





## Our Code of Conduct for Year 7 to 11

Our Catholic Mission and ethos are at the core of our Code of Conduct. By adhering to the three strands of respecting others, being ready to learn and taking pride in our school, we are enabling not only ourselves, but the whole school community to fulfil our school motto of Ut Vitam Habeant, ensuring that all the Sacred Heart of Mary family can live life to the fullest and access all opportunities available.

<b>We respect others</b> 	<b>We are polite and considerate to our school staff</b>	We are polite, considerate and friendly towards our school staff. We address staff respectfully. We do not argue with their decisions. We put our hands up in lessons if we need our teacher's attention.
	<b>We are polite and considerate to other pupils</b>	We listen to other pupils. We show consideration for other pupils. We allow other people to have an opinion even if it is contrary to ours. Bullying is not tolerated whether it is verbal, physical or online and we work together to prevent or report any bullying behaviour we see.
<b>We are ready to learn</b> 	<b>We attend well</b>	We aim for a 100% attendance. We come into school even on days we feel a little unwell. We attend all lessons once we are in school. If we feel unwell during lesson time, we ask our teacher who will decide if we need to go to the office. At other times, we ask our Head of Year. We do not go to the office between lessons without the permission of a teacher. We do not ask to visit the toilet during Period 1, 3 and 5 unless we have a toilet pass. Our teachers may allow us to visit the toilet during Period 2, 4 and 6 and will issue a temporary toilet pass so we should not go to the toilet between Period 1 and 2, 3 and 4 or 5 and 6. We fill up our water bottles outside lesson time.
	<b>We are punctual</b>	We are in school by 8.40 am and know arrival after this means we are late. We are ready to be registered at 8.40 am and 1.30 pm. We are punctual to all lessons. We are in position for assembly by 8.40 am so that the assembly can start promptly at 8.45 am.
	<b>We avoid distractions</b>	We turn off our mobile phones before we enter the school gates. We keep mobile phones off during the school day and ensure we do not receive notifications. We remove AirPods/earphones before we enter the school gates. We only use our mobile phones once we have left the school gates. We are not allowed to have a smart watch in school.
	<b>We are prepared</b>	We bring the correct books and equipment to lessons and unpack promptly. Essential equipment includes: pen, exercise book/folder, school planner, a reading book and any other items outlined by the subject teacher. We face the front during lessons unless instructed otherwise. We do not pack away until instructed to by our teacher. We learn and follow the routines for the start of the lesson set out by each teacher.

We take pride in our school



**We wear the correct uniform**

**Uniform**

We wear a winter or summer school shirt, a navy school skirt or trousers and our blazer. Our skirt is worn on the knee.

We wear a tie with our blue long-sleeved winter shirt.

We may wear a navy v-necked jumper or cardigan in the winter.

We are allowed to wear plain white socks or white or navy tights. Socks are ankle or knee high (not trainer socks).

We wear flat black shoes without labels or logos.

We may wear a navy or black coat without labels or logos in winter. Hooded tops are not allowed.

Coats are not worn around the school but are stored in lockers or hung up in classrooms. They may be worn on cold days outside during break or lunch.

We may also wear a navy or black scarf and gloves in the winter.

We ensure that shirts are tucked in and skirts are not rolled up.

**Make-up**

We do not wear make-up. This includes lip gloss, nail-varnish, fake tan, fake nails, nail or eyelash extensions, fake eye-lashes and tinted eyebrows.

**Jewellery**

The only jewellery that we may wear is a small gold or silver cross on a chain and gold or silver stud earrings (no bigger than 5 mm in diameter).

We do not wear more than one earring in each earlobe and upper ear piercings or nose piercings are not allowed.

**Hair**

We are not allowed to dye our hair unnatural colours.

We are not allowed beads or hair jewellery.

We may wear blue or black or white hair accessories.

**School badges**

We always wear our badge showing our year group and house.

We only wear school related badges.

**We are sensible as we move around the school**

We walk on the right side of the corridor and in single file.

We follow the one-way system in A block, D block and B block.

We do not run in the corridors.

We keep conversations to an 'indoor' level and we do not shout.

We keep our hands to ourselves.

We take the quickest route to our next destination.

**We respect school property**

We clear up any litter we have created.

We do not graffiti the school building, school equipment or our school work.

We look after school property.

We do not touch items that do not belong to us.

We keep our possessions in our lockers and do not leave items lying around.

**We do not eat around the school**

We may eat and drink in the dining hall, garden room and the ambulatory.

We do not eat in classrooms or in corridors.

Hot food purchased in the school canteen is eaten in the dining hall.

Cold food purchased may be eaten in outside areas.

We clear all rubbish we create after eating.

Chewing gum or bubble gum is not consumed at any time or in any place.