



Student Code of Conduct – Years 7 – 11

The following Student Code of Conduct is available to Students in Years 7 -11 on their School iPad:

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. It also means acting for the greater good. Our Code of Conduct is based on these teachings and values.

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 school lanyard and 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. 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. If I am late (arriving after 8:37 am) I will report directly to the school office to be given a late mark in the register. I understand that I then need to report to the KS3 office at the end of the school day where I will serve a 30-minute late detention on that day.



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 will cooperate with staff at all times
5. I will come prepared for lessons with the correct equipment, my iPad, books and ID card. Correct equipment includes a pencil case, pen and at least one spare pen, pencil, ruler, rubber, coloured pencils, sharpener, compass and scientific calculator. I will check Satchel One daily and complete all homework set by my teachers. I will ensure all equipment and clothing is marked with my name. At the start of lessons, I will place my ID card on my desk.
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 wider 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 use the appropriate tools to record and monitor my involvement in the school curriculum, wider curricular activities and independent activities I undertake outside of school time.
9. Where implemented I will move around the school in a sensible fashion, following all one-way systems and adhere to the rules for moving around the school. I understand that pushing in the corridors is dangerous and as such is neither appropriate, nor acceptable. I will ensure that I keep to the designated zones for my year group before school and during break and lunchtimes.



10. I will not leave the premises, be in a restricted area, or be out of bounds, unless I have been given specific permission to do so by a member of staff (this includes entering classrooms, changing rooms or offices without express permission). At the end of the school day I understand that I need to depart promptly once my year group has been dismissed, unless I am involved in an organised after school activity
11. As a student in a Christian school, I understand that bullying in any form, be it physical, mental, digital or verbal will not be tolerated at Richard Challoner School. This includes but is not exclusive to racist, sexist, homophobic and other gender- based bullying. 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 with discretion and in a sensitive manner.
12. I understand that I may be requested to complete an incident report form if deemed necessary by a member of staff.
13. 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.
14. I realise, if I bring any 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.
15. Mobile phones are not allowed to be used in any way once the students are on the school premises. This includes using a “smart watch” to interact with my mobile phone.

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 communicating with 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 a full week from the date the phone is taken by the member of staff.

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

Appearance / Haircuts / Facial Hair

A smart appearance is important at Richard Challoner School and extremes are to be avoided.

Hair must be kept clean, smart, tidy and of a natural colour. It should be above the collar and not covering the eyes. Shaved patterns in hair/eyebrows are not permitted.

Students in Y7-11 must be clean shaven; no growing of facial hair is allowed.

Earrings are not accepted at the school, nor are other body piercings, nor tattoos.

Any student whose haircut, hairstyle or general appearance, in the opinion of the Headmaster, contravenes the guidelines may be required to attend break and lunchtime detentions until the issue has been resolved to the Headmaster's satisfaction.



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, vaping and nicotine pouches are not allowed at Richard Challoner School, on the journey to and from school, or elsewhere when I am representing the school
2. Bringing illegal drugs into school is forbidden and students will be permanently excluded if they do so.
3. I will not bring dangerous items into school, such as matches, lighters, fireworks, knives, 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 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 an appropriate lock. I also accept that the school cannot accept any responsibility for any student cycles left on the school site at any time. I understand that I should not be cycling on the pavements, as doing so puts myself and other pedestrians at risk.
5. Scooters (including electric scooters) and skateboards are not allowed in school, or as a mode of transport to and from school.

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 may be expected to undertake some form of community service within the school in order to make amends for my actions.

I realise the mess that chewing gum 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 good comment recorded on Bromcom.
3. A commendation for exceptional work/behaviour.
4. Recognition at a rewards registration, in their tutor groups, on a Friday afternoon
5. A letter/telephone call/an email home to his parents.
6. An invitation to an 'Attitude to Learning Tea' which will also be recorded on Bromcom.
7. Certificates for Effort, Achievement, Improvement and Attendance and Punctuality.
8. A badge to recognize sustained wider participation.
9. Termly prizes, e.g. Tutor award or Jack Petchey award.
10. Presentation at a Year Assembly/whole School Assembly.
11. Awards dinners.



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

1. Receive a reprimand.
2. Have his ID card placed on the teacher's desk as a warning about behaviour that falls below the expected standards
3. Receive a bad comment recorded on Bromcom.
4. Be given a form of community service.
5. Be given a Year detention* on Monday after school.
6. Be given a late detention for 30 minutes after school if he arrives after 8:37 am
7. Be given an iPad detention for 30 minutes after school for failing to bring my iPad to school
8. 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.
9. Be given a detention* for any other inappropriate forms of behaviour.
10. Be given a Head's detention of 2 hours, usually held on a Thursday after school
11. Be given a 3 hour Saturday morning detention (9.00am–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.



12. Be placed on an appropriate report and/or a letter sent home or telephone call home.
13. Be temporarily excluded (either placed in the safety net, or sent home). Students who are internally excluded will report to their Year Leader's office on arrival at school instead of going to registration. Students may be excluded for 1 to 5 days. In serious cases, it could be as long as 15 days.
14. Be banned from school trips and other activities, at the discretion of the Headmaster.
15. Be referred to a Pupil Referral Unit (PRU), or some other alternative provision, normally for half or a whole term, but sometimes permanently, depending on the age of the student.
16. 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, Bromcom.

Students may be Suspended 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, digital, verbal, racist, sexist, 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 behavior which calls into question the good name of the school, or other serious incidents/behavior which, in the opinion of the Headmaster, requires an exclusion.



Suspensions 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 externally excluded on a temporary basis 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.



Legislation, statutory requirements and statutory guidance

This policy is based on legislation and advice from the Department for Education (DfE) on:

- [Behaviour and discipline in schools: advice for headteachers and school staff, 2016](#)
- [Behaviour in schools: advice for headteachers and school staff 2022](#)
- [Searching, screening and confiscation at school 2018](#)
- [Searching, screening and confiscation: advice for schools 2022](#)
- [The Equality Act 2010](#)
- [Keeping Children Safe in Education](#)
- [Exclusion from maintained schools, academies and pupil referral units in England 2017](#)
- [Suspension and permanent exclusion from maintained schools, academies and pupil referral units in England, including pupil movement - 2022](#)
- [Use of reasonable force in schools](#)
- [Supporting pupils with medical conditions at school](#)

It is also based on the [Special Educational Needs and Disability \(SEND\) Code of Practice](#).

In addition, this policy is based on:

- Schedule 1 of the [Education \(Independent School Standards\) Regulations 2014](#); paragraph 7 outlines a school's duty to safeguard and promote the welfare of children, paragraph 9 requires the school to have a written behaviour policy and paragraph 10 requires the school to have an anti-bullying strategy
- [DfE guidance](#) explaining that academies should publish their behaviour policy and anti-bullying strategy

This policy complies with our funding agreement and articles of association.

Policy Review Due: June 2024

Review Cycle: Annual



Additional Advice for Staff – Years 7 - 13

Before screening or conducting a search of a pupil, it is vital that schools consider their obligations under the European Convention on Human Rights. Under Article 8, pupils have a right to respect for their private life. In the context of these rights and obligations, this means that pupils have the right to expect a reasonable level of personal privacy.

The right under Article 8 is not absolute; it can be interfered with, but any interference with this right by a school (or any public body) must be justified and proportionate.

The powers to search in the Education Act 1996 are compatible with Article 8. A school exercising those powers lawfully should have no difficulty in demonstrating that it has also acted in accordance with Article 8. This advice will assist schools in deciding how to exercise their searching powers in a lawful way.

Guidance for searching and confiscation.

The Guidance for Searching and Confiscation can be found via the link:

[Searching and Confiscation Guidance..](#)