



STUDENT'S CODE OF CONDUCT

THE WISEMAN COMMUNITY

Remembering that the Wiseman Community is a Catholic school, I must:

- Uphold the Catholic nature of the school;
- Enhance and maintain the Catholic community spirit;
- Show this in my behaviour and attitude around the school;
- Attend all year group masses and other masses as instructed.

ATTENDANCE AND PUNCTUALITY

Attendance

An important part of my education is to:-

- Attend school every day;
- Attend am and pm registration and all lessons;
- Remember that after any absence from school I must give my tutor a written note on the day that I return explaining my absence;
- Arrange for medical and dental appointments to take place after school;
- **Realise that permission cannot and will not be given for me to go on holiday during term time and my parents may be fined if I do;**
- Stay on the school premises throughout the school day unless I have permission from my Head of Year to leave;
- Realise the school will seek additional support and intervention should my attendance drop below 92% (see attendance policy for further details).

Punctuality

For my own self-discipline, I should:-

- Arrive at school before the first bell at 8.50 a.m.
- Make sure I am present for registration at 8.55 a.m., otherwise I will be marked as late;
- Never be late but, if I am late two or more times in one week, I must attend a one-hour detention after school the following Wednesday, persistent lateness will result in being placed on punctuality report and placed into Saturday detention;
- Report to the School Office if I arrive after registration is finished and sign in;
- Move to lessons quickly throughout the school day;
- **Leave the school property immediately unless I am being supervised by a member of staff**

TRAVEL TO AND FROM SCHOOL

To maintain the School's good reputation in the local community, I must:-

- Be polite and show good behaviour when in and around Greenford;
- Be respectful, responsible and co-operative when using public transport;
- Wear full school uniform when travelling to and from school;
- **Leave the school site by 3.45 (unless being supervised by a member of staff)**
- Go directly home after school and not arrange to meet friends around Greenford.
- Follow teachers' instructions immediately when asked to leave Greenford.

SCHOOL UNIFORM

To show that I belong to, and am proud of, the Wiseman Community, I shall:

- Always wear the correct school uniform to avoid being placed in break / lunch-time isolation;
- Avoid extreme hairstyles, such as lines or patterns shaved into my hair, completely shaved head, shave (minimum grade 2) or excessive decorations, as these are inappropriate with school uniform;
- Avoid extensions or hair dyes, which are not natural hair colours; tints and highlights of unnatural colour will be deemed inappropriate (including yellow, orange, red, burgundy etc.);
- Training shoes must only be worn when supported by a doctor's medical note;
- No jewellery may be worn, except for watches & stud earrings (girls only), no more than one per ear lobe, no nose or eyebrow studs. Make up (including **fake tan**), false eye lashes and nail varnish may not be worn;
- **Skirts must fall below knee length and must only be worn with black tights or formal white ankle socks**
- **Boys trousers must be worn with a black or Brown belt**
- Coats must be long enough to cover the blazer; plain black or navy, without stripes, patches of colour or large motifs. Fur trim must be the same colour as the coat. No denim, leather, suede, fur, or PVC IS PERMITTED. Tracksuits, tracksuit hooded tops or body warmers are not allowed;
- Hats and scarves must be navy or black with no motives 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;**
- Lines/patterns are not to be shaved into eyebrows;
- False nails are not permitted as they pose a health and safety risk during practical lessons;
- Students with incorrect uniform maybe placed in isolation until the issue is addressed;
- Students who persistently wear incorrect school uniform will be placed in Saturday detention.

BEHAVIOUR IN THE SCHOOL

In the classroom

To show consideration of others and so that my learning is uninterrupted, I am expected to:

- Follow the teacher's instructions at all times;
- Arrive on time to lessons, in full uniform and with the correct equipment;
- Raise my hand, without calling out, if asking questions or seeking assistance from a teacher;
- Always work to the best of my ability in order to earn Achievement points and to achieve high Effort Grades;
- Be mindful of safety, especially when using equipment, and never to leave bags or chairs where they can be a danger to others;
- Please see detention policy for further details (available on the school's website).

Poor Effort Grades & multiple 'Behaviour' points will result in supervised work on Saturday mornings

Around the school

When in and around the school, I shall:

- Always follow directions when going up or down the stairs;
- Treat all adults with respect;
- Treat all my fellow students with respect;
- Not bring into school expensive items, such as mobile phones, music players and jewellery because if they are damaged or mislaid the school will not be responsible. **These items will be confiscated if brought into school and used;**
- Accept that my phone will only be returned to a responsible adult, **24 hours after it has been confiscated.** Parents/Carers will be required to sign a consent form allowing the school to keep the phone until the half-term (minimum period of three weeks) should it be confiscated a second time;
- Never steal from another;

- Never damage property, those who do will be **invoiced for any repairs or replacements**, placed in Saturday detention and will complete 2 hours community service;
- Never **litter or throw water at others**, those who do will be placed in Saturday detention and will **complete community service**
- Never use bad language, fight or show defiance;
- Never take part in any form of bullying (physical, verbal, emotional or cyber);
- Never be racist;
- Never smoke, drink or take illegal substances;
- Never have my mobile phone switched on whilst on school premises;
- Never use ipods or other personal music systems whilst in school;
- Never chew gum.
- Never **bring high energy/caffeine/sugar drinks into school as they will be confiscated where seen**
- **Only bring size 1-2 footballs into school & carry all sports equipment in an appropriate bag**

Involvement with drugs (bringing into school, handling, using, dealing or concealing**), and/or offensive weapons (any items made or adapted, for causing or intending to cause injury), extreme acts of violence and persistent lack of co-operation will result in permanent exclusion from the school.**

Any student found with cigarettes, lighters, matches, smoking or standing with someone smoking will be placed in Saturday detention. A repeat of this behaviour will result in A fixed term exclusion being considered.

INFORMATION COMMUNICATION TECHNOLOGY (ICT)

Unauthorised use and/or damage to ICT equipment or unauthorised use of Internet facilities or attempting to/or visiting inappropriate websites and social networking sites or the wilful introduction of viruses into ICT equipment could lead to exclusion from the school.

Please refer to the E-Safety Acceptable Use Policy for further details (on the school's website and in the Student's Organiser).

SCHOOL ORGANISER

I should always:

- Carry my school Organiser with me and, if I lose it or **deface it**, I must pay for a new one myself;
- Record all set work, especially homework and coursework;
- Treat my Organiser with care and not misuse it in any way because it is an important link between the school and home;
- Ensure that my parents sign my Organiser each week;
- Ensure that Effort and Achievement grades & 'Achievement & Behaviour' points are written in and signed by my parents/carers.

LITTER

To keep the school clean and tidy, I shall always:

- Use the bins provided to dispose of any litter;
- Be prepared to pick up litter, even though I may not have dropped it.

By adhering to the code of conduct, I shall be leaving school with a positive reference and fully prepared to take on an active role within the community.