



Pupil Code of Conduct (Appendix One)

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Approved by Compliance team:

This Policy is for Mount St. Mary's College

Linked Policies: Ant-bullying Policy, Behaviour Management Policy, Discipline and Exclusion Policy, Rewards and Sanctions Policy, Use of Reasonable Force

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Mount St Mary's College

Educating Men and Women for Others since 1842

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PUPIL CODE OF CONDUCT

One of the basic elements of education is self-discipline. You learn to control your own mind so that you do the things you should, not the things you want to do.

A high standard of self-discipline and behaviour is required from all pupils. You are expected to take responsibility for your own actions and to show courtesy and respect to staff, visitors and to one another.

Older pupils are encouraged to participate in the care of younger children.

Please move about the school in a quiet and orderly manner. Keep to the left and do not run.

Pupils must not enter classrooms until directed to do so by a teacher.

Always pay careful attention during lessons and do not allow your mind to wander.

Learn to Listen and Listen to Learn

Lesson change bells are a signal to staff; do not pack up your books until your teacher concludes the lesson.

You are expected to obey all members of staff without argument.

Smoking is forbidden in school and whilst travelling to and from school or at any other time whilst wearing school uniform.

Pupils wishing to travel by bicycle or motor vehicle must obtain permission from their parents and from the Head of Line.

The combination of quality teaching and a stimulating environment is the key to our academic success.

REWARDS AND SANCTIONS

Rewards

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

When you do something well your teacher will recognise this by speaking to you in class, writing comments in your book and giving high marks.

Outstanding effort or achievement may be rewarded through the school merit system. Merits in this way contribute to the award of a letter of commendation for 15 merits, a bronze certificate for 25 merits, a silver certificate for 35 merits and a gold certificate for 50 merits. These certificates are then presented by the Heads of Line or the Headmaster in school assemblies.

Sanctions

If you fail to meet the required high standard of behaviour then you should expect to be held responsible for your misbehaviour. For more information please refer to the blue “rules” section at the back of this diary.

You may be placed ‘On Report’. Each teacher will write a comment after every lesson and the report sheet will be checked by the Head of Line.

In serious cases you may be suspended from school for a period of time and then invited to come in with your parents and agree to accept a written code of conduct before being re-admitted.

BULLYING

Every person in Mount St Mary's College should be treated with respect, NOBODY should be bullied.

If you are being bullied by anyone you MUST let an adult you feel you can trust, know. The person could be a parent, a teacher, an aunt, uncle etc. The important thing is to let somebody know so that the school is informed and can deal with it.

A lot of things come under the label ‘BULLYING’. These include all kinds of name-calling, whether online or in person, taking or asking for money, ridiculing pupils with any kind of medical condition, and of course physical bullying.

BULLYING HAS NO PLACE AT MOUNT ST. MARY'S COLLEGE

If we stick together we can make Mount St Mary's College bully-free and a place to feel proud to be a part of.

SCHOOL RULES AND REGULATIONS

The rules that follow are not intended so much to restrict but rather to allow our school to become in reality what it claims to be. It is a place in which we all seek to become men and women of faith who are men and women for others, a place in which our lives together are based on a mutual concern and respect without which community life is not possible.

Each section begins with a general principle that is expanded more specifically.

1. Parents and pupils have the right to be fully informed of school rules and any changes made to them.

1.1 Information about school rules will be made available to new and current pupils via their personal planners and to parents through the Information for Parents Handbook and/or Parent Mail.

1.2 Pupils and parents will be informed about any changes to school rules. Pupils will be told promptly of such

changes at an assembly whilst parents will be informed of significant changes by letter or Parent Mail.

2. Parents and pupils have the right to appeal if they believe a rule or a sanction, once imposed, is unfair.

2.1 In the first instance, parents and pupils should make an appeal to the appropriate Tutor, Head of Line or member of the House staff and then, if they deem it necessary, to the Headmaster or his Deputy, as appropriate.

2.2 If pupils feel they cannot approach any of the above, they can make an appeal through any member of staff.

2.3 All parents have the right to appeal directly to the Headmaster or his Deputy on behalf of their child if they are unhappy about disciplinary decisions.

3. Respect for others and their property must at all times be of primary importance to all members of the school. This includes any personal property or the property of the school and the school's fabric and furnishings.

3.1 Stealing property, or borrowing without the owner's permission, either inside or outside of school is a serious breach of rules and will be dealt with severely.

3.2 Good care should be taken of school textbooks and exercise books at all times. They should neither be left around the school by their owners nor be borrowed by other pupils except with the owner's express permission.

3.3 It is forbidden to borrow anything but small sums of money from any other pupil, even with permission, as it can lead to numerous misunderstandings. Pupils who need money urgently should see their Tutor, Head of Line or their Housemaster or mistress.

3.4 Pupils may only borrow school property with the express permission of a member of staff.

3.5 Graffiti is totally forbidden. Pupils will be liable for the cost of removing graffiti.

3.6 Any damage, accidental or not, should be reported to a member of staff as soon as possible by those responsible for the damage. Pupils may be charged for the cost of damage.

3.7 The school community works best when there is mutual trust based upon openness and honesty between all working and living here. Consequently, everyone has a right to be told the truth at all times.

3.8 Each pupil is provided with a locker for the storage of personal items such as books, laptops, mobile phones etc and is responsible for the safekeeping of the key. Pupils are discouraged from bringing expensive items into school and from wearing expensive items of jewellery in school (see section 5 for the rules about the wearing of jewellery). Any expensive items which are brought into school must be insured.

3.9 Pupils must store their sports kit in a locked locker or other designated area. It must not be left in the form room or lying around school.

4. Everyone working in the school community should show care, courtesy and consideration towards one another.

It is most important that everyone has a care for everyone else, most particularly those who are new, home-sick or unhappy or for whatever reason do not seem to fit in; they should be our special concern. Everyone should show them friendship and include them in their groups.

It is entirely appropriate to talk to a member of staff about a fellow pupil who seems unhappy in the long-term. In such cases, it is a member of staff who is best placed to help.

- 4.1 The school is a much more pleasant place when we say 'good morning,' hold doors open for others, go to help those who are in need and say 'please' and 'thank you'.
- 4.2 Pupils should not drop litter or in anyway create mess and, above all, the attitude that the domestic or kitchen staff will clear up is not acceptable.
- 4.3 Litter makes the living and learning space dirty and unpleasant. While pupils have the right to live and work in a regularly cleaned environment, everyone has a responsibility towards the tidiness of the school. If there is litter around the buildings, it should be picked up and disposed of in a litterbin.
- 4.4 The taking of food outside the refectory after any meal, because it creates litter and encourages waste, is not allowed. For the same reason, eating in classrooms is not allowed. The chewing of gum, in school or during school trips is not allowed, because it is difficult to remove when dropped and its removal can damage furniture and fabrics.
- 4.5 The tuck shops are available for the use of all pupils as designated. They should be kept tidy at all times and litter should not be dropped onto the floor or left lying around.
- 4.6 All have a right in a community to be addressed in a respectful manner. Pupils are encouraged to address each other by their first or Christian names. Only those nicknames, which are acceptable to fellow pupils, should be used.
- 4.7 All have a right to be treated respectfully by other pupils, regardless of age, sex, race or religion. Remarks which are racist or sexist or which disparage another's faith, be they made by pupils or staff are entirely unacceptable.

Bullying - both physical and verbal - is the single most serious breach of rules against the community. The school's determination to deal severely with bullying is set out in its 'bullying statement'.

Similarly, any form of physical violence is forbidden.

All such behaviour will be treated as a serious breach of the College's disciplinary policy.

- 4.8 The teaching staff work hard for the good of the pupils and deserve respect. Consequently, staff should be addressed by using 'Miss', 'Sir' or 'Father'. All should stand when a member of staff enters a classroom. Talking while having hands in pockets or leaning against a wall is not good manners. It is expected that all members of the school, staff and pupils alike, behave courteously to one another.
- 4.9 Pupils should all be friendly and courteous towards visitors.
- 4.10 When on school journeys pupils act as ambassadors for the Mount and can contribute to, or detract from, its good reputation. Behavior must, therefore, be excellent at all times.

All pupils travelling to and from school on the school minibuses should sign and abide by the code of conduct set out in the 'bus code'. Failure to respect the bus code will lead to the withdrawal of the privilege of travelling on school transport. All pupils must wear either correct uniform or full school games tracksuit when traveling to and from school (see 6.7).

4.11 Punctuality for lessons and all other appointments is expected.

4.12 Bad language is not permitted between pupils nor directed towards members of staff.

5. THE CORRIDOR AND STAIRS CODE. At Mount St Mary's great emphasis is placed on courteous and safe conduct in all aspects of College life. This is important not only for the internal well-being of the community, but also in respect of the image of the College and its pupils to those who visit from outside. The degree of courtesy, consideration shown by College pupils in public towards each other and to our visitors often provides the most accurate yardstick by which the values of a community can be measured, and leaves a lasting impression on those who visit and pass through the College.

5.1 When using corridors and stairs pupils should walk on the left and should avoid moving in formations with several pupils abreast. Pupils should not gather on corridors during break or dinner times or before school.

5.2 Pupils should be aware that behaviour which is loud, or gatherings which are large or unruly, even if the intention is good natured, are often found to be intimidating by others, particularly by individuals who are on their own, and by visitors to the College. Groups of pupils behaving in loud or otherwise intimidating fashion on thoroughfares will be disciplined collectively. All pupils have an individual responsibility to avoid being drawn into negative crowd behaviour.

5.3 There should be no 'horseplay', pushing, shoving or other physical gestures. This is not only unsafe, but also makes a very negative impression on others. Such behaviour is intimidating and off-putting to visitors, and will be treated as a serious breach of College protocol, courtesy and disciplinary policy.

5.4 When not being used school book bags and equipment must be left in the appropriate lockers. Bags must not be left lying on school thoroughfares at any time. Those which are will be removed and taken to appropriate common rooms. Where they can be recovered later only by means of a suitable payment to charity via the Head of Line.

5.5 All pupils using public College thoroughfares should be correctly and appropriately dressed. Pupils with a legitimate reason to be going to or returning from Games by means of interior thoroughfares may only do so if correctly dressed, and wearing appropriate footwear. **Please note that Rugby boots, clean or otherwise, may not be worn inside the building at any time.**

5.6 Adults, whether members of teaching, domestic or maintenance staff, parents or visitors, always have right of way on College thoroughfares.

5.7 There are few gestures which make a more negative impression than a door not held open appropriately, or which swings back in an uncontrolled and dangerous way. Before passing through doorways pupils should be particularly conscious of those coming through the door from the other direction and should give priority where applicable, particularly in the case of an adult visitor or any member of staff, as well as those behind them moving in the same direction, for whom the door needs to be held open.

- 5.8** When waiting for classes/registration, and in queues at the Tuck Shops or for lunch pupils should line up in single file against the outer walls of corridors, ensuring that thoroughfares remain open and easily accessible. There should be no groups congregating or blocking thoroughfares making it difficult for others to pass.
- 5.9** College regulations concerning relationships between boys and girls apply with particular importance to conduct on College thoroughfares. It is not appropriate at any time during the working school day for pupils to be walking hand in hand or otherwise displaying affection publicly inside or outside the building.
- 5.10** When queuing for the Refectory at lunch time, pupils should arrive at the correct time prescribed and not before. Pupils should queue in single file, against the outer edge of the Long Gallery and the Refectory entrance respectively, quietly and in orderly fashion. The instructions of the members of staff on duty and the captains should be followed dutifully. Pupils challenging the legitimate authorities in this respect put the safety of others at risk and will be disciplined accordingly. Pupils should have no school bags or other equipment with them in the lunch queue. Bags and equipment should be returned to the correct storage areas before pupils join the queue. These items may not be left on surfaces or floors adjacent to the Refectory. Those which are will be removed and will be subject to the recovery procedure detailed in rule 5.4.

6. School uniform is to be worn each school day. Dress should at all times be neat, clean and tidy.

- 6.1** All pupils from Upper Elements to Syntax should wear the school uniform. It should be worn smartly, with top button done up and shirt tucked in.

Boys should wear a blazer, charcoal grey trousers, sober socks, V-neck grey pullover (optional), school tie, pale blue shirt and black polishable shoes. A blue shirt is generally worn from day to day. On special occasions, boys will be asked to wear 'best dress'. This means that they will wear a white shirt in place of a blue one.

Girls should wear a blazer, the school skirt or a navy blue skirt at or below knee length, V-neck navy pullover (optional), school tie, blue blouse, flat black polishable shoes and navy blue woollen/nylon tights or white knee socks. From September 2014 all girls should wear the official school skirt, purchased from the school shop. The 'old' navy blue skirt should not be made from lycra or other 'figure hugging' material. On special occasions, girls will be asked to wear 'best dress'. This means that they will wear a white shirt in place of the blue one and navy tights.

Outside coats, when worn with the uniform by boys or girls, should be dark and must not be decorated with large badges.

In hot weather, 'shirt sleeve order' may be declared. The blazer and tie are then not worn and the top button is undone. Shirt sleeves should be rolled to above the elbow. Pupils at such times must either be in full 'shirt sleeve order' or full uniform.

- 6.2** Sixth Formers are not expected to wear school uniform though formal dress is expected. The guidelines for appropriate dress are set out below.

Boys should wear a sober-coloured jacket and trousers (or a suit) with a sober-coloured shirt and tie and black polishable shoes. A pullover, if worn, should be V-necked. On special occasions, boys will be asked to wear 'best dress' of a dark suit and white shirt.

Girls should wear a sober-coloured jacket and skirt (or a suit) with a sober-coloured blouse and black polishable shoes. A pullover, if worn, should be V-necked. The length of girls' skirts should be neither too short (above the knee) nor too long (down to the ankle). On special occasions, girls will be expected to wear 'best dress' which means a dark suit and a white-collared blouse.

- 6.3** All pupils should be in full possession of sports kit as set out in the separate clothing list; sports kit should be clean.
- 6.4** All items of clothing should be clearly labelled with the name and, where appropriate, the boarder's number. Full boarders have the responsibility to ensure that their clothes are clean and the school laundry should be used each week.
- 6.5** Hairstyles for boys and girls should be neither too long nor too short, conventionally styled and should not be dyed. Girls' hair should be tied back during the day if directed to do so. In PE, Science, DT and other practical subjects, girls' hair must always be tied back. Hair accessories should be blue or black.

For all pupils, hair should not be dyed, highlighted, streaked or stepped. Hair should be tidy.

For boys, hair should not be so short that the scalp is visible. Nor should it be so long that the hair reaches the collar, the eyebrows or the sideburns extend below the ears.

Boys are now more disposed to styling their hair with gel. If the resulting appearance is deemed by the Head of Line to be unconventional, it must be immediately remedied.

For girls, it should not be so short as to appear unconventional and if long must be tied back. In the sixth form, hair extensions of natural colour are not forbidden so long as the overall appearance remains acceptable

If a member of staff is concerned that a pupil's hair breaks the school's rules it will be referred to the pupil's Head of Line who will make the judgement. If the hair is deemed unsuitable then the pupil will be given a brief but reasonable period of time to remedy the situation and parents will be contacted.

If a pupil fails to take sufficient action to comply with the College's request after one week, the Head of Line will refer the matter to the Headmaster or his Deputy, who is likely to send the child home or to a guardian until such time as the pupil's hair is deemed acceptable by the College.

- 6.6** A variety of casual clothes is permitted outside of school hours, on outings and on 'casual days' but tatty and untidy clothing will not be allowed. In summer, bearing in mind that this is a co-educational community all must dress with decorum. Pupils may change into their sports kit prior to a games, PE or sports studies lesson when permitted to do so by a teacher. No sports shirts or vest or shorts or sports skirts may be worn without a tracksuit in the refectory at any time.
- 6.7** All day pupils in Upper Elements to Syntax must travel to and from school in full school uniform. The only exception to this is when a pupil has been taking part in an official after-school sporting activity. On these occasions, a clean school tracksuit may be worn on the journey home. Pupils may also wear full CCF uniform following the timetabled CCF lessons. Sixth Form day pupils are similarly expected to travel to and from school formally dressed. Boarders are allowed to change into casual dress at 4.30pm and at weekends.
- 6.8** No make-up, nail varnish or jewellery (except for a watch, a single ring, ear studs in the lobe of the ear and

a discreet necklace) is allowed.

After 4.30pm, Sixth Form girls and boys may wear discreet jewellery (rings and necklaces). Girls may wear earrings. This is, of course, subject to the discretion of members of staff in charge of evening activities in the interests of pupils' safety.

7. The formation of friendships is something to be encouraged.

It is entirely compatible with school life that individual boys and girls become good friends and begin to discover the happiness and fulfilment that comes from enjoying each other's company.

7.1 The experience of conducting a co-educational school suggests that the following are generally not helpful either to individuals or the community:

- The formation of strong relationships between pupils where there is an age gap of more than two years.
- The formation of relationships which are exclusive of others.
- Relationships of such depth that they distract individuals from their study or other school commitments.
- Physical contact and other signs of affection, subject to sections 7.4 and 7.6 below.

7.2 Relationships of a sexual nature are not compatible with Christian teaching or appropriate between young people of school age. Those who engage in such behaviour can expect the most serious consequences leading to suspension and expulsion from school.

7.3 Boys' and girls' living quarters are out of bounds to members of the opposite sex except with the express permission of the House staff.

7.4 Signs of affection should not make other pupils feel awkward or embarrassed. Such signs of affection should be reserved for time outside of the normal school teaching day.

7.5 The school acknowledges that pupils have a right to privacy and the opportunity to develop in relationships appropriate to their age group in a healthy and open way.

7.6 The school also acknowledges that the pupil common rooms are there for the pupils to associate together freely. While they need adult supervision, this will be done discreetly and with tact.

8. All have a responsibility to promote their own good health and that of others.

8.1 Smoking and the possession of tobacco in whatever form are prohibited. Anyone caught smoking will be firmly dealt with. Smoking indoors is a fire risk and will lead to immediate suspension from school. The possession of herbal tobacco is similarly not permitted.

8.2 The possession and use of drugs threatens the well-being and quality of life of individuals and the community as a whole and is prohibited. It is so serious that it may lead to expulsion. The school has a clear drugs policy which is published both on-line and in the College handbook.

8.3 Similarly, the abuse of aerosols and solvents for inhaling is a very serious breach of rules.

- 8.4** The school has a responsibility to educate its pupils in the proper use of alcohol and also to follow the law of the land. The purchase and possession of alcohol by those under the age of 18 is a serious breach of rules and will lead to suspension from school. This rule applies also to trips. There are occasions when those over 16 may be allowed to consume alcohol whilst having a meal.
- 8.5** Rhetoric boarders may be allowed to go to the village pub on Thursday and Saturday evenings. Only those over the age of 18 may purchase or consume certain alcoholic drinks there and may consume only in moderation. Spirits and Alco pops are not allowed; only beer and wine may be purchased except with the express permission of House staff, Headmaster or his Deputy, including in the Pavilion.
- 8.6** Day pupils and weekly boarders who have passed all parts of the relevant driving test may, as a privilege, and with the written permission of the Head of Sixth Form, bring vehicles to school, parking them at their own risk in the place allocated. The Head of Sixth Form will issue a parking permit. Vehicles are only to be used for journeys to and from school and not during the school day. This privilege will be withdrawn if abused. Passengers may only be carried, subject to a pupil's insurance arrangements, with the express written permission of all concerned: parents and Head of Sixth Form as well as passengers. This privilege will be withdrawn, for the safety of all, if at any time vehicles are driven recklessly.
- 8.7** All members of the school must conduct themselves with due regard for the health and safety of themselves and everyone else at all times.

9. The school is responsible for all its pupils. Consequently the school needs to know where pupils are at all times, it has a responsibility to ensure that everyone remains within a safe distance of the school and that the privacy of all working here is protected.

The following rules are made with everyone's interests at heart and in the hope that all unnecessary accidents and misunderstandings will be avoided.

- 9.1** Registration takes place for all pupils each weekday morning with Tutors at 8.35am after Thumb recognition registration and each afternoon between 1.30pm and 1.55pm. Weekly boarders should return by 8.30pm on a Sunday evening or by 8.15am on a Monday morning by prior arrangement with House staff.
- 9.2** Pupils are not allowed access to boarding areas other than their own except with the express permission of the House staff concerned. Day pupils do not have access to boarding areas. Staff quarters and offices are out of bounds except with a member of staff's express permission.
- 9.3** The school grounds are defined as the area within the perimeter hedges of the sports fields. The sports' fields are out of bounds during the school day except during games or other supervised activities. Boarders have access to the grounds including the sports' fields from 4.30pm until supper. However, in the winter months, these grounds are out of bounds once it is dark and the light-sensitive lights are on. Pupils should not be outside in the dark unless they are between buildings or have permission.
- 9.4** Requests for weekend exeats need to be made by parents or guardians in writing to House staff five days in advance. If a pupil wishes to stay with a friend for the weekend, House staff will need to receive letters of invitation from their friend's parents and permission from their parents or guardian at least five days in advance.
- 9.5** Requests for absence for a dental or medical appointment need to be made in advance to the Tutor either

by e-mail or letter.

- 9.6** Time off school is not allowed during the term except where there are mitigating circumstances. A request for absence in such cases must be sought from the Headmaster or Prefect of Studies. The academic dates are published a year in advance in order to facilitate travel arrangements for pupils who live overseas. Convenient air flights on the day prior to the end of term are not considered a reason for asking to leave school early. In such cases, pupils should depart on the day set and stay with their guardian until the next convenient flight. This also applies to return flights.
- 9.7** Boarders maybe granted permission to go out on Sunday afternoons with the permission of House staff. Boarders, other than Sixth Formers, should never go out alone.
- 9.8** Upper Elements to Syntax day pupils not taking part in an after school activity should study under supervision until they are either collected by parents or the school buses depart from the Chapel Entrance.
- 10. All pupils are expected to make every effort with their studies and to give themselves fully to the life of the school.**
- 10.1** Everyone should be punctual.
- 10.2** All studies and other assignments should be completed on time. Copying the work of another pupil is not permitted.
- 10.3** Pupils must ensure that they have the correct books and equipment for all their lessons. Pupils in Upper Elements to Syntax should use their school bag.
- 10.4** Pupils should participate fully in their lessons.
- 10.5** Pupils should study throughout all study periods without distracting others; the Library and the Sixth Form study area are places for quiet study.
- 10.6** If a lesson is to be knowingly missed, the teacher should be informed beforehand and the work completed immediately afterwards. Planners need to be signed accordingly.
- 10.7** Pupils should always feel free to approach all teachers with their worries and difficulties in study.
- 10.8** The pupil planner/homework diary is a great help in organising work; it should be taken to every class and kept up to date. Day pupils should have their diary signed each week by a parent; boarders should similarly have their diary signed by House staff. Tutors will check the diary on a weekly basis.
- 10.9** The possession of a mobile phone in school, whilst permitted, is entirely at a pupil's own risk. Phones should not be left switched on during lessons and studies, in the Chapel, in the library or in the refectory. Failure to abide by this rule will lead to the confiscation of the phone and further to a pupil not being allowed to bring a phone into school. Pupils are not allowed to take mobile phones into the examination room even if they are switched off.
- 10.10** The possession of a laptop in school, whilst permitted, is entirely at a pupil's own risk. Any laptop brought into school must be insured.

SANCTIONS

1. Sanctions imposed by a member of staff for poor behaviour or breach of school rules in the classroom.

Extra work or detention or some other sanction commensurate with the breach of school rules will be imposed by the class teacher. The matter will be referred, if necessary, to the Academic Subject Leader in the first instance who may inform the pupil's Tutor. Where a serious breach of school rules occurs or there is repetition of poor behaviour, the Academic Subject Leader will inform the relevant Head of Line in writing for further action if necessary.

2. Sanctions imposed by members of staff for work related issues within the classroom.

Extra work or detention or some other sanction commensurate with the issue will be imposed by the class teacher. If unresolved, the matter in the first instance should be referred to the Academic Subject Leader, who may then inform the pupil's Tutor. The Academic Subject Leader should inform the Prefect of Studies **and** relevant Head of Line where there are serious concerns or parental contact needs to be made.

Exclusion from class will only be used as last resort. Any pupil who is excluded from class should report immediately to the Prefect of Studies and relevant Head of Line.

3. Sanctions imposed by members of staff for poor behaviour or breach of school rules outside of the classroom.

Extra work or detention or some other sanction commensurate with the breach of school rules or poor behaviour will be imposed by the member of staff witnessing the incident. An orange slip should be issued, where necessary, this will notify the pupil's tutor, Head of Line and can be checked by parents through the Parent Portal.