



The  
**Cardinal Wiseman**  
Catholic School

**Pupil's Code of Conduct 2023/2024**

**Mission Statement**

The Cardinal Wiseman School believes in education for all. We aim to achieve this in a caring Catholic community based on the Gospel values of equality and justice. Our community seeks to follow the example and teaching of Jesus Christ that is to love and help one another. We live by our motto:

***“All things for Christ”***

***“Education for All = Achievement for all”***

## **The 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. Participate fully in collective worship in tutor time and mass.

### **Attendance**

An important part of my education is to:

- Attend school every day
- Attend AM 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:

- Make sure I am present for registration at 8.50 a.m., otherwise I will be marked as late
- Never be late but, if I am late, I must attend a twenty-minute detention at lunchtime that day
- If I am two or more times in one week, I must attend a one-hour detention after school the following Friday.
- 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 should punctuality not improve
- 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, do not visit local shops, and do not meet with friends around Greenford.
- Follow teachers' instructions immediately when asked to leave Greenford. Failure to do so will result in a Saturday detention.

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
- 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. Earrings are not permitted, 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
- Boy's 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 coats are permitted. Tracksuits, tracksuit hooded tops, or body warmers are not allowed
- Only school issued badges should be worn on the blazer
- 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.

### **Haircuts**

- A grade 2 is the shortest cut the school permits; this applies to the back and sides of the student's hair as well as the top.
- Long hair (providing it is tied back/not covering the face), afros, locs, twists, braids, and cornrows) are all permitted.
- Hair that has been straightened through the application of heat or chemicals, weaves, extensions, and wigs are permitted, providing they match the student's natural hair colour.
- Hair accessories (clips and hair/Alice bands) must be plain blue, silver, or black and simple in design.

**The school does not permit students to have skin fades, lines, hair dyes that are not the student's natural hair colour (including peroxide treatments), dip dyes, balayage or extreme hairstyles.**

### **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 the one-way system, when entering buildings or going up or down the stairs. Failure to do so will result in a 20-minute detention.
- 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 money on the school site. 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) or child on child abuse
- Never take part in any type of sexual harassment or sexual abuse. Physical contact between students is not permitted unless it is through a supervised sport or PE lesson/club
- Never be racist
- Never smoke cigarettes/vapes, drink alcohol 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 who is listed on school data base, 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 or serious incidents of child on child sexual abuse will result in permanent exclusion from the school.

**In line with DfE and OFSTED guidance the school has a zero-tolerance approach to Harmful Sexual Behaviour/Child on Child sexual abuse**

- Serious incidents of harmful sexual behaviour will result in permanent exclusion.
- Other incidents of harmful sexual behaviour may result in permanent exclusion - repeated incidents will result in permanent exclusion

Any student found with cigarettes, lighters, matches, vapes (or related paraphernalia) will be placed in inclusion. Any student standing with someone smoking/vaping 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 or online sexual abuse through social media/electronic devices 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.