lower ground on the left-hand side of the Tower to the top floor. The DOWN is on the right-hand side of the tower and reaches the ground floor (staff room level)

#### Eating And Drinking

Eating and drinking snack foods can only take place in the Dining Hall or playground. The latter is a privilege and may be withdrawn by the Deputy Head if issues arise. All litter must be placed in the bin.

#### Breaks, Lunch And Before College

Students are not allowed into the main teaching areas of the building unless involved in a club or supervised activity. A breakfast service operates in the morning for students from **any year from 8.00am – 8.20am**. Students are not permitted in the dining room area until this time and then only for the consumption of food. Students may go to their lockers before school but are not to congregate in the locker areas and must return to the playground until the morning buzzer has sounded.

#### Uniform

**Staff will stop students who are improperly dressed and insist they conform to the correct standards.** This includes shoes.

#### Out of Bounds

Students are aware of the need to remain in bounds on the playground in the main. They are not permitted on the green outside Iona House. Students are not permitted beyond the tunnel unless going to the Medical Room or the Prep Music Room for private instrumental lessons. The areas around the back of Xavier Centre, the Science Centre and the Head's residence are out of bounds as is that by the kitchens unless seeking access to the Administration area, the Religion Room, Chapel or Prayer Room. The front of the College is not to be used during the school day as a thoroughfare. Iona House is also out of bounds unless on specific business with a staff member.

#### Access

Students are not allowed to use the main entrance to the College in the morning unless accompanied by a teacher or parent who wishes to contact the School Office or has a scheduled appointment. Access is otherwise via the side entrance to the school or via the doors to the buildings from the playground.

### **Section 16 Outside of Normal Class Sanctions**

The following are reasons why staff can give personal sanctions within their own classroom and act upon them personally. However, a staff member can allocate a school-wide lunchtime detention for the same reasons when in tutor period or when the offence is committed outside of lesson time. The misdemeanour is recorded against the appropriate column on the detention register.

<i>Diary</i>	Failure to produce
<i>Swearing</i>	Swearing
<i>Unruly</i>	Unruly behaviour/including so called "play-fighting"
<i>Eating</i>	Eating or drinking in the wrong place
<i>Bounds</i>	Out of bounds and being in the wrong place at the wrong time (eg

	learning support area, nurse's office, classrooms at lunch)
<i>Uniform</i>	Uniform incorrectly worn
<i>late</i>	Late to class
<i>lockers</i>	Lockers in between classes
<i>throw</i>	Throwing water
<i>play</i>	Use of non-regulation balls on playground (and related problems)
<i>prefects</i>	Lack of cooperation towards prefects

Where a misdemeanour is not covered by one of the above key words, staff indicate the nature of the concern by a note of their own.

### **Section 17 Prefects and Duty and Coach Monitors**

Prefects and 6<sup>th</sup> Formers, including coach monitors, share with teachers in exercising the authority of the College and therefore that of the Head in assisting with the discipline, good order and pastoral care of the College. As such, they are to be obeyed unless directly contradictory to the spirit and detail of the Code of Conduct or where this invites personal danger. The work of these monitors is supervised jointly by the Deputy Head and the Head of Sixth Form through the agency of the "Senior Group" the Head Boy/Girl, two Deputies and the six House Captains.

#### Prefect Sanctions

A student may be asked to go and stand opposite the Deputy Head's Office. This may happen when a prefect needs to remove a student from a situation of confrontation, and/or from the heat of the moment. The prefect is then in a position to consider what further action may be justified, if any. The student remains where he/she is sent until dismissed by the Deputy Head or may be referred to their Head of House. Prefects otherwise inform the Deputy Head of the incident by reporting the matter immediately. This effectively forms a referral.

#### Referral

For infringements of College rules or acts of disobedience, a REFERRAL may be given. This is notified verbally to the student, but more likely directly to the Deputy Head or recorded via email. The Deputy Head may respond to the matter or may pass it to the Head of House, either of whom then takes action dependent on the nature of the issue.

### **Section 18 Student Information Management System (Sims)**

SIMS is the school's internal information management system. All student issues of a behavioural and academic nature are held on SIMS, although this may only be a brief version of the matter in question.

This allows the tutor to gain the developing picture of any problem which may arise and provide instant information on a wider picture to allow for intervention. SIMS is also a positive tool. SIMS information is automatically accessed by the Tutor, Head of House or Head of Sixth Form when it concerns a Sixth Form student. They then decide on how the matter is to be managed as a result. SIMS information on Form 1, 13+, occasional entrants are also monitored by the New Students Coordinator.

## **Section 19    Contacting Parents**

This may occur on an informal basis by telephone at an early stage of a developing problem. It is a common strategy employed by tutors at the College, but other staff members may also do this in order to remedy a problem or avoid its escalation, as well as communicate positive news.

**Subject teachers should consult with the student's tutor before making telephone contact.**

Repeated or escalated problems are identified by House staff as alerted by SIMS and further intervention takes place as necessary, decided by the Head of House in consultation with the tutor. The outcome is indicated to the student, and the parents contacted, usually by telephone or email. This step may involve the issue of an ACADEMIC or DISCIPLINE MARK.

## **Section 20    Academic Issues**

**Students who fail to meet deadlines regarding production of academic work have this recorded on SIMS and staff contact parents immediately of the matter.**

### Academic Mark

This is awarded to students who fail to meet the required expectation in completing work to a deadline, to a satisfactory standard or to time. The award can be made for a single infringement or for persistent transgressions (although this is likely to involve other corrective measures), Students who fail to complete longer term projects/extended work/holiday work by the deadlines are liable to a Saturday detention.

### Process of Award

The mark is issued by the Subject Leader after consultation with the subject teacher. **The Subject Leader may see the individual student concerned to ensure he/she understands the reason for the award.** The Academic mark is emailed to the Deputy Head following agreement with the Subject Leader. Copies are emailed to the issuer, the student's tutor (the morning before the detention), and their Head of House. A further copy is emailed home. A date on the mark indicates when the detention related to this matter is to be served. The Academic Mark indicates the reason for award and directs the parent to seek further information from the awarding teacher via email, should this be needed.

A list of Academic Marks is kept on the student's SIMS profile. Further action may be taken given an accumulation of "marks" academic or discipline which may include escalation of response.

## **Section 21    Discipline Mark**

This is awarded for a single infringement of significance or for persistent and repeated transgression of the rules and regulations regarding behaviour. The mark is issued by a Head of House only (or the DHoH in his/her absence) after consultation with the staff

member recommending the award and the Tutor. This may be an automatic process in many cases. The Deputy Head may also issue such detentions.

#### Process of Award

The mark is counter-signed by the Deputy Head. It automatically leads to an after-College detention, either after school or Saturday morning depending on the nature of the problem or the disciplinary background of the individual. The nature of the incident and the detention date is notified to the student and sent home. The detention is attended on the date indicated. Inability to serve the detention on the date indicated must be indicated in writing/email to the Head of House and a new date agreed with the Deputy Head.

### **Section 22 Classroom Discipline**

Disruption and distraction thereby detracting from teaching and learning is not tolerated and parents are made aware where these are an issue. Where disruption is awarded this must be followed up with a full description of what took place.

**Distraction** is defined as when a student prevents another or others from carrying out his/her work for a short period of time (by comments, signs, looks, noises, fidgeting) and which has to be responded to by the teacher by direct request, intervention and redirection. Distraction is short-lived, localised, does not retard the progress of the whole class, and is remedied quickly.

**Disruption:** is beyond distraction, which is a transient problem and resolved. It is when behaviours are such that the whole class is suspended in order for the issue to be managed and can be a situation which is a continued action or irritation by a student or an eruptive incident. It may be a matter which can be managed so that the student remains in the class. Disruption of any nature, but notably leading to the student being removed to another class, is recorded in full on SIMS.

Repeated instances of disruption, whether restricted to one subject or across a range, incur a disciplinary response. Specifically, students who receive three or more distraction or disruption marks in one week are given a Discipline Mark and an after-school detention.

Further, any student who is removed to another classroom by a member of staff has effectively disrupted the teaching and learning of other students and prevented the staff member from carrying out his/her role.

The response must be measured as well as clearly indicating the unacceptability of such lack of cooperation. In each instance of disruption, reported either verbally in the first instance for speed of response (to be confirmed in writing subsequently through SIMS), the student and staff member concerned are interviewed separately by the Head of House. The Subject Leader is informed by the Head of House and is involved as quickly as possible.

The response to such incidents is a measured one, gauging whether this action was used as “time out” strategy or out of need to curtail the disruption or eruptive nature of the behaviour. However, the response clearly underpins the unacceptability of such lack of cooperation. In each instance, the nature of the disruption is investigated.

On the first occasion of such behaviour, an after-school detention is a minimum response. If this is compounded by other unacceptable behaviours including rudeness or non-compliance, then the disciplinary response is escalated. Such decision is made after consultation between Head of House and the Deputy Head in the first instance. The outcome also leads to a set of agreed targets for the student regarding classroom conduct. In the case of tutor group time disruption, monitoring is completed by the Deputy Head of House or the Head of House.

The Head of House seeks to contact home the same day (or within 24 hours of the incident if this is not possible) to inform parents of the matter and the response of the College. The outline of potential responses, e.g. the process involving Formal Warning etc, is also communicated to make parents aware of potential eventualities, should the strategy in place not be effective.

A Discipline Mark is issued to formally record and inform the parents of the matter.

### **Section 23 Detentions**

Detentions take precedence over any other activity in which a student may be involved and are of four distinct types. Other than absence from College, no other reason is acceptable for failure to attend detentions. Failure to attend detentions is a serious matter and may result in an after College detention, otherwise known as a “Discipline Mark”.

#### College Lunch Time Detentions

Detentions take place daily at 1.05pm - 1.35pm, with each year group having a set day. Students are notified by staff and their names recorded on a register.

#### **A) PASTORAL**

##### **1. Lunch Time Detention**

This form of detention is issued for a range of minor disciplinary issues outside of the classroom and for tutor issues only. It may be given for example for anti-social behaviour (spitting, over robust play, dropping litter, swearing, uniform issues [these should be largely sent by tutor], failure to produce homework diary, out of bounds, in the buildings without reason, habitual lost property etc.

Staff record the award of a lunch time detention on SIMS. Each student in the detention is given a thirty-minute task to complete and return to the detention supervisor.

#### **B) ACADEMIC LUNCHTIME DETENTION**

##### **2. Personal Detentions/Department Detentions**

A teacher can award a personal detention at lunch time for academic issues such as incomplete work, inadequate quality of work or a problem with homework. This should be documented via the SIMS recording system. Some departments may facilitate this through a departmental detention. Classroom behavioural matters are dealt with via the behaviour consequence ladder; a C3 would result in a school academic lunchtime detention. This would take precedence over a personal or departmental detention.

### 3. End of College Day Detentions

End of day detentions take place on Tuesdays and are awarded as a result of a Discipline Mark for continuing pattern of concern over behaviour or academic progress, a significant single breach of College rules, repeated instances of distraction/disruption as outlined earlier, accumulation of academic defaults, or failure to attend a subject teacher or College lunchtime detention. The date of the detention is managed by the Deputy Head, dependent upon number at any given detention.

### 4. Saturday Detention

This detention is awarded for an escalation of a previous problem, more serious breaches of the Code of Conduct or a combination of factors which warrant an increased level of response. This is imposed after consultation between a Head of House and the Deputy Head. A Saturday detention occupies the student either in written work set by the appropriate teacher(s) or in completing detention papers which deal with an aspect of behaviour or personal work between 9.00am to 11.00am. Saturday detentions are awarded in every instance where a student fails to complete coursework assignments or crucial planning to date or fails to complete holiday homework assignments.

These detentions are imposed according to the procedure set out above. Parents are given at least 48 hours' notice in writing by the Head of House via email. One copy of the letter is given to the student to take home, indicating the date and time of the detention.

## **Section 24 Report Cards**

Where a pattern of behavioural and/or academic concerns emerges in combination with detentions, a student may be placed on Report in order to address the overall concern. This may or may not coincide with the issue of a FORMAL WARNING (see later) depending upon disciplinary profile. Green, Amber and Red report cards relate to Tutor/Head of House and SLT reports respectively.

This intervention is usually imposed for a period of two weeks in the first instance. The terms of its use are clearly defined and may involve the need for teachers to respond in each class by comment or signature. At the end of the two-week period, the student's progress is assessed and a summary communicated to parents recommending appropriate future action. The original copy of this document is sent to parents informing them of the decision taken.

Subject Report Cards can also be issued by Subject Leaders where the issues are largely confined to one subject.

## **Section 25 In-House Suspension**

A student may be removed from class for part or all of the day with immediate effect if deemed appropriate, to prevent a situation from escalating or to remedy a particular problem regarding outstanding work for example. In such cases parents are notified formally of the need to withdraw the standard provision of lessons. In-House suspension may lead to a student being placed on Formal Warning.

## **Section 26 Informal/ Verbal Warning**

A Head of House issues an INFORMAL WARNING to a student who has over the short term failed to respond to the expectation of College life. This may follow failure to respond to support already in place or may be issued as a result of an accumulation of concerns.

## **Section 27 Formal Warning**

A Formal Warning is considered for a student whose behaviour and/or academic effort continues to be of serious concern over an extended period of time: there will have been little or no sustained pattern of improvement or response to the standard sanctions, a level of non-compliance which has exhausted most, if not all, of the main pastoral and disciplinary responses available to include Daily Report, detentions etc. This sanction can also be used in the case of significant accelerated decline against expectations.

A Formal Warning is not intended to be a response to an isolated, albeit serious, breach of the College Code of Conduct. However, it is usually invoked the first time a student is suspended.

The Warning covers the remainder of the student's current Key Stage: Forms 1-3, Forms 4-5, Forms L6 to U6, or it may extend to the school career of the student depending on the nature of the issue. This status is closely monitored with the express condition that there must be a sustained pattern of improvement over the period. There may also be specific terms indicated as part of this process.

The student's parents are informed and notified verbally by the student's Head of House as part of the process of a student being placed on Formal Warning.

Each student placed on the Formal Warning Register is monitored by the Head of House, and updates communicated to the Deputy Head, for the period defined. The College Counsellor may maintain contact with such students. The House continues to be responsible for the student's pastoral support and is central to the investigation of any incidents, pastoral or academic. However, any sanctions to be imposed as a result of infractions of the College rules are at the discretion of the Deputy Head.

The effect of this is to:

1. allow the student to recognise the seriousness of his/her position, given the disciplinary level reached in the College;
2. allow for a consistent method of assessing the students across the Houses;



3. enable the Head of House to continue to support the student without also being regarded as the individual centrally responsible for deciding the student's success or failure related to the period of Formal Warning;
4. centralise all communications with parents regarding the period of Formal Warning.

The Deputy Head and the Head of House interview a student who receives a Formal Warning. The details and terms of the warning are communicated formally in a letter to the student's parents, including an indication that any more serious incident or escalation of concern during the probationary period may lead to suspension or the issue of a Final Warning.

If improvements are made by the student, the warning is considered to be successfully negotiated following the completion of the Key Stage. However, any general deterioration or a significant single breach of College rules within this period may result in the re-issue of a Formal Warning or if considered severe, moved to Final Warning.

### **Section 28 Final Warning**

A Final Warning indicates that the student has not complied with the terms of the Formal Warning and that any further breach of College discipline, or a continuation of poor behaviour or academic default will result in the withdrawal of the student's place in the College.

### **Section 29 Fixed Term Exclusion**

A student may be excluded for a fixed period from College as a response to a particularly serious offence, or repeated offences, or persistent failure to meet deadlines set, for example in regard to academic assignments or non-compliance with the Dress Code. This means that the student's place is temporarily withdrawn. The period of suspension is determined by the Head and is not negotiable.

After a review meeting with parents and student, and following clear and written assurances by the student, the Head may re-admit the student.

The restoration of the student's place is conditional upon good conduct and may be subject to Formal Warning or Final Warning. A student is unlikely to be suspended more than once for the same offence; permanent exclusion is likely to be the result of further serious offences.

In the case of exclusions, parents are required to provide appropriate supervision for their child during this period and, if invited, to attend a reintegration interview at the school with their son/daughter.

### **Section 30 Withdrawal**

Where a student's profile and pattern of behaviour, or failure to respond to the academic expectations of the College due to lack of compliance, become unacceptable to the College, parents may decide, after consultation and review with the Head, that withdrawal

from the College is the best course of action. Such agreed withdrawal is not usually subject to the contractual notice requirements.

### **Section 31 Permanent Exclusion**

Permanent Exclusion is likely to be the sanction of last resort - issued in the interests of an offending student him/herself, or in the interest of the student body as a whole.

The sanctions presented indicate the range of responses which may be used. The nature of the misdemeanour will at times obviate the need to progress through the stages defined above.

### **Section 32 Appeals**

Parents have the right to appeal against a punishment that may be given to their child. It is hoped that most matters can be resolved informally through the Heads of House and then by involvement of the Deputy Head. However, if parents remain unhappy they can appeal to the Head. In cases of suspension, withdrawal/removal and exclusion, parents have the right of appeal to the Board of Trustees.

## **CHAPTER 2 CODE of CONDUCT in PRACTICE**

### **Absence**

During term time, apart from illness, students are to be absent from College only with the formal knowledge of parents and agreement with the College.

When students are unable to come to College owing to sickness, a parent/guardian must inform College Reception by telephone before 8.20 a.m. or via email on [collegeadmin@stcolumbascollege.org](mailto:collegeadmin@stcolumbascollege.org). Written confirmation that an absence resulted from a genuine reason is required as soon as this is reasonably possible.

### **Academic Work**

Students are expected to work to achieve their own highest standards. Assignments are to be completed for the deadline set and to the best of the individual's ability. All individual assignments must be the student's own work. Consultation and collaboration may be allowed, but work presented must be a student's own. All must strive to participate fully in class work and discussion. Involvement in extra-curricular activities is not acceptable as an excuse for failing to complete academic work. Students are expected to approach staff with difficulties and let them know when they have academic concerns or do not understand work covered in class.

If students know in advance that they will miss a lesson – other than for an organised College event – they should inform the teacher concerned. They are, in any event, expected to take steps to catch up on missed work. Special consideration is given in cases of ill health over sustained periods of time. However, for short term absence students are expected to catch up on missed work. Teachers are sympathetic to genuine problems. Students must give advance notice to a teacher when work cannot be

completed by the deadline set by providing adequate explanation. A supporting note from a parent is often required where genuine difficulty is encountered.

Written work is to be completed legibly, correctly headed, carefully presented and due attention paid to punctuation, spelling and grammar. Books, including exercise books, are not to be defaced. Students are responsible for bringing the correct equipment to each class; this includes completed homework/preparation.

Each student is required to bring their diary to all lessons to record any important information. This is used in tandem with Microsoft Teams Assignments for Form 1 and Show My Homework for Forms 2 and 3. Students may not deface their diary. The forging of a signature will be regarded as a serious offence.

The presentation of work completed in part or full by another student is dishonest. All forms of cheating including whilst undertaking exams is penalised. In public examinations, this is likely to lead to disqualification. The direct copying (plagiarism) of material from any publication (including that accessed online) is also forbidden. The downloading and printing of material from the internet or other electronically accessed sources which is then presented as a response to an assignment without significant selection, editing and personal interpretation to meet the question set is not regarded as fulfilling the obligation to that assignment.

Where the College feels that it is in the best interests of a student, it reserves the right to enter a student for an appropriate tier of entry for a public examination or not to enter him/her at all

### **Appointments**

When the need for absence is foreseen and is for medical appointments, advance notice should be given by parent/guardian in writing and conveyed to tutor by the student.

Advance notice must be given to a teacher of any internal, pre-arranged appointment which means a class will be missed or partially missed. In the case of non-urgent appointments, for instance which involve College business alone, then a teacher may decline permission if this conflicts with work which needs to take precedence. If a student needs to leave during a class, he/she is to remind the teacher at the start of the lesson.

### **Arrival, Before and After the College Day**

Students are asked not to arrive at College before 8.00am. unless they are taking breakfast or to be on the premises after 4.30pm. unless either (a) they are involved in an organised College activity or (b) the Deputy Head (or Head of Sixth for Sixth Formers) is notified of their presence on campus. Should circumstances dictate early arrival, students are to remain on the playground until the start of day buzzer.

Should a student remain on site after College, then homework is to be completed between 3.40pm and 5.30pm in the Library. After this time, he/she may support a College team, or remain on the College playground or work in the Dining Hall.

The Prep Department playground and all other areas of the College are strictly out of bounds.

There is no formal supervision of these students but in emergency they should be able to refer to any member of staff in the College, an adult at the Brothers' Community in Watling House or in their absence the Head in the Lodge.

Students are to be on campus throughout the College day at the point of arrival, for the duration of the College day and then if involved in activities.

Students arriving by coach are to make their way immediately to College from Westminster Lodge Car Park. They are not to loiter in the car park or use any of the local amenities, but immediately walk to the playground along the tarmac path. They are to return to coaches by the same route in the evening. Going off-site after school and returning to use late coaches is strictly forbidden.

All students arriving on campus in the morning are to remain on the playground unless (a) they wish to see a member of staff, (b) they wish to use the toilet, (c) they wish to go to the Dining Hall for a snack from 8.00am. Access to the locker areas is from 8.00am–8.15am. Otherwise, students are to remain outside until registration.

The Dining Hall is not to be used before College or during the College day for the completion of homework. Prior to College only those who are actually eating may use the Dining Room. No bags, sports equipment or other belongings are permitted there.

### **Attitudes and Behaviour**

Students should seek to exhibit courtesy, good manners, and good sense at all times.

Students are required to behave in class in an appropriate manner and contribute positively to promote learning. Students should see themselves as hosts to all our visitors. Students should welcome visitors, be helpful and courteous particularly if they fail to reciprocate. Students are expected to co-operate and make a positive response to reasonable requests from teachers, other adult members of the community, or prefects. At all College events students are required to behave in a mature manner. Appreciation at events can be shown through appropriate applause or support. Students are required to attend religious services and in their manner and attitudes respect the beliefs and traditions of the College as a Roman Catholic institution.

### **Borrowing Money or Items**

Borrowing items or money from other people without their express permission is forbidden. If there is no evidence that the property was to be returned to the owner, such borrowing is considered 'theft'. Students with an urgent need to borrow money, for example, a fare, should see their Head of House.

## **Bounds**

For reasons of safety and good order, students are not allowed anywhere in the main building during break or lunch time unless they are

- going to the toilet;
- to see a member of staff;
- to attend, with authorisation, a club, society or the library, in which case they should present a signed activity card or diary to the prefect on duty.
- To visit their locker

During break and lunch time, students who are on the playground must stay within bounds marked by white lines i.e., on the patio or playground between changing rooms and tunnel but not to include the car park area.

Students are expected to use the toilet facilities responsibly during breaks and not visit them on the way to class so causing lateness at break or lunch times. The toilets in the changing room areas are not to be used at break or lunch time under any circumstances. The toilets in the Science Centre may be used after permission has been gained by a teacher.

## **Breakages and Damage**

Breakages and damage resulting from inappropriate behaviour or clear infringements of regulations are the responsibility of the students involved and any remuneration to effect repair or replacement will be required of parents. Students causing damage must report this to their Head of House or Deputy Head immediately. Students otherwise encountering damage are also required to report it.

## **Cars and Vehicles**

Only students in the Sixth Form who have permission from the Head of Sixth may drive to College. Those offering lifts are to ensure the safety of passengers in accordance with the law of the land. Passengers may only be transported with prior written permission from parents. There are no parking facilities on site for students. Parking in the local areas must be completed in such a way as not to annoy local residents. No one may drive across the playground. The College does not permit the use of moped and motorcycles as a means of transport to and from school for students.

## **Cashless Catering**

Food and drink provided in the Dining Hall is sold by a cashless system. Credit is placed online via Gateway. The Dining Hall Manager has sole responsibility for managing this aspect of College life.

## **Coach Travel** (see full Coach policy)

Coaches are provided by independent transport operators and parents understand that the coach service for the transportation of their children is at their own risk. St. Columba's does not provide adult supervision of these journeys and it is the coach driver and the coach company who have legal responsibility for the safety of passengers whilst travelling on the coaches.

Parents are asked to appreciate that from time to time incidents breaching good order on the coaches may occur. Without prejudice to the paragraph above, St. Columba's will investigate such incidents and may take action where considered appropriate. Everyone concerned benefits from the help and support of parents in formulating responses, and from their patience and understanding of the difficulties involved. Although it may prove impossible to form a totally clear picture of what has occurred if we have to rely solely on the hearsay evidence of students, disciplinary decisions may have to be made on the basis of the weight of evidence. In the interests of the safety of each child, it may in extreme situations be necessary to suspend coach passes pending the completion of an investigation.

Parents may, if they wish, communicate operational concerns to the Finance Office at the College. They should not contact the coach company directly on any matters, unless relating to the non-arrival of a coach.

Matters of student discipline should be referred either to the Deputy Head at the College (who will refer matters to the appropriate Head of House), or the Deputy Head in the Prep.

Students are reminded that they must behave on the coaches in a way that does not undermine their own safety nor that of fellow travellers, nor distract the driver, nor breach College rules, nor be perceived as a threat to good order during the journey.

To this end:

- Students are allocated a pass which they must carry with them at all times, showing it to the driver when requested
- Students are allocated seats and must remain seated in them until they leave the coach. They are not allowed to wander around the coach at any time. Nor can they change seats when others are vacated after someone has alighted the coach. Seat belts must be worn at all times.
- No student may leave the coach before his/her approved final destination in the evening and the College in the morning. The only exception to this may be when a temporary change has been agreed with the coach company and notified to the Finance Office as a result of some unforeseen circumstances.
- Students must obey the instructions of the driver in all matters relating to the safety and good order of the coach. They are expected to deal with coach drivers and representatives of the Coach Company with respect and with good manners.
- Students may not transfer from one coach to another to effect a journey home. They must not travel on a coach for which they have no pass.
- Students who wish to use a different coach for any journey must report to College Reception for a temporary pass to be issued. Non-coach users may purchase a temporary pass under the same terms for which a charge applies. Prep pupils are to organise this through the Prep Secretary.

- Students must act in accordance with all College rules, not least those relating to eating, smoking, vaping, bullying, and the use of unacceptable language, orderly behaviour and the wearing of uniform.
- At all times students should be conscious of their own reputation and that of St. Columba's College.
- All students who travel on the coaches should share the aims of this policy document, and should be willing to assist the investigation of unacceptable behaviour, in any way they can.

The Coach Companies operate these services on the basis of annual renewable contracts. In return they undertake to operate, in a reliable and safe manner, services on routes as defined by the Coach Administrator.

Coaches may be delayed because of circumstances beyond the control of the coach operators. It is very rare that they do not arrive at all. When a coach is more than 15 minutes late in arriving (this time frame must be permitted) the most senior student at the coach stop should telephone the College to be given instructions, which depend on the information to hand at the time:

- It may be that parents could provide shared lifts, despite the obvious inconvenience;
- students may be instructed to return home;
- or they may be instructed to take a taxi (preferred). Taxis must be of maximum occupancy where possible.

However, no student is to travel alone in a taxi unless they are a singleton at the coach stop concerned. Payment for the taxi is organised on arrival at the College. The strategy adopted would be assessed to suit the circumstances.

### **Community Police Liaison**

There are good links and relationships between the College and the Community Police Officers serving the College. They are at times consulted regarding various issues. There are, however, other times when investigations need to take place and the law demands the College provides certain assistance and information.

Students are reminded that theft, as well as serious assaults and threatening behaviour are criminal offences. It is against the law to possess or traffic (supply) illegal substances. The College is compelled to involve the police when the law is broken by students.

Investigations of criminal offences committed on the College premises or among the students may be referred to the police by the Head or Deputy Head. Police involvement is likely to be automatic in instances of burglary or possession, trafficking or supply of drugs. This is also the case where substances which are not drugs but purported to be so are involved.

Police proceed with their own inquiries once they have been involved and may consult the Head over interviewing students if evidence (even circumstantial) needs to be followed

up. The Head may be expected to co-operate with the police in supplying addresses and telephone numbers.

There may be circumstances in which the College does not inform parents that it has communicated addresses or phone numbers to the police. It may, for instance, be important that students against whom circumstantial evidence has arisen do not have an opportunity for collusion before being approached by the police. In other words, it is important for there to be an opportunity for students to be appropriately eliminated from police inquiries. Giving home contact details to police without informing parents is always a judgement which requires carefully balancing three concepts:

- the wish of the College to work closely with parents and maintain their trust in the interests of each student;
- working as necessary with the police in pursuit of the 'common good' and in pursuit of our stated disciplinary aims which are educational and corrective;
- the demands of the law which direct procedure.

### **Computer, Internet and E-Use**

The following regulations apply to the use of all Internet, Intranet and email facilities, computers, and any networks connecting them which are provided by the College. All the electronic resources and facilities must be used in a responsible manner. Violations of this code, major or repeat offences, related to the unauthorised access to computers, the material they contain and the misuse of services they access, are supported by the terms of the Computer Misuse Act of 1990 which make such practices illegal and liable to criminal prosecution.

The facilities must only be used in direct connection with a student's learning and research at College or for other educational purposes permitted by the Head. They may also be used for domestic communication with friends and family. The use of social networking sites in school is forbidden. A student may not interfere with the work of others or with the systems provided. The facilities may not be used for commercial reason.

#### **In particular, it is not permitted to:**

- create, transmit or cause to be created or transmitted material which is designed or likely to be designed to cause annoyance, inconvenience, needless anxiety or offence;
- create, transmit or cause to be transmitted offensive, obscene or indecent material;
- create, transmit or cause to be transmitted defamatory material;
- create, transmit or cause to be transmitted material such that the copyright of another person is infringed;
- gain access to networked computing equipment for playing computer games;
- gain deliberate unauthorised access to facilities or services accessible via local or national networks;
- gain unauthorised access to or violate the privacy of other people's files, corrupt or destroy other people's data or disrupt the work of others.



Breaches of these regulations result in a student having his/her unrestricted access to the facilities and privacy of use withdrawn in the first instance. Monitoring and evaluation of their internet accounts and sites takes place periodically. Repeated misuse results in permanent withdrawal of the privilege.

### **Defaulting on Homework and Other Deadlines**

Homework defaulting is to be communicated home on the day it occurs. The teacher concerned must communicate that it is their intention to contact the parents of the student to the tutor or in his/her absence the Head of House or their Deputy. The tutor may take on this role dependent on the circumstances but this would be agreed with the subject teacher concerned. The call must indicate the fact that homework has been missed, the detail of the task and the need for this to be returned the following morning. Failure to do so results in an academic mark being awarded requiring attendance at an after-school detention (see Academic Mark for method of issue).

Staff record the homework default on SIMS as standard practice.

Students may have a legitimate reason for missing homework but this must be endorsed by a formal written note from a parent and appropriately signed. A new deadline is then to be established.

Students who miss coursework deadlines or crucial planning for longer term project deadlines for instance in Art, Design Technology or preparation for Orals, are to be given an automatic Saturday Detention. Note the usual cautions apply regarding appropriate time scales and opportunity to complete work provided by staff.

Students who fail to hand in holiday homework to deadline are also subject to immediate Saturday detention. The Subject Leader is consulted prior to the issue of a Saturday Detention.

Tutors respond to students who develop a picture of defaulting more quickly by different strategies. For instance, regular defaulting in individual subject could lead to Subject Leaders and the House staff imposing a Subject Report for a two-week period in the first instance, with the HoH and Tutor being informed of progress.

More general defaulting of a wider scale or academic performance becoming an issue would be more centrally managed by the imposition of a Report card by the House.

Students who are absent when work is set must seek to find out the work and when this is due. If at all possible they must seek to meet the deadline. If not, a new personal deadline is set to complete the work after which time, should the deadline not be met, the above procedure operates.

Failure to bring kit to lessons, which effectively prevents participation, leads to an Academic Mark. Continued failure results in the escalation to a Saturday detention.

### **Departure During the Day**

Any student below Sixth Form who leaves the premises during the College day is to meet their parent/guardian in the College Office. The office is also to be informed on their return.

### **Eating**

Good table manners are expected e.g. eating with knife and fork, eating whilst seated only etc.

Students may eat or drink on the College premises only in the College Dining Hall and playground, at the Deputy Head's discretion. This includes prior to the start of the College day, during the morning and lunch breaks. Students must be seated whilst doing so. Eating and drinking on the playground, on the balcony, in front of the College, in public thoroughfares (indoors or out), whilst in transit on coaches or at the coach park is not allowed.

Chewing gum on College premises or in College uniform is not allowed.

Students are not allowed to buy from or sell to one another foodstuffs, drinks or confectionery unless they have express permission from the Deputy Head.

### **EECA Days (Extra-Curricular and Extended Learning Activities)**

EECA days punctuate the formal academic curriculum throughout the College year and provide opportunities for students to engage in activities, trips, training programmes and events which they would otherwise not be able to experience. Some are subject related, some to develop skills, and some to extend cultural and experiential boundaries. The programme differs from year to year to provide a variety and range of experiences. The College calendar on the web can be consulted for further information and dates. Attendance is compulsory.

### **Emergency Leave**

In an emergency, students may only leave the premises between 8.45am and 3.50pm with permission from one of the following: Head, Deputy Head or Head of House, Head of Sixth Form and the College Nurse (after reference to the Deputy Head). Students must report to the College Secretary prior to leaving the College and sign out electronically.

### **Examinations**

#### Procedures

All examinations and study sessions are to be conducted in silence.

Any form of communication between students (talking, passing notes, permitting students to read answer sheets etc.) is liable to be regarded as cheating with the result

that a student can expect his/her mark to be recorded as zero for that examination. If a student is found to be communicating, the teacher on duty indicates this on the script. The time at which the incident took place and at what particular point in the examination is noted. The student is requested to continue with the examination.

Students must wear their full College uniform. Changes to this are notified by the Deputy Head.

Students are not allowed to leave the examination room during a session. This applies to those studying and to those sitting an examination. The invigilator is responsible for the dismissal of students at the end of the examination.

Eating or drinking of any description, apart from agreed practice on the consumption of water and of prescribed medication, is not permitted during examination or revision periods. Mascots, toys and good-luck charms are not permitted.

### Equipment

Students must have all appropriate equipment for each examination e.g. pens, pencils, protractor, ruler, calculator (with replacement batteries) etc. For GCSE and A-Level examinations all writing equipment must be brought into the examination room in a clear, see through container. Students may not borrow any items of equipment from another student during an examination or whilst in the revision room. Where students are permitted to bring into the examination textbooks, these must be their own personal copy of the text. Calculators should be cleared of stored information unless otherwise directed.

### Good Practice

Students are expected to work on their examination paper for the full duration of the examinations. Checking and re-reading is advised. Students are required to put their own name, the date, and the name of their teacher on each of the papers that they sit. No Tipp-Ex or other correction fluids are allowed. Crossings out should be completed neatly by scoring a line through sections to be ignored.

### Other

Mobile Phones or other electronic devices including Smart Watches, are not permitted in the examination rooms. In Public examinations the possession of these will register an examination null and void certainly and may at the discretion of the Examining Board result in all examinations being discounted. For internal examinations any student who uses, or attempts to use any such device, or whose phone disturbs an examination in any way will have that examination result marked at zero.

### **Family Holidays**

Absence in connection with family events or holidays should be avoided, but if it is regarded as essential parents are required to make a written request to the Head to avoid such absences being recorded as “unauthorised”.

### **Fire Drill**

The College has a fire procedure which is reviewed periodically. The College has regular fire drills. There are copies of the procedures in each room as well as signs indicating which exits to use in case of fire. These instructions must be read and followed swiftly and calmly if the alarm sounds.

### **Games Lessons**

Students, whatever the level in the College, are not to miss Games Lessons. Students who are ill must be kept at home and only doctor's certification is accepted as reason for non-involvement. There is no off games provision for students. Games lessons are part of the compulsory core of the curriculum and are not to be used to complete other work whether this be course work, extended projects or any other work for another subject. Staff cannot give students permission to absent themselves from Games. The only exception to this is when the student is genuinely ill (a decision to be made by the College Nurse with the Director of Sport) in which case the Director of Sport may give permission to a student to work in a subject area with the agreement of that Head of Department. Failure to bring kit, which effectively excludes a student from participation, results in an automatic after College Detention as this is effectively a missed period. No student is to take peripatetic music lessons during Games as this presents particular difficulties over supervision.

Senior Games provision varies to a degree from that of Forms 1-4 in that students who are not central to squads for major team games are offered a series of options to undertake, some of which require facilities in the surrounding area to be used. These are notified to students as they become available, however the rubric regarding representing the College remains the same. When public examination period begins to impact, students are given the option of continuing their activities or study provision.

### **General Expectations**

Students are required to stand when any adult enters the room and to be alert and business-like during the day. (There are exceptions to this: for instance, when working in the science laboratories.)

Students should not lounge with hands in pockets when in conversation with adults or prefects. They should stand correctly and in good order.

Permission granted to one student by a member of staff does not automatically ensure permission to other students.

Students are required to address all members of the College community, to include each other, in a correct and respectful fashion. This applies particularly with regards to support and ancillary staff and in all College and College related contexts.

Foul or offensive language is totally unacceptable. Unkind comments relating to the personal characteristics of another are unacceptable. The use of language that is

deemed to be abusive, in particular those related to racism, sexism, religion, sexual taunting, homophobic terms and prurient language are also unacceptable. Undue loudness is unacceptable, as is raucous expression. Offensive conduct such as spitting or vulgar gesturing is unacceptable. The communication of offensive or rude messages, to include text messaging, is not permitted, nor is the drawing of offensive or rude pictures. Disruptive, anti-social, provocative or aggressive behaviour, such as moving around in gangs or failure to respond to requests from Prefects, is unacceptable. Recourse to physical violence whether to resolve a dispute or for some other reason is not acceptable behaviour, nor is encouraging or provoking others to resort to violence. The use of physical violence will be subject to punishment. Any use of online technology must also meet these expectations

### **Hair Styles**

Hair should be neat, tidy and clean. Hair longer than shoulder-length is to be tied back. Extreme hairstyles, for example, very short hair, undercuts or layered hair, even if temporarily fashionable, are not permitted, nor coloured or excessively styled hair. Lines and patterns are not to be cut into the hair. The College is sensitive to the dictates of religious culture and will consider written requests regarding exemptions. Short hair is to be no less than a No. 3 cut. Students are to be clean-shaven.

### **Illness**

In the event of illness during class, the teacher in charge sends the student concerned to the College Nurse, accompanied by another member of the group.

If it is not lesson time the sick student should report to the nurse directly. However, if a student becomes ill at the end of a break time and it is not an emergency, then the student is to report to their next class and gain permission from that teacher.

The College Nurse is responsible for deciding whether or not a student is sufficiently sick or injured to be collected by parents from school. Direct contact is made with parents in this instance. Students are not permitted to contact parents citing illness and arranging for collection independently of the nurse.

### **Jewellery, Make-Up, Tattoos, Body Piercing etc.**

Rings, medals, chains, bracelets, badges, earrings, studs, make-up and tattoos are not permitted. It is advised not to wear expensive wrist watches to college, including Smart watches. Spacer type earrings are not permitted. Girls may wear a single plain stud in each ear. Students are suspended for transgression of these aspects of the Code of Conduct.

### **Liturgies and Masses**

Liturgical services punctuate the College calendar. Attendance is compulsory. Mass is celebrated on occasion throughout the College year whether as a full school gathering or in groups as Houses for instance. There are other times when Mass is offered for those interested in attending at lunchtimes. Attendance at full school and House Mass is also compulsory.

## **Lockers**

Only a small number of students in F1 - 5 are allocated lockers for medical or SEND reasons. They are primarily for students to store property relating to College use – books, kit etc

These students are required to keep all items of value either in their possession or in their lockers during the course of the College day. If they have a locker they are likewise required to keep it in good order and to use it in such a manner as not to cause it damage. Lockers are to be kept tidy. Items no longer required (e.g. games kit) are to be taken home.

Lockers are not to be shared. Combination numbers are not to be exchanged, for security reasons. Students are not permitted to exchange lockers or locations with other students unless this has been agreed by the Head of House and Deputy Head. Students are to report damage to their lockers as a priority to the Head of House, or Reception.

## **Mobile Telephones**

The College does not permit the use of mobile telephones during the College day. Parents are not to contact their children during school hours via mobile phones and contact with parents via mobile phone is to be conducted only following permission from the College Secretary.

A mobile phone brought into College is considered to be entirely a personal responsibility. It must be secured during the College day either in the locker or retained on the person. It must not be left unattended even for the shortest of times. If taken to Physical Education or Games, it is the individual's responsibility to hand in the phone at the beginning of the lesson for safe-keeping. (Local rules in the Sixth Form).

Mobile phones must not cause interference to lessons at any level in the College either by design or accident. Instances of such result in automatic after school detention.

The same rules apply regarding mobile phones with the capability of taking photographs and video clips. However, this is extended to their use in any College context. Taking photographs or clips of other students and staff in College or at any College related activity is not permitted. Any student found to be doing so will have their phone confiscated, only to be returned to their parents. All images captured in relation to the College context must be deleted as a condition of return. The student/s involved will be subject to a sanction under the College rules which may include suspension and expulsion when the Head deems this appropriate. Students who capture any form of image in school and then use this in a public manner will be suspended from school as a base line response.

## **Money**

Students are advised strongly not to bring large sums of money to College. However, should they do so, they are advised to ensure they keep it safely. The College does not keep a supply of change for student use.

During Games and Physical Education lessons all items of value to include watches, calculators, money etc. must be handed in to staff for safe-keeping.

During break-times and lunch times students are advised not to leave valuables and money unattended and specifically not be left in jackets unattended whilst playing.

### **Movement Around the College**

Students must not congregate along the corridors nor loiter in the main buildings. They must use the correct stairways for going up or down. To help in the flow of students and staff, everyone is asked to keep to the right in passage from one class to the next. Students must never run inside the building.

In the dining room, students must queue up in an orderly fashion for lunch. Trays, and all crockery, utensils and the like must be returned after use. All litter is to be placed in bins. Students are to wear full uniform, not PE/Games kit, unless otherwise directed. Overcoats must be removed when entering the main building. Good table manners are expected.

The access to the administration area is via the entrance near the rear of Iona. The gymnasium is not to be used as a thoroughfare.

### **Non-Uniform Days (Mufti Days)**

Mufti Days (non-uniform days). Students are to attend college in appropriate smart but casual clothing and wear nothing which can cause offence for instance, nothing to promote antisocial behaviour or support unacceptable codes of behaviour to include drug culture fashion, anti-social slogans or offence to the religious ethos of the college.

### **Parental Consent For Activities**

Parents give consent for students to be involved in all outings and College activities as a consequence of signing the Consent Section of the annual registration form. Parents who decline this option are required to complete a consent slip for every activity in which a student is engaged.

### **Permission to Leave the College**

Students are not permitted to leave during the College day without prior agreement, or in emergencies, the express permission of a senior member of staff. Students are not permitted to telephone home to ask to be collected from College. This is particularly the case when citing illness. Students must consult the College Nurse who will initiate contact with the parents or guardian.

### **Playground Games**

Playground games are reserved to basketball, football and table tennis. All other type of chase games or ones which involve individuals as targets are not permitted, nor is running within the school or out of bound of the playground. Regulation basketballs are used for basketball games. Tennis balls are not permitted as they present a Health and Safety hazard. However, regulation soft mini-footballs are used as standard. Non-regulation balls are confiscated.

### **Playground Rules**

Students are not to: play in ways which cause injury to others; be over-physical; engage in mock-fighting; or be physical with one another in any ways other than as a result of the regulations for basketball and football games. Students are to remain in bounds and those areas designated as “quiet areas” are reserved to be such: no games or playing is to take place. Tennis rackets, cricket bats and any other implement used for sport is not permitted on the playground other than in PE and Games sessions.

### **Property**

Students should safeguard their property travelling to and from College and at College. All items should be clearly labelled. The use of personal lockers and College bags in a wise manner will avert the loss, damage or theft of property as will ensuring possessions are handed in for safekeeping during Games and PE. Students must take responsibility not to leave possessions unattended at any time. Students must be especially careful to safeguard calculators, money, laptops, mobile telephones etc. Expensive electronic games, whilst not allowed to be used during the College day, if brought to College for use on the coach must likewise be safeguarded. Students must not bring to College items which could be viewed as offensive weapons, including knives, water pistols, laser pens, facsimile weapons etc. Games and PE kit must be taken home and washed after each occasion of use.

### **Punctuality**

Any student who arrives late for morning registration at 8.25am must report to the College Secretary to be formally entered in the College register for that day.

Students must move with appropriate speed and good conduct to arrive in good time for registration periods, all classes, detentions, activities, and events. The return from music lessons, medical appointments, and other activities which affect lessons, must be accomplished promptly.

All participants of teams and trips must be ready to leave at the stated departure time.

### **Registration**

Registration takes place formally at 8.30am. Arrival after this time is noted as a late. Students are however expected to be in their tutor period at 8.25am fully prepared for the first three lessons of the day.

For registration purposes, the following symbols are to be recorded in the box:

/ = present at the time of registration being called



0 = absent at the time of the register being called

“L” within the circle = a student arrived in the morning registration period after the register was called.

Reports clearly indicate when a student is late to school and also when they are late to registration.

### **Representation of the College**

Students are to make themselves available to represent the College when required to do so in the core activities of Sport, Music and Drama. Selection equates to requirement to represent and this extends to all practices pertinent to these activities. Other commitments take a secondary place to these as does the involvement in other EECA activities.

### **Self-Preservation**

Students have a responsibility to avoid injury or damage to themselves. They must exercise proper regard for personal safety at all times. This is especially true when on outings, in laboratories, and while engaged in hazardous activities. Recklessness is a breach of the College regulations. Instructions given must be followed, and others not endangered.

### **Sixth Form Dress Code**

See separate guidance in Sixth Form Handbook, which includes details re. clothing, footwear, hair etc

### **Smoking and Vaping**

No smoking is permitted on the College premises. Students are not to smoke in College uniform or have cigarettes, e-cigarettes or other tobacco products in their possession which will be regarded as evidence of the intention to smoke. Smoking and vaping are not permitted at College-related events, on field trips, or while travelling to and from College, whether or not in College uniform, nor by Sixth Formers off campus.

Students are regarded as having been smoking or intending to smoke if smoke can be detected on their breath and or clothing, or if they are equipped to smoke (e.g. carrying cigarette lighters, e-cigarettes, tobacco, tobacco papers etc.)

Students who associate with others in the act of smoking, even if not smoking themselves, are by their presence regarded as condoning it and as such are regarded as accomplices. Such students may be subject to the same sanctions as those who smoke. Smoking or vaping on-site is a serious breach of rules and will lead to a fixed-term exclusion as a bare response.

### **Stealing or Damaging Property**

Stealing or damaging property belonging to any other member of the College community is a serious offence against College rules. Persons responsible for such infringements are required to compensate for the damage, loss or theft and place their future at the College

in jeopardy. This also applies in spheres outside the College, especially to the case of shoplifting when on trips.

### **Study Leave**

Attendance registers. It is important that there are no misunderstandings about attendance at College during the exam period. The College assumes that a student is revising at home throughout, except when attending their exams. If parents want their child to revise at College, either throughout this period or just on certain days (or half days), they must let the College know in writing the dates and sessions when they require them to be in College. Sixth Form are required to sign in and out in the register provided in Founders Hall.

Health and Safety. It is vital for the College to know which students are in College at any given time (in case of fire, for instance). For candidates arriving to take an exam, a register is taken in the exam room. When students come to College for a revision session, however, they are required (as a 'fail -safe') to notify the office that they are on the premises, as soon as they arrive.

College uniform. Students must be turned out in full College uniform whenever they are on the premises on a College day. This includes informal attendance for revision with a teacher conducted after the end of the formal College day.

Study Sessions are exclusively for private study. These are conducted in silence for private revision only. Access to the Library, Internet are not permitted, nor is any attempt to reference staff for information who act as study supervisors.

Students who fail to abide by the provisions and regulations binding access to College study have the provision removed and are required to attend College only for the duration of their personal published examination schedule.

### **Swapping, Selling, Exchanging**

Students may not buy, sell or swap or exchange items between themselves in College or any College related function, unless permitted explicitly by the Department Head.

### **Uniform and Appearance**

Students are to be dressed according to College rules: this comprises the College blazer, supplied by Stevensons of St Albans, a white shirt, short or full-length sleeve, House tie or badge (or other ties/badges awarded by the College or gained as representative honours), dark grey, full length, straight leg school trousers or pleated knee-length regulation College skirt and black polishable shoes. Six stripes are to be visible when wearing a standard House ties. All other ties must conform to the length that this establishes as the norm for wearing ties. Ties are to be tied so that they are conventional in style, not too thin, fat, short, long or wide and in length they are to reach the bottom button of the shirt just above the trouser belt.

When a jumper is worn this must be regulation black and v-necked. Jumpers that cover the tie, including hoodies, are not acceptable. Overcoats must be black or navy blue without logos. A college scarf is also available from Stephenson's outfitters. In summer months special instructions regarding uniform will be announced by the Deputy Head. Shoes must be black, polishable, sturdy and low-heeled. Leather jackets are not considered suitable as overcoats, nor are fleeces or hoody style garments. Scarves may be plain black or navy blue. Gloves and beanie style headgear of similar colour may be worn in the winter.

Baseball caps are not permitted. Grey ankle socks to be worn with trousers. No white socks, canvas shoes, trainers or boots. Tights to be opaque and plain black or dark grey. No make-up, false nails or nail varnish to be worn.

PE and Games: Sportswear for Games is supplied by the retailer, Tylers. Trainers are to be worn for PE lessons and must have a non-markable sole, football or rugby boots for outdoor game, to include safety studs and shin pads. Games kit is compulsory in winter months and students will be advised of the change to PE kit for Games as weather becomes appropriate. If a student persists in contravention of these rules they will be subject to disciplinary responses including being sent home.

### **Vandalism**

Students must not destroy or deface property including their own diary and planner. Students must not deface or interfere with the work of other students. Students must not drop or throw litter. Students must not throw any object which could result in damage or injury.