



Richard Challoner School has a Christian ethos based on the teachings and values of the Catholic Church. To be a Christian means to live our life in Christ and live by the values expressed in the Gospels. To be a Christian means to love and serve others and to show understanding, care and sensitivity towards others. Our Code of Conduct is based on this.

The aim of our Code of Conduct is to allow students to live, work and play in a caring and safe environment, in which we foster solidarity, mutual respect and tolerance.

#### **General Behaviour**

1. At Richard Challoner School, we are proud of our uniform and the good name of the school. By dressing well, I promote a positive image of Richard Challoner School and myself. As a member of the school, I agree to wear the full uniform (i.e. school blazer, blue shirt and school tie, V neck grey jumper, black trousers and black leather (not canvas) school shoes and dark plain socks) in school, as well as to and from school. This includes being smartly dressed at all times, with my top button fastened, tie close to the collar (with the front of the tie being longer than the back), my shirt tail tucked in and my blazer sleeves must not be rolled up. Any coat or jacket worn to school must be a dark, plain colour. No hoodies are allowed.
2. I will not do anything to call into question the good name or reputation of the school.
3. I also understand the importance of good attendance and being punctual to school and to lessons.
4. I will be polite and well-mannered at all times. If I wish to ask a question in class, I will raise my hand. I will not call out or distract the teacher or other students. I understand the authority of teachers is paramount and that any student who questions the authority of a teacher will be excluded for at least two days. Any student who is rude (e.g. answering back) or defiant (not doing as you are told) towards a member of staff, will also automatically be excluded for at least two days. I will also follow the instructions of the prefects, who are appointed by the Headmaster and act with his authority.
5. I will come prepared for lessons with the correct equipment, my diary and books. Correct equipment includes a pencil case, pen + at least one spare pen, pencil, ruler, rubber, coloured pencils, sharpener, compass and scientific calculator. I will record and complete all homework set by my teachers. I will ensure all equipment and clothing is marked with my name.
6. I will take responsibility for my own learning; this includes: learning to be RESILIENT (never giving up), being RESOURCEFUL (showing initiative and seeking new ways of learning), being REFLECTIVE (asking myself 'is my work good enough and how can I improve it') and showing RECIPROCITY (being able to work as part of a team).
7. I have a responsibility to take full advantage of all the numerous and varied extra-curricular and House activities offered to students by teachers and other staff at the school and fully support the work of the School Parliament.
8. I will move around the school in a sensible fashion, keeping to the left and adhere to the systems for moving around the school. I understand that pushing in the corridors is dangerous.



9. I will not leave the premises or be out of bounds without permission.
10. As a student in a Christian school, I understand that bullying in any form, be it physical, mental or verbal, racist or sexist, cyber, including homophobic and other gender based bullying, will not be tolerated at Richard Challoner School. This applies to any form of bullying in school, as well as outside school and where it involves a student from this school. I understand that I have a duty to others to report any bullying that I see or become aware of. I realise that name calling and making unpleasant remarks about a student, his parents and his family or friends, is hurtful and a form of bullying and is not acceptable at our school. Any information given will be treated as strictly confidential and in a sensitive manner.
11. At Richard Challoner School, we value trust, honesty and respect. Taking items which belong to others, or the school, without permission is theft and is not acceptable. This includes taking items from the school canteen without paying.
12. I realise, if I bring a valuable item to school and the item is then stolen, lost or damaged, it will be my own responsibility and not that of the school.

#### **Appearance / Haircuts / Facial Hair**

A smart appearance is important and extremes of fashion are to be avoided. Overcoats and other outdoor items must not be worn inside the school building.

Haircuts and hairstyles must be of a conservative style and of uniform length. The following are not acceptable:

- Shorter than Grade 3
- Highlights and the use of hair colours/dyes
- Plaits
- Ponytails
- Steps
- Tramlines
- The use of excessive gel

Hair must be clean, tidy and of moderate length. This means above the collar, not covering the eyes, eyebrows or face and not excessively short, i.e. extremes are not acceptable, which includes long fringes. Naturally curly or similar types of hair must also be of moderate length. Excessive facial hair is also not allowed; this includes moustaches, beards and excessive sideburns. Eyebrows must not be shaved.

Any student whose haircut, hairstyle or general appearance is, in the opinion of the Headmaster unacceptable, will be required to attend an extended school day between the hours of 8.00am and 4.00pm until the issue has been resolved to the Headmaster's satisfaction.

I understand that earrings are not accepted at the school, nor are other body piercings and tattoos.



#### Health and Safety

We all have a duty to take care of ourselves and others. I understand that some anti-social habits are dangerous and that:

1. Smoking is not allowed at Richard Challoner School, or on the journey to and from school, i.e. when I am wearing the school uniform.
2. Bringing illegal drugs into school is forbidden and that students will be permanently excluded if they do so.
3. I will not bring dangerous items into school, such as matches, fireworks, knives, skateboards, laser pens and any other items which are likely to cause offence or create a danger. Any scissors that are needed for lessons must be of the round ended type.
4. If I cycle to school, I must have passed my Cycling Proficiency Test or have parental permission to do so. I must wear a suitable cycle helmet for protection and understand that, if I fail to do so, then this privilege will be withdrawn. I must also secure my cycle in the designated cycle stands, using a D lock. I also accept that the school cannot accept any responsibility for any student cycles left on the school site at any time.
5. Mobile phones are not allowed to be used in any way once the students are on the school premises.

If mobile phones were allowed to be used or seen in school, it is inevitable that lessons would be disrupted on a regular basis, with phones ringing and pupils texting each other. If a mobile phone rings or is seen under any circumstances by a member of staff during the school day, it is confiscated by the school for 10 school days from the date the phone is taken by a member of staff.

The use of mobile phones on school trips or visits will be at the discretion of the member of staff.

#### Environment

We all have a duty to look after our environment. I will play my part by recycling where possible, putting all rubbish in the bins provided and looking after the school buildings and equipment, which are there for my benefit. Graffiti and vandalism are unacceptable and should be reported immediately.

I realise the mess that chewing gum, correction fluid and permanent marker pens can make and I will not bring these into school. I understand any student found chewing gum will be given an automatic Head's detention.

#### Rewards and Sanctions

Students who work well and behave well may receive one or more of the following:

1. A word of praise from any member of staff.



2. A merit from a member of staff
3. A good comment recorded on Progresso.
4. A commendation for exceptional work/behaviour.
5. A letter/telephone call/an email home to his parents.
6. An invitation to an 'Attitude to Learning Tea'.
7. Certificates for Effort, Achievement, Improvement and Attendance and Punctuality.
8. Termly prizes, e.g. Good Egg award or Jack Petchey award.
9. Presentation at a Year Assembly/whole School Assembly.
10. Awards dinners.

Where the behaviour or work of a student falls below that expected he may:

1. Receive a reprimand.
2. A demerit from a member of staff.
3. Be given a 30-minute lunchtime detention for three or more demerits in a week.
4. Receive a bad comment in his diary recorded on Progresso.
5. Be given a Year detention\* on Monday after school for two or more bad comments in a week.
6. Be given a homework detention\* for failure to complete work to an appropriate standard or for failing to hand work in at the appropriate time. Students will be expected to complete the work to the appropriate standard during this detention.
7. Be given a detention\* for any other inappropriate forms of behaviour.
8. Be given a Head's detention\* of 2 hours, usually held on a Thursday in BS1.
9. Be given a 2½ hour Saturday morning detention (9.30am–12.00 noon), e.g. where a student fails to report for a Head's detention or any other reason which, in the opinion of the Headmaster, warrants this sanction.
10. Be placed on an appropriate report and/or a letter sent home or telephone call home.
11. Be temporarily excluded (either placed in the safety net – usually on the stage or sent home). Students internally excluded will report at 8.00am each day and will be dismissed at 4.00pm and will



not be allowed out at break and lunchtimes. Students may be excluded for 1 to 5 days. In serious cases, it could be as long as 15 days.

12. Be banned from school trips and other activities, at the discretion of the Headmaster.
13. Be referred to The Malden Oaks (PRU) normally for half or a whole term, but sometimes permanently, depending on the age of the student.
14. Be permanently excluded, i.e. a student will lose his place at the school, which will then be allocated to another student from the waiting list.

\*Any student can be detained for up to one hour without any notice if the teacher decides this is warranted due to poor work, attitude or general behaviour though most detentions will receive 24 hours' notice.

Rewards and sanctions are recorded on the school's Information management system, although merits and demerits are also recorded in the diary on a week to week basis.

Students may be temporarily excluded for:

A breach of the dress code, serious disruption, smoking or vaping, carrying offensive items, being under the influence of alcohol or illegal drugs, minor theft and vandalism, physical aggression and bullying, including physical, mental or verbal, racist or sexist, cyber, homophobic and other gender based bullying. This includes offensive behaviour, language or actions, or verbal abuse to a member of staff or student. It also includes deliberately being rude to a teacher or ignoring the instructions of a teacher, member of staff or prefect. Any behaviour which calls into question the good name of the school, or other serious incidents/behaviour which, in the opinion of the Headmaster, requires an exclusion.

Temporary exclusions are normally regarded as 'spent' after 12 months on file, but this is at the discretion of the Headmaster.

A student may be permanently excluded for:

Bringing illegal drugs into school under any circumstances, any form of persistent bullying as outlined above, persistent threatening or aggressive behaviour. Persistent disruption, where other sanctions have failed to effect a change in behaviour. Major theft or any attempted or actual physical assault on a member of staff or, in the opinion of the Headmaster, a serious assault on a pupil. Bringing any weapon into school.

He may also be excluded for other serious incidents which, in the opinion of the Headmaster, warrant a permanent exclusion.

Students who are temporarily excluded on three occasions (and normally taking into account spent exclusions) may be required to attend (with their parents) a meeting of the school's disciplinary panel, made up of the Headmaster and at least two members of the Governing Body. At this meeting, a final warning will be issued and any further exclusion may then be on a permanent basis.



However, it should be clearly noted that the Headmaster has the power to permanently exclude any student at any time, should the circumstances warrant such action.

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