Code of Conduct 2025-26

The Cardinal Wiseman Catholic School subscribes to the ethos and vision encapsulated by “All things for Christ".

Thus, our commitment to the development of human ecology, divine inspiration, Catholic Social Teaching, the counter-cultural element of our work and a constant quest for excellence inspire us daily. We want our students to flourish at Cardinal Wiseman in order that they will have the knowledge, skills, compassion and agency to make the world a better place.

As a result of the above we expect that all pupils and students arrive at school every day, on time, ready to learn and do their best.

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 and local community.
- Attend all year group masses and other masses as instructed. Participate fully in collective worship in tutor time and in mass.

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 93% (see attendance policy for further details).

Punctuality

For my own self-discipline, I should:

- Make sure I am present for registration at 8.40 a.m., otherwise I will be marked as late
- If I am late, I must attend a twenty-minute detention at lunchtime that day
- If I am late 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 1 hour 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 in a calm and purposeful manner

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 and surrounding areas.
- Be respectful, responsible and co-operative when using public transport.
- Wear full school uniform when travelling to and from school, earrings and jewellery are not to be worn
- Leave the school site immediately unless I am being supervised by a member of staff
- Go directly to and from school, do not visit local shops or 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 who bring the school’s name into disrepute will be sanctioned according 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 detention
- Extreme hairstyles, such as lines or patterns shaved into my hair or excessive decorations are not permitted. The school expects children to have a conservative hairstyle which matches the expectations of our school uniform policy
- School shoes should be formal and plain black. Shoes that resemble trainers or plimsoles are not permitted
- 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. Students in trainers (without medical note) will be removed break and lunch until resolved.
- No jewellery may be worn, except for watches. 'Smart' watches are not permitted. Earrings are not permitted, no nose or eyebrow studs. (No allowance will be made for recent piercings that will therefore close over). Make up (including fake tan), false eye lashes and nail varnish may not be worn
- Students are not permitted to write on their hands or arms
- Skirts must fall on or below knee length
- Boys trousers must be worn with a plain black or brown belt. Trousers should be worn above their hips (no sagging trousers)
- 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 suspension if they continue to ignore teacher's instructions.

Haircuts/Hairstyles

- 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 is permitted (including dreadlocks, cane row, afros, locs, twists, braids and cornrows) providing it is tied back/not covering the face.
- 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.) The school will decide what constitutes 'extreme hair colour'.
- 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 a natural hair colour (including peroxide treatments), dip dyes, balayage or extreme hairstyles. Students who fail to adhere to the school's uniform rules may be removed from lessons, break and/or lunchtime until the problem is rectified.

Behaviour in the classroom:

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

- Demonstrate valued behaviours
- Always follow the teacher/support staff's instructions
- Always speak appropriately and respectfully to all members of the community
- 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
- 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
- All examinations must be completed in exam conditions as described by your teacher. If you try to cheat, or break the rules in anyway, you could be disqualified from the exam and face a sanction.
- Please see behaviour policy for further details (available on the school's website)

Mobile Phones

Parents/carers who wish their child to carry a mobile phone to and from school should do so only according to the following:

- The phone must not be a smart phone or be able to connect to the internet.
- Smart phones are not allowed on the school site, including where they are kept out of site in students belongings.
- Smart phones are not allowed to be used travelling to and from the school site.
- The phone should be clearly marked with the student's name

- The phone should be switched off before the student enters the school site.
- It is not acceptable for a student to bring in a smart phone and keep it in their in their school bag.
- Where phones are confiscated due to being switched on, this will be for a period of 24 hours (Friday confiscation will result in collection on the Monday). A second confiscation within a term will result in the phone being kept until the end of the half term. Parents or carers will be required to collect the phone. Smart phones that are seen, will be confiscated for one-month immediately.
- SIM cards in confiscated smart phones will not be returned outside of the month confiscation.
- Students in the sixth form are permitted to use their smart mobile phones discreetly around the school site.
- No mobile phones are permitted to be used in lessons.
- No students are permitted to use their mobile phones whilst in school toilets.
- Sixth form students should not film nor take pictures of other students without their consent, whether directly or indirectly.
- Breaches of these rules will result in the phone being confiscated as per school policy.

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
- Homework must be my own independent work. Using sources without crediting, is not allowed in exams, coursework or any work that's internally assessed. This includes artificial intelligence (AI). Never cheat or plagiarise your work.
- Multiple 'Behaviour' points will result in supervised work on Saturday mornings

Around the school

- When in and around the school, I shall:
- Keep to the left when travelling around the school site, especially on stairwells
- Treat all adults and students with respect
- All students must communicate in spoken English and no other language.
- Students must not loiter in toilets as this will be treated as being out of bounds. 1 student per cubicle only. Failure to adhere to this rule will result in a Saturday detention.
- 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 or take school property without permission
- 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. Parents/carers will be invoiced for the cost of the damage
- Never deface school property with graffiti. Students will be sanctioned with 1 day inclusion and suspension for repeat offenders.
- 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
- Glass bottles are not permitted to be brought on to the school site.
- 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 or homophobic
- Never smoke (including vaping), drink alcohol or take illegal substances. Never be in possession of vapes, cigarettes, smoking paraphernalia or consume on the school site or whilst in school uniform.
- 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. This will lead to a Saturday detention.
- Never bring high energy/caffeine/ sugar drinks into school as they will be confiscated where seen
- Never bring in aerosols, spray deodorant or perfumes
- Never bring in metal combs, plastic combs can be brought on site

- Never seek medical attention without a note from the teacher of their current lesson.
- Never enter a teaching area or other area closed to students, e.g. changing rooms, during lunch or break times without permission
- Never interfere with any school equipment [including fire alarms and IT equipment)
- Never leave the school site during the school day without permission, except for Sixth Formers.
- Never truant lessons, tutor times, assemblies or any other part of the compulsory school day
- Never bring in high energy drinks, caffeine or sugar drinks as these will be confiscated.
- 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) will result in permanent exclusion from the school.
- Involvement with offensive weapons, this includes knives (any items made or adapted, for causing or intending to cause physical or psychological harm) will result in permanent exclusion from the school.
- Persistent lack of co-operation, extreme acts of violence, serious incidents of theft, assaults or serious/persistent cases of bullying or serious incidents of child on child sexual abuse or harmful sexual behaviour will result in permanent exclusion from the school.

In line with DfE and OFSTED guidance the school has a zero-tolerance approach to child-on-child sexual abuse

Any student found with cigarettes, lighters, matches, vapes (or related paraphernalia) will face a tier 3 sanction. Students who are with others that are smoking/vaping but not taking part, will face a tier 3 sanction. Students who repeatedly bring in cigarettes, vapes or smoking paraphernalia will be suspended. Students who smoke cigarettes or vapes whilst in school uniform will be suspended.

Where students have been sanctioned with a Saturday detention and fail to attend, they will be issued a one-day Inclusion and the Saturday detention will be rescheduled. Repeat offenders will be suspended.

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 suspension from the school. Securus alerts may result in a tier 3 sanction.
- Serious or persistent acts of bullying or online harmful sexual behaviour 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 planner with me and, if I lose it or deface it, I must pay for a new one myself
- Collect a daily diary if I have forgotten my planner.
- Record all set work, especially homework and coursework
- Treat my planner with care and not misuse it in any way because it is an important link between the school and home
- Ensure that my parent/carer signs my planner each week
- Ensure that 'Achievement & Behaviour' points are written in and signed by my parents/carers.
- Ensure that half termly reflection pages are completed

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 Cardinal Wiseman community