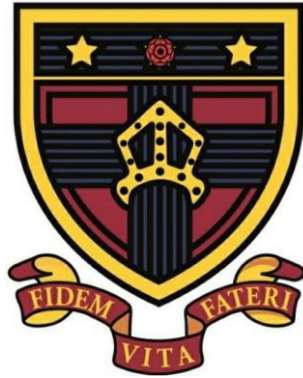


# St. Mary's College



## Pupil Code of Good Behaviour & College Rules Policy

**2023/2024**

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## **Statement of intent**

St. Mary's College believes that in order to facilitate teaching and learning, acceptable behaviour must be displayed in all aspects of school life.

We are committed to:

- Promoting desired behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect.
- Ensuring equality and fairness of treatment for all.
- Encouraging and rewarding good behaviour.
- Challenging and disciplining bad behaviour.
- Providing a safe environment; free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging a positive relationship between the school and parents to develop.
- Developing relationships with our pupils which ensure early intervention is possible.
- A shared approach which involves pupils in the implementation of the school's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all pupils can achieve.

## 1. General conduct

1.1. The school expects pupils to:

- Be polite to all members of the school community and to all visitors to the school.
- Promote an inclusive and tolerant environment.
- Always be ready to offer help to others, if necessary.
- Report any incidents of bullying or sexual harassment to a member of staff.
- Not keep their hands in their pockets when talking to an adult.
- Wear the school uniform correctly at all times.
- Move around the school in a quiet and orderly manner.
- Attend all lessons and other school activities punctually and always arrive in good time for commitments.
- Accept the schools sanctions in line with The Behaviour Policy.
- Take pride in the school environment and keep it tidy.
- Not bring to school any items banned by the school, including drugs, alcohol, vapers and cigarettes.
- Not spit or chew gum – chewing gum is not allowed.
- Not swear or use offensive language.
- Not engage in gambling or games of chance.
- Not damage or disfigure the school premises, either inside or outside the buildings. Show consideration for school property and the property of others.
- Adhere to this code of conduct any time they are representing the school, including when wearing uniform off the premises.

1.2. Vandalism and graffiti on school premises is strictly forbidden.

1.3. Damage should be reported immediately to a member of staff, by the person responsible the person who discovers it.

1.4. The school is a working environment; therefore, public displays of affection are not appropriate during lessons, nor during break and lunchtimes, or while on school trips where you are representing the school.

1.5. All forms of sexual discrimination, including sexual harassment, gender-based bullying and sexual violence, are forbidden. Acts of sexual harassment and violence will be considered and dealt with in line with the school's Behaviour Policy.

1.6. Smoking, drinking alcohol and the taking of drugs are forbidden and it is an offence to have smoking materials, alcoholic drinks or drugs in your possession. This includes the times when pupils are travelling to and from school.

- 1.7. There is zero tolerance for bullying at the school; this includes, but is not limited to, racist bullying, homophobic bullying, transphobic bullying, sexist bullying, or sexual bullying and harassment.

## **2. In the classroom**

Pupils will always try their best in the classroom and ask for help when needed. Classwork and homework must be completed on time.

2.1. Pupils must not:

- Be disrespectful, argumentative, rude, confrontational or intimidating.
- Lie or answer back to teachers.
- Disrupt a class or make it difficult for others to learn.
- Leave the classroom or school premises without permission.
- Disobey a reasonable request from a teacher.
- Miss lessons.
- Intimidate other pupils.

## **3. Attendance**

- 3.1. Full time attendance and attendance at all lessons is mandatory. Pupils must only be absent from lessons if the absence has been authorised or they are unwell.
- 3.2. The school day runs from 8.40am to 3.45pm. Pupils are required to remain on the school premises during these times( there is an exception for sixth form pupils), except where the pupil has an appointment, there is a school trip, or the pupil has been granted permission by a member of staff to leave the premises.
- 3.3. In the case of pre-arranged appointments, the school must be informed in advance and in writing wherever possible.
- 3.4. If selected for a school team, pupils are expected to attend punctually and if they are unable to take part due to injury or illness, ensure that the school is informed at the earliest possibility.
- 3.5. Holidays during school time are not permitted except under very exceptional circumstances. No teacher or senior leader may authorise holidays during school time. Permission in exceptional circumstances must be sought from the governing board.

## **4. Lateness**

- 4.1. Pupils must arrive punctually for morning registration.
- 4.2. If a pupil arrives late, but before 9.10am, they should go to form and their form tutor will register them as late.
- 4.3. If a pupil arrives late, and after 9.10am, they should report to the school office and sign in.

- 4.4. Pupils must arrive punctually for afternoon registration.

## **5. Illness whilst at school**

- 5.1. If pupils are involved in an accident or feel ill during the school day, they must attend the school office in the first instance. No pupil may go home without permission.
- 5.2. If given permission to go home with due to illness or injury, pupils must sign out at the school office.

## **6. Pupil-pupil relationships**

- 6.1. The school is not opposed to pupils starting relationships with one another and will not prevent appropriate relationships between pupils.
- 6.2. Pupils will only enter into age-appropriate relationships, e.g. two people in the same year group.
- 6.3. The school is a working environment, therefore public displays of affection are not appropriate on the school premises.
- 6.4. Pupils will not marginalise or bully anyone who is in a relationship.
- 6.5. The school promotes and supports diversity, and will not tolerate bullying of any form, including sexist, homophobic and transphobic bullying. Pupils are encouraged to speak to a member of staff immediately if they witness, or are a victim of, bullying.
- 6.6. The school takes a zero-tolerance approach to all forms of sexual harassment, sexual violence and harmful sexual behaviours.
- 6.7. Pupils are taught to understand what harmful sexual behaviour is in an age-appropriate manner.
- 6.8. Pupils are taught about relationships in an age-appropriate manner.
- 6.9. Pupils are taught about what constitutes a healthy relationships and about sexual health in accordance with the school's RSE and Health Education Policy.
- 6.10. All pupils understand that they can speak to any staff member if their relationship starts to become harmful or abusive or if they have any other concerns or questions relating to their relationship.
- 6.11. All staff members operate an 'open-door' policy for pupils wanting to report any concerns relating to themselves or their peers.
- 6.12. Staff members handle concerns from pupils, raise concerns and act in accordance with the school's Child Protection and Safeguarding Policy at all times.

## **7. Appearance**

- 7.1. The school uniform, detailed separately, is compulsory. This includes for the journey to and from school.
- 7.2. Jewellery is not be worn except for small studs and a watch.

- 7.3. Nail varnish and make-up are not allowed, except for sixth form pupils.
- 7.4. Hair is to be clean and tidy. Long hair must be tied back. Hair should be of a natural colour. Unnatural coloured hair or various coloured hair is not allowed.
- 7.5. Pupils are reminded that they are representatives of the school.
- 7.6. Shirts and blouses should be tucked in.

## **8. Property**

- 8.1. Pupils are responsible for their own belongings.
- 8.2. Exercise books, text books, electronic equipment, stationery and folders issued by the school remain the property of the school and should be treated as such.
- 8.3. Pupils are responsible for replacing lost or damaged school property.
- 8.4. PE is a compulsory part of the curriculum and pupils must attend with appropriate kit at every lesson.

## **9. Mobile technology**

- 9.1. The school accepts that personal mobile phones are often given to pupils by their parents to ensure their safety and personal security.
- 9.2. In addition, the school acknowledges the increasing use of mobile technology as part of the curriculum.
- 9.3. Parents should be aware if their child takes a mobile phone to school.
- 9.4. The school accepts no responsibility for replacing lost, stolen or damaged personal mobile devices either at school, or travelling to and from school.
- 9.5. Acceptable use
  - Mobile phones are to be handed in at the beginning of each lesson and collected at the end.
  - Mobile phones should only be used for voice calls with the express permission of their parents and teachers, and for emergencies only.
  - Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.
  - Pupils are responsible for protecting their own personal information including their phone number.
  - Unless express permission is granted, mobile devices should not be used to make calls, send SMS messages, iMessages or emails, take photos or use any other application during school time.
  - Files should not be sent between mobile phones, and Bluetooth and Wi-Fi functions should be disabled whilst on school premises.
- 9.6. Sanctions
  - Confiscated mobile devices will be kept in the school office.

- Confiscated mobile devices must be collected from the school office at the end of the school day.
- Bullying via mobile will be disciplined in line with the school's Anti-Bullying Policy.

## **10. Items barred from school premises**

### 10.1. Fire lighting equipment

- Matches, lighters, etc.

### 10.2. Drugs and smoking equipment

- Cigarettes
- Tobacco
- Cigarette papers
- Electronic cigarettes (e-cigs)
- Alcohol
- Solvents
- Any form of illegal drug
- Any other drugs except medicines covered by the prescribed medicines procedure

### 10.3. Weapons and other dangerous implements and substances

- Knives
- Razors
- Catapults
- Guns (including replicas and BB guns)
- Laser pens
- Knuckle dusters and studded arm bands
- Whips or similar items
- Pepper sprays and gas canisters
- Fireworks
- Dangerous chemicals
- Items that can be used to hit, e.g. hammers

### 10.4. Other items

- Liquid correction fluid
- Chewing gum
- Energy drinks
- Offensive materials (i.e. pornographic, homophobic, racist etc.)



## **11. Non-compliance**

11.1. Failure to comply with the school's Pupil Code of Conduct will lead to sanctions as detailed in the school's Behaviour Policy.

## **12. Monitoring and review**

12.1. This code of conduct will be reviewed on an annual basis by the Vice Principal and any changes made will be communicated to all pupils and staff at the school.

12.2. The next scheduled review date of this policy is September 2024.

Appendix 1

## COLLEGE RULES

***It is impossible to set down rules for all circumstances and situations. The overriding rule is: do whatever is responsible, honest, safe, sensible, and respectful of others.***

***Signing the Form of Agreement signifies parental acceptance of School Rules as from time to time amended.***

## SCHOOL DAY

1. The day begins with the 8.40 a.m. bell, by which time all pupils should be at the assembly and registration point. Pupils are not permitted into classrooms before 8.40 a.m. In the event of wet weather years 7-11 wait in the Dining Room.
2. The main door of the school is reserved for Staff and Sixth Formers
3. Pupils not present at their registration points by 8.45 a.m. are considered late. Any pupil who arrives after the morning registration period (that is 9.10a.m. or later) must report to the Main Office, giving name, form and reason for lateness and sign the Late Book.
4. No pupil is to leave the premises earlier than the appointed time without the permission of the Principal, Vice Principal, or a Senior Teacher. Only members of the Sixth Formers are allowed to leave school premises at lunchtime.
5. Medical and dental appointments should be arranged, as far as possible, outside school hours. Pupils leaving the school during the day for any reason must first obtain a "blue slip" from their Form Teacher on presentation of a parental letter of explanation. This blue slip must be taken at the appointed time to the Main Office where the pupil must sign out in the 'Signing Out' book and sign back in when they return.
6. No games are to be played in the playground after school unless a teacher is in charge. Any pupil travelling to and from school by bicycle must dismount on arriving at the school gates and, on departure, must not use the cycle until he/she has left the school premises.
7. Pupils must not loiter, play games, or use the swings in Coronation Park or any of the Crosby parks before or after school.

## **CONCERN FOR OTHERS**

1. Active support and respect for each other is a fundamental principle of the College community. Pupils must be open and welcoming and show concern for the welfare and happiness of others.

Any form of bullying is a serious offence and will be dealt with accordingly. Bullying is defined as persistent behaviour by an individual or group with the intention of verbally, physically, or emotionally harming another person or group.

2. Members of the College have a duty to protect others from bullying and must take action to prevent it, if necessary by bringing it to the attention of a prefect or member of staff.
3. The College is committed to equality of respect for all pupils in relation to gender, race, religious affiliations and social background. Exclusive behaviour, discriminatory comments or actions, or racist, sexist or homophobic behaviour of any sort, are forbidden.

## **ABSENCE**

1. Absence from school should be notified by telephone or email on the day of absence. In addition, on the day of return, an explanatory note must be handed to the Form Teacher or School office.
2. Permission for foreseeable absences, including holidays, should be requested in writing, from the Principal, well in advance.
3. Pupils needing exemption from games on medical grounds must produce a note from a doctor or parent.
4. Holidays should not be arranged in term-time. In exceptional circumstances, e.g. if it is the only means of having a family holiday in a given year, if the absence is related to a family member's serious ill health, or a bereavement, or other such circumstances such absences may be authorised but only by the Principal in writing. In all other circumstances unauthorised absence will be recorded.

## **HOMEWORK**

1. All written homework for pupils in Years 7-11 is to be handed in immediately on entering the Form Room in the morning and taken to a point designated by the subject teacher or by the Form Teacher or submitted through Firefly as requested by the subject teacher.

2. In the Sixth Form failure to hand in work is dealt with by the Tutor and the Head of Sixth Form according to the established procedure.

### **MEALS**

School meals are compulsory for Years 7 + 8 unless medically excused.

### **YARDS**

1. The yard at the side of Claremont House is reserved for Years 7 + 8.
2. Ball games are allowed only on the yards; however, balls must be of the lightweight type.
3. The grounds and playground in front of the Kindergarten are out of bounds.

### **CLASSROOMS**

1. Classrooms, lockers, and desks are to be kept tidy. At the end of the school day all litter should be cleared. In the Sixth Form Common Room a duty rota is in place which sees Tutor Groups in charge of tidiness in this area for each particular week.
2. Pupils may not remain in classrooms or anywhere in the school building (except the Library) during break or the lunch interval. The exception is in wet weather, when pupils are to be seated quietly in their Form Rooms.
3. Pupils are not allowed to enter classrooms other than their own, unless directed by a member of staff; nor are they permitted to open another pupil's desk or locker without his/her permission.
4. When moving round the school pupils should keep to the right on corridors and stairs. When moving as a class or group they should walk quietly in single file. Pupils must show courtesy and make way for staff and visitors. Running in corridors is forbidden.

### **CARE OF PROPERTY and SCHOOL ENVIRONMENT**

1. School property and the property of others is to be respected at all times. Any form of deliberate damage, including graffiti, is a serious offence which may render the pupil liable to fixed term or permanent exclusion.
2. Any pupil who engages in theft is liable to fixed-term or permanent exclusion.
3. Each pupil is responsible for his/her own possessions and should ensure that all clothing, footwear, bags, and belongings are clearly marked with his/her name.
4. Every pupil must have a bag in which to carry books and writing equipment to and from school. These should be left in the Form Room during the day, and must not be carried from lesson to lesson.

5. Text books and stationery provided by the school remain the property of the school and must be kept in good condition.
6. Pupils' property is not covered by school insurance and should be insured as part of home insurance.
7. Expensive items of property should not be brought to school. Money and personal valuables should be carried on the person or entrusted to a member of staff.
8. Damage to school property must be reported to the Form Teacher or subject teacher. The Business Director should be made aware of any such damage as soon as possible.
9. All lost property is to be taken to the School Office.
10. Litter is to be put in bins. Classrooms, desks, and lockers must be kept tidy.
11. Bags must not be left in corridors or outside the dining room
12. Chewing gum is not allowed on school premises.

### **TRAVEL TO AND FROM SCHOOL**

1. School rules apply when travelling to and from school. Pupils must act in a manner which brings credit to them and the school, showing concern and respect for other travellers and all members of the public at all times.
2. Pupils must cross Liverpool Road by the 'Pelican' crossing.
3. Pupils travelling on school coaches must remain in their seats and follow instructions given by the bus escorts and the prefects.
4. Pupils who use school coaches must follow any instructions given by prefects or staff whilst waiting for coaches after school. Care must be taken not to block the footpaths.
5. The 'thumbing' of lifts home is forbidden as a dangerous practice. Running alongside or jumping on moving trains or buses is also forbidden.
6. Pupils being collected from after-school activities, fixtures, or practices should arrange for collection from the school yard and not wait on the road. They may wait in the entrance foyer.
7. Sixth Form students who wish to drive to and from school must first provide the Head of Sixth Form with written permission from parents and their confirmation that the pupil holds a valid licence and certificate of insurance, sight (and copying by the school) of which may demand before giving permission. Students may not park in Everest Road. In order to indemnify the school, they must not give lifts to other pupils without providing the Head of Sixth Form with written permission from the parents of the passengers. Cars may not be used at lunchtime without a written request from parents.

## PROHIBITED ARTICLES

1. No pupil is to bring into school stolen items, pornographic images, fireworks, air guns, knives, offensive weapons of any kind, or any article that the member of staff reasonably suspects has been, or is likely to be, used:
  - a. To commit an offence; or
  - b. To cause personal injury to any person, including the pupil themselves; or
  - c. To damage the property of any person, including the pupil themselves.

The school also identifies the following as prohibited items which may be searched for by authorised staff without consent if necessary; however, reasonable force will not be used under any circumstances.

2. Smoking is forbidden when on school premises, when travelling to and from school, and on all school activities, trips, and outings. Cigarettes, lighters, ecigs and matches must not be brought onto school premises. It is also forbidden at any point when in school uniform or immediately outside the premises.
3. All pupils are forbidden to bring, possess, or consume alcohol on school premises or when on the way to or from school. Breach of this rule will lead to immediate suspension. Pupils under the age of 18 are forbidden to bring, buy, or consume alcohol when on school activities, trips, or outings. The consumption of alcohol on such occasions by pupils over the age of 18 is subject to separate regulations set out in the Staff Handbook.
4. Any pupil involved in the illegal possession of drugs or in drug transactions, whether on school premises, during organised school activities, trips, or outings, or on the way to or from school is liable to permanent exclusion. Involvement with drugs outside the school context may also be construed as prejudicial to the interests and welfare of the school community and become grounds for permanent exclusion.

# REWARDS SYSTEM

## Section 1

### REWARDS FOR ACADEMIC AND EXTRA CURRICULAR ENDEAVOUR

#### **REWARDS:**

We firmly believe in rewarding achievement and recognising effort in all aspects of school life. To promote this philosophy, there is a *Rewards System* whereby any student distinguishing him or herself by making noteworthy effort in academic work, attitude, behaviour or out-of-school activities will receive a merit, distinction or commendation.

- 1. Achievement points are awarded for impressive work, homework, effort and behaviour and are logged and SIMS and recorded on Firefly.**

#### **2. PARTICIPATION CERTIFICATES**

These are given to pupils in years 7 to 10 who have shown commitment to a specific activity in College, either sporting or cultural.

#### **3. COLOURS**

- a) Merit Awards** – These are given to pupils in Year 11 who have made a consistent contribution to a specific College activity for a minimum of two years, including Years 10 and 11.
- b) Half Colours** – these are given to students who have made a consistent contribution to a specific College activity
  - Up to and including the Lower Sixth, with a view to encouraging further contribution in the Upper Sixth
  - Throughout the Sixth Form
  - In very exceptional cases they may be given to pupils of outstanding ability in Year 11 (e.g. U16, U17 or representative honours) who have shown exceptional dedication and leadership in a specific activity.
- c) Full Colours** – these are given to students in the Upper Sixth who have made an outstanding contribution to a specific College activity throughout the Sixth Form.

#### **4. Prizes on Prize Day**

**5. Outstanding Exam Results GCSE – Entry to Sixth Form and recognition at Prize Day \***

**6. Good Exam Results – Entry to Sixth Form\***

**7. Good Exam Results A-Level - Entry to Good University**

**i. Career**

**ii. \*Entry to the sixth form is at the school's absolute discretion and the school may, despite academic excellence refuse admission where e.g. the pupil's presence is not conducive to the general good of the school or to other pupils, the candidate has Special Educational Needs which the sixth form is not, with reasonable adjustments, able to meet or for any other reason which the Principal notifies the pupil and parents of in writing.**



