



Code of Conduct 2021

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

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.
- On assembly days, make sure I am seated before the first bell sounds
- Persistent lateness will result in the student being kept behind for forty minutes on each subsequent late, being placed on punctuality report and subject to a 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

Behaviour outside of school hours

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 immediately unless I am being supervised by a member of staff
- Go directly home after school and do not meet with friends around

Greenford.

- Follow teachers' instructions immediately when asked to leave Greenford.

Pupils' behaviour outside school, on school trips, sports fixtures or work experience placements – is subject to the school's behaviour policy. Poor behaviour in such circumstances will be dealt with as if it had taken place in school and the appropriate sanctions given. For behaviour outside of school, but not on school business, the Headteacher may issue sanctions to a pupil (including Permanent Exclusion) if there is a clear link between that behaviour and maintaining good behaviour and discipline among the pupil body as a whole.

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 or excessive decorations. Dreadlocks, cane row and long hair is permitted, but where hair is shaved at the back and sides it must be a minimum of a grade '2' and blended evenly with the top of the head. **The school expects children to have a conservative hairstyle which matches the expectations of our school uniform policy**
- 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, blue, burgundy etc.)
- Training shoes must only be worn when supported by a doctor's medical note. It is at the School's discretion as to whether the medical note is accepted as a valid reason to wear training shoes.
- 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
- Boys trousers must be worn with a plain 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
- Only school issued badges should be worn on the blazer or coat
- Hats and scarves must be navy or black with no motifs and must not be worn in the summer term
- 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 may be placed in isolation until the issue is addressed
- Students who persistently wear incorrect school uniform will be placed in Saturday detention, but may face a fixed term exclusion if they continue to ignore teacher's instructions.

Behaviour 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
- Speak appropriately to all members of the community 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
- Be mindful of safety, especially when using equipment, and never leave bags or chairs where they can be a danger to others
- Students are only permitted to drink water within lessons
- Please see behaviour policy for further details (available on the school's website)

Homework

- If homework is not completed at the assigned time, the homework must be completed by the next lesson
- Complete all homework to the best of my ability

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 and students with respect
- We advise students not to bring into school expensive items, such as mobile phones, music players and jewellery because if they are damaged, stolen or mislaid the school will not be held responsible. Such items and those that may cause a distraction to learning will be confiscated if used on the school site
- Not bring in to school large quantities of money (to the value of any notes). As a cashless school there is no need to bring money on to the school site and the school will not be held responsible for any money that is mislaid or stolen.
- 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, throw water at others or consume food in the buildings or while queuing for lessons, 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. Do not bring in or wear i-watches or other smart device watches which can be linked to a mobile phone.
- Accept that my phone may be searched in the event of a safeguarding incident or where it is suspected that it may store evidence linked to criminal activity
- Accept that my phone will be confiscated if it is switched on and 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 chew gum.
- Never bring high energy/caffeine/ sugar drinks into school as they will be confiscated where seen
- Never bring in aerosols i.e. deodorants
- Never bring in metal combs, plastic combs can be brought on site
- Only bring size 1-2 footballs into school and carry all sports equipment in an appropriate bag

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

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

Students who fail to attend a Saturday detention will be issued a one-day Inclusion and the Saturday detention will be rescheduled. Repeat offenders will be excluded.

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. Serious or persistent acts of bullying through social media/electronic devices or malicious incidents involving the creation or distribution of youth produced sexual imagery may result in permanent exclusion.

Please refer to the E-Safety Acceptable Use Policy for further details (on the school's website and in the School 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 '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 an active role within the community