



# ALL SAINTS

## CATHOLIC COLLEGE

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## Code of Conduct

# Code of Conduct

## In the classroom

We expect All Saints Catholic College pupils to demonstrate an excellent attitude to learning and a desire to achieve. Therefore, all pupils must follow the teacher's instructions at all times, work to the best of their ability not allowing their behaviour to interrupt the learning of others in the class. Repeated failure to meet these expectations will result in sanctions – these will be decided by the school in line with the Behaviour Policy. All pupils must arrive in class on time and properly equipped for each lesson.

## Around the school

Pupils must behave in a calm manner when walking around the school building, demonstrating a respect for their environment and all the adults and pupils within the school. This means that pupils must never litter, graffiti or conduct themselves in any way that could cause damage to school property or others within the community. Those who do will be invoiced for repairs or replacements, as well as being issued with an appropriate sanction. Pupils must never steal from another, chew gum, use bad language or throw water at one another, fight or show defiance. Pupils who are found to behave in this manner will be sanctioned. Pupils must always be respectful and show good manners to staff in their behaviour in and outside of our school community. Disrespectful behaviour may result in Fixed Term Suspension, this will include and is not limited to swearing, 'kissing of teeth', tutting and ignoring staff members. Any act of deliberate spitting at another person, will be taken extremely seriously, and pupils will be at risk of Internal of Fixed-Term suspension.

Pupils must never take part in any form of bullying (physical, verbal, emotional or cyber), never smoke, drink or take illegal substances or bring corrosive materials into school. Mobile phones are not to be used, seen or heard on the school site and **must** be turned off at all times. **If a pupil is found to have had their mobile phone switched on whilst on the school site**, the phone will be confiscated and will only be returned to a parent after five days. Pupils that use their phones on site or any retrospective evidence of phones having been used on site place themselves at risk of Fixed Term Suspension.

Sharp objects, or any objects that could be used to cause harm to others, are not allowed on school site; if pupils are found to be in possession of these items they will face exclusion, including Permanent Exclusion from school.

Any pupils found with cigarettes (including e-cigarettes/vapes), lighters, smoking paraphernalia or matches, or who is smoking or standing with someone who is smoking, places themselves at risk of Fixed Term Suspension.

Involvement with drugs, including legal highs (bringing into school, handling, using, dealing or concealing), and/or offensive weapons (any items made of adapted, for causing or intending to cause injury), extreme acts of violence e.g setting off a firework or serious physical assault on another pupil and persistent lack of co-operation will result in permanent exclusion from school.

Stolen items, pornographic images and fireworks are also prohibited items.

Pupils must not bring items onto the school site to sell or be involved in the purchasing of items from other pupils. Any pupil involved in the selling or buying of items will be sanctioned appropriately at the decision of the Head teacher.

Any pupil who exhibits any of the behaviours outlined above places themselves at risk of Fixed Term or Permanent Exclusion.

The Head teacher reserves the right to add to this list throughout the school year. The Headteacher has the right to impose any sanction that he deems appropriate and proportional, and in line with the school's Behaviour Policy.

## List of banned items

This is not an exhaustive list. Any items that are potentially harmful to any member of the school community should not be brought into school. If there are any doubts about whether an item can be brought into school, pupils or parents or carers can check with the year team.

Items that should not be brought into school include:

- Chewing gum
- Fizzy drinks including energy drinks
- Junk food (large crisps/chocolate/sweets), pupils are encouraged to have a balanced diet and intake of sugary foods to ensure effective learning
- Glass bottles including perfume bottles
- Jewellery except for a watch (no smart watches) and one pair of plain stud earrings worn in the earlobes
- Aerosol cans including deodorants and hair spray
- Correction fluid (tippex)/solvents
- Permanent marker pens
- Excessive amounts of money
- Expensive items
- Electric scooters
- Cigarettes (including e-cigarettes/vapes) ,matches and lighters and all smoking paraphernalia including papers
- Drugs
- Fireworks or "snaps" containing gunpowder
- Any weapons including knives/sharp objects, batons or bats, that could be used to harm someone else
- Scissors
- Slime
- Water guns
- Laser pens
- Items intended to sell
- Offensive items including images of pornography or offence (racism/sexism/homophobia/extremism)
- Any items which are illegal to possess or carry, or inappropriate for the age of the child or the school environment

The Headteacher may consider other items as inappropriate any may add to this list at any time. Any items brought into the school on this list will be confiscated for a minimum of 5 days and a parent/carer will need

to collect. Pupils who bring any of these items into school will be sanctioned in line with our Behaviour policy.

## **Punctuality and Attendance**

### **Punctuality**

Punctuality is an important part of self-discipline and is essential to good time management. We expect all pupils to be on school site by 8:20am and in line up by 8.25am, any pupils not in line up by the bell will be sanctioned. If a pupil arrives into school after the registration bell at 8:30 am they will be given a one-hour same-day detention. Three or more late arrivals in a week will result in a Saturday detention. Persistent failure to attend school on time will result in further sanctions.

Lateness to lessons will also not be tolerated. Pupils who arrive late to lessons will also be given a detention, and persistent lateness will be further sanctioned.

### **Attendance**

Pupils are expected to attend school every day that school is open to pupils, in order to ensure that they maximise their learning. If a pupil is unable to come to school for any reason, we ask that parents/carers contact the school to report the absence on 020 8969 7111, before 8:30am.

Pupils whose attendance in school is a cause for concern will be referred to external agencies to provide families with additional support to help improve such attendance.

There is a weekly attendance and punctuality award for a £10 voucher, for pupils with 100% attendance and punctuality this week. There are termly and annual reward trips for pupils with 100% attendance.

## **Illness and Medications**

### **Illnesses and Accidents**

If a pupil feels unwell or has an accident, they must tell a teacher straight away. Pupils will then be sent to Pupil Services where a trained First Aider will take care of them. If the pupil is too unwell to remain in school or if hospital treatment is necessary, then parents/carers will be contacted to make suitable arrangements. Under no circumstances are pupils allowed to leave school or go home without permission.

### **Medicines**

If a pupil needs to take medicine at school, they should bring a letter from parents/carers stating when it needs to be taken. All medicine must be left with Pupil Services. The only exception is if a pupil requires an inhaler for asthma.

## **School Uniform List**

Our uniform is a symbol of the All Saints Catholic College community. It must be respected and worn with pride. Pupils must wear their full school uniform every day, including while travelling to and from school. If pupils wear incorrect uniform to school they will be placed in internal exclusion, and persistent failure to wear school uniform correctly will result in Fixed Term Suspension.

UNIFORM4KIDS is our designated uniform supplier and may be found at:

1103/05 Finchley Rd,  
London,  
NW11 0QB

Tel: 020 8209 0999

On line sales at <https://www.uniform4kids.com/collections/all-saints-catholic-college>

The full school uniform list is published on our school website.

### Outdoor clothing

Coats must be long enough to cover the blazer and must be plain black, without stripes, patches of colour or large motifs. Fur trims must be the same colour as the coat. No denim, leather, suede, real fur or PVC is permitted. Tracksuits, tracksuit hooded tops or body warmers are not allowed. Outdoor coats are not to be worn inside the school building.

Hats and scarves (no balaclavas) must be black with no motifs and must not be worn in the summer term. T-shirts, skins, vests and garments worn under the school shirt must be white, without motif and match the sleeve length of the shirt.

Only the school backpack may be carried.

### NOT PERMITTED

- Make up
- False nails, acrylic/shellac/gel nails/nail polish
- False eyelashes/eyebrows
- Fake tan
- Tattoos/Henna (unless for religious celebration/observance)
- Hair: extreme or outlandish hairstyles, and unnaturally coloured hair are not permitted. Pupils who arrive to school with any of the following hair styles will remain in internal exclusion until their hair complies with the expectations outlined by the school.
  - Hair dyes, which are not natural hair colours and tints and highlights of unnatural colour (including peroxide/bleached, yellow, orange, red, burgundy etc.) including dip dyed or coloured extensions will be deemed inappropriate and therefore subject to school sanctions.
  - Lines or patterns shaved into hair or eyebrows, undercuts or completely shaved heads: the minimum length is grade 2.
  - Excessive hair decorations
- In addition, long hair must be tied back. Jewellery, other than a watch and one pair of small stud earrings (gold/silver only) in the lower lobe. Pupils are not permitted to wear Smart Watches.

- Piercings of face, nose, lip, tongue or neck will have to be removed. Covering a piercing with a plaster is not permitted.
- Skin Embellishments

Non-uniform items will be confiscated. Any pupil refusing to wear items on the Uniform List may be internally or externally suspended.

## **Valuables, Lost Property, Food and Travelling to and from School**

### **Valuables**

Expensive items or large sums of money are not permitted to be brought into school. School rules on jewellery and phones must be adhered to, failure to do so will result in these items being confiscated and only returned to parents/carers after a period of five days. The school will not take responsibility for any of these items if lost or stolen on the school site.

### **Lost Property**

Any lost items should be handed in to the Pupil Services. Please ensure all items of uniform are clearly labelled in permanent marker or name tape with the pupil's full name.

### **Food**

As a means of promoting healthy eating, pupils are not permitted to bring junk food into school, and those found with it will have such items confiscated and will be sanctioned. Pupils are regularly reminded about banned items, which include sharing bags of crisps and snacks, and large bottles of soft drinks for example. Food is only to be consumed within the dinner hall, and pupils found eating anywhere else in the building will be sanctioned.

Chewing gum of any type is banned on the school site.

### **Travelling to and from School**

While travelling to and from school All Saints Catholic College pupils are expected to conduct themselves according to the school rules and expectations. Pupils whose behaviour brings the school into disrepute will be subject to school sanctions, including internal and external exclusions. Pupils must leave the local area straight from school and are not permitted to loiter in the shops and are forbidden to enter any eateries in the local area. Pupils must not organise to meet friends after school outside the school gates or in the local area – they should go straight home. School sanctions will apply, persistent failure to adhere to these expectations will lead to internal exclusion or external suspension.

## Rewards and Sanctions

### Rewards

The school aims to promote high standards of behaviour and self-discipline through positive encouragement and rewards.

When pupils do something well their teacher will recognise this in a variety of ways including: speaking to the pupil; making a phone call home; sending a postcard and sharing the news with the Head of Year. In every lesson three pupils who has excelled in their learning will be awarded with a star. Pupils can achieve Bronze, Silver and Gold badges, based on an accumulation of stars across all subjects. Each week there is a star award draw for a £10 voucher, alongside the "Headteacher's award" for excellence. Each half term this positive behaviour is celebrated during assembly when certificates are issued, and letters are sent home to parents/carers. Positive behaviour is further celebrated through own clothes days, rewards trips and lunches. Pupils can gain Orare, Servire and Laborare awards for their contributions to the school community.

In addition, each week there is a draw for a £10 voucher for a pupil achieving 100% punctuality and attendance that week.

### Sanctions

If pupils fail to meet the required high standard of behaviour, then they will be sanctioned with an 'X'. This means that the pupil will be placed in lunch time detention the following day. If pupils accumulate more than 4 X's in a week they will receive a Head of Year detention that will take place on a Friday after school for one hour. If pupils accumulate more than five 'X's within a week they will be required to attend the Head of Year Friday detention as well as a Saturday detention the following week. Pupils whose behaviour is a cause for concern will be placed 'On Report' to help monitor their behaviour and to encourage them to take responsibility for their actions. Pupils who do not complete their homework will be issued an XPW and this will lead to an hour after school detention the following day. Pupils will be expected to bring in their homework the next day to show their teacher.

Further sanctions such as internal, fixed term and permanent exclusions may also be used. The Head teacher has the right to impose any sanction that he deems appropriate and proportional, and in line with the school's Behaviour Policy.

## Bullying

Bullying may be non-verbal, cyber or physical and will not be tolerated by the school in any form whatsoever. Pupils that do bully others (as defined in the school's Anti-bullying Policy) will be subject to our school sanction system. If any pupil is a victim of bullying, or observes incidents of bullying, they must inform a member of staff immediately.

Pupils should refer to the school's Anti-bullying Policy as published on the school's website.

## Indecent imagery

Youth produced sexual imagery covering both still photos and moving videos will not be tolerated by the school in any form whatsoever. Pupils who do engage in such activity (as defined by [Government guidance](#) (Home Office, November 2019) ) will be subject to our school sanction system and **MAY BE SUBJECT TO CRIMINAL PROSECUTION**. The term indecent imagery can be defined as ‘sharing nudes and semi-nudes’ to mean the sending or posting of nude or semi-nude images, videos, or live streams by young people under the age of 18 online. This could be via social media, gaming platforms, chat apps or forums. It could also involve sharing between devices via services like Apple’s AirDrop which works offline.

children and young people who share nudes and semi-nudes of themselves, or peers, are breaking the law and **MAY BE SUBJECT TO CRIMINAL PROSECUTION**. Further reading and government guidance can be found [here](#).

## Safeguarding

Staff at All Saints Catholic College follow safeguarding guidance as outlined by the Department for Education. If a pupil has a concern, they need to speak to a member of staff who will then get advice from the staff who oversee safeguarding. Pupils can go directly to a designated member of staff. The designated members of staff at All Saints Catholic College are: Mr O’Neill, Ms McGeoghegan, , Mr Walton, Mr Aykroyd, Mr Forshaw. Please see the school Child Protection and Safeguarding Policy for more information.