

Archbishop Holgate's School

Code of Conduct



How we behave and interact for the benefit of the whole school community

Parents and Students

We aim to provide the best possible education and opportunities for each student at Archbishop Holgate's School. As part of this, we aim to foster the development of the whole person, in an environment which is ordered, secure and caring. We aim to create a positive, happy atmosphere, in which students feel safe and are able to take pride in their achievements. We seek high standards in all aspects of school life.

In order to achieve this, we place great emphasis on a disciplined and ordered environment, within which students can give their best - a working environment based on collective responsibility where staff and students work together with mutual respect, courtesy and consideration for others.

We have a clear, consistent Behaviour Policy based on our Christian Values of Justice, Compassion, Trust and Forgiveness.

In joining the school, all members of the school community commit themselves to these four Christian Values and to working towards the common goals of caring for others, achieving their full potential and being the best that they can be. This Code of Conduct is designed to help members of the community that make up Archbishop Holgate's School achieve these aims.

We seek to establish a close working partnership between students, parents and staff, and we trust that this Code of Conduct will have your full support.



Mr A. Daly

To students

In accepting a place at Archbishop Holgate's School you agree to:

- 1 attend school regularly and on time***
- 2 follow the school's guidelines on uniform***
- 3 work hard and to the best of your ability in all lessons***
- 4 complete homework well and on time***
- 5 carry out the reasonable instructions of all members of staff***
- 6 treat other students, staff and property with courtesy and respect***
- 7 follow this Code of Conduct at all times while in school uniform***
- 8 live our four Christian Values (Justice, Compassion, Forgiveness, Trust) into being***

Our mission

We aim to provide the best possible education and opportunities for each student at Archbishop Holgate's School.

Christian values

an ethos which lives Christian values into being

Care for the individual

effective pastoral care with students valued as individuals

Maximum achievement

maximum achievement for each student at all levels

- We aim to foster the development of the whole person, in a disciplined and ordered working environment which is secure and caring, and within which each student can aim for excellence.
- We seek to create a positive, happy atmosphere, in which students are able to take pride in their achievements, and in which students and staff work together with mutual respect, courtesy and consideration for others.
- We believe in a curriculum which engenders a love of learning and the excitement of discovery, and which, while being broad enough to meet and respond to individual need, develops the academic potential of each student to the full.
- We seek to develop and maintain a close partnership between students, parents and staff, and positive working relationships with our partners in education, the world of work and the wider community.

In keeping with the good intent of our founder and the values of our Christian foundation, we aim to create a school community in which students are known and cared for as individuals, and within which they can fulfil their potential as they grow towards adulthood and prepare for its opportunities and responsibilities. We seek high standards in all aspects of school life.

In this Code of Conduct we explain how everyone in the school community can work together, follow rules to ensure that we achieve our mission.

'Outstanding Behaviour'

...is the only accepted behaviour in AHS and it is non-negotiable

This behaviour stems from **collective responsibility** and **mutual respect** and is based on our four Christian Values. **All** relationships in school are based on these values.

Justice

*Fair and consistent rules for all
Valuing everyone equally
Clear rewards and sanctions
Support for those who need it*



Compassion

*Understanding we are all different
Allowing others to learn and feel safe
Following the Bullying policy
Protecting and caring for all*

Forgiveness

*Understanding we all make mistakes
Apologising when we are wrong
Clean slate and moving on
Learning from our mistakes*

Trust

*To trust and follow the systems in place
To trust staff to make the right decisions
To be able to be trusted to behave and make the right choices*

Before entering the classroom I must always...

1. Arrive on time
2. Line up outside quietly and sensibly
3. Have the correct uniform and equipment
4. Have completed my homework

After entering the classroom I must always...

1. Sit in my allocated place
2. Follow all instructions immediately, without challenge
3. Work hard and to the best of my ability at all times
4. Respect all others so that everyone can learn and achieve their full potential

Throughout the school day, inspired by the example of Jesus' life, I must always live these four Christian Values into being and be kind, polite, respectful and understanding of the needs of others.

Collective Responsibility

We play and work together as a school community. We want to support each other and be a welcoming environment where students and staff can enjoy being part of everything we do in and out of school.

- Work together to be the school we want to be – a caring, considerate community, a ‘family’
- Understanding your place in that community and the responsibility that comes with it
- Look after, support and care for every member of our community – be prepared to go that extra mile
- *‘Love thy neighbour’*
- Realise that actions have consequences and that our behaviour affects others
- Always consider others in the decisions we make
- Accept responsibility for our actions
- Recognise when we are wrong and accept the sanctions that may follow
- Ensure we always represent ourselves and our community in a positive way
- Lead by example and follow in Jesus’ footsteps and live our Christian Values into being every day

Mutual Respect

As part of a school community it is important to show respect and courtesy to other students, staff and visitors to our school.

- Accept that we are all different but must be valued equally
- Recognise that Bullying of any kind, including Cyber Bullying, is always wrong and report all incidents
- Help, support and protect those more vulnerable than us
- Be aware of other people’s feelings and understand and accept that other people have differing points of view
- Respect others’ personal space and follow the ‘hands off’ rule
- Always be polite and respectful to everyone
- Remember ‘Good Manners’ at all times – open doors for others, say please and thank you
- *‘Treat others as you would wish to be treated’*
- Move around the building carefully and inoffensively
- Respect and look after the building, its fabric and other peoples’ property
- Take collective responsibility for keeping all areas in school neat and tidy
- Recognise that physical and verbal aggression are always unacceptable
- Above all, respect yourself, take pride in all you do, and make sure that are being the best that you can be

As a member of the community of Archbishop Holgate’s Church of England Academy I will ensure that I base all of my relationships on the premise of **collective responsibility** and **mutual respect**. I will also endeavour to live our Christian Values of Justice, Compassion, Forgiveness and Trust into being every day.

Expectations within the classroom

1. *Before the lesson I must always...*

- Arrive on time
- Line up outside quietly and sensibly
- Have the correct uniform and equipment
- Have completed my homework

2. *At the start of the lesson I must always...*

- Enter rooms sensibly and go straight to my allocated place
- Take off and put away any outdoor wear
- Take out my planner, books, equipment and homework
- Put my bags on the floor
- Remain silent during the register until my name is called then answer clearly

3. *During lessons I must always...*

- Follow all instructions immediately, without challenge
- Work hard and to the best of my ability at all times – be the best I can! Achieve the best I can!
- Respect all others so that everyone can learn and achieve their full potential
- Remain silent when the teacher talks to the whole class
- Look at the teacher, pay attention and concentrate
- Put up my hand to answer a question. Not call out or interrupt (unless I am asked for quick ideas)
- Have a pen, pencil, ruler, planner and any books or folders that I need. Try to have a spare pen with me
- Work sensibly with my fellow students. Not distract or annoy them
- Expect to receive a late code in my planner if I arrive late without good cause
- Copy full details of homework into my planner clearly and neatly, including the date it is due in
- Make sure I do not eat or chew. If I do I will have to empty my mouth, hand in any further food and receive a code in my planner
- Ask permission to drink out of my water bottle in lesson
- Make sure I do not have my mobile phone out in class. If it is seen or heard it will be confiscated. This also applies to personal music players and headphones of any sort
- Always stay in the lesson. I am only allowed to leave a lesson if I have a valid reason and an absence slip from a member of staff
- Remember to go to the toilet before the lesson. I will not be allowed out of lessons unless I have a toilet pass which will only be issued to students with a medical issue

4. *At the end of the lesson I must always...*

- Carrying on working until the teacher tells me to stop. The bell and the clock are not signals for me. They are for the information of the teacher
- Only begin to pack away or put on outdoor wear when my teacher tells me to do so
- Stand up behind my chair quietly when asked to do so and wait in silence until my teacher dismisses me. Any litter should be picked up before leaving the classroom
- Leave the room quietly and sensibly when dismissed
- Move around the school sensibly and inoffensively to get to my next destination

Outside of the classroom

5. *In and around school I must always...*

- Walk around in a controlled manner. Running is prohibited inside
- Keep to the left and always be considerate of others
- Use a quiet, polite voice at all times. Shouting and swearing are always unacceptable
- Move around inoffensively, always considering how my actions affect others
- Keep the school tidy and clean. Pick up any litter and put it in the bin. Report any graffiti or damage to property
- Tidy away food trays in the dining hall and pick up litter, even if it is not mine. We all have a collective responsibility for keeping the school a clean and tidy place to be
- Treat everybody with courtesy and respect at all times
- Go that extra mile to help and support others – open doors for people, stand back and let people pass, smile and say ‘Good Morning’, offer to carry things
- Remember that I am an Ambassador for the school and the whole community’s’ reputation depends on how I behave
- Be a role model for others and lead by example
- Always consider how I can live the school’s four Christian Values into being and follow in the footsteps of Jesus
- Think about how I can be the best person I can be...

Social Networking

I understand that I must use ICT and social media in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the school systems and other users. Social networking sites such as Facebook also recommend that children under 13 should not have an account.

For my own personal safety:

- I understand that the school will monitor my use of the ICT systems, emails and other digital communications.
- I will treat my username and password like my toothbrush – I will not share it with anyone, nor will I try to use any other person’s username and password.
- I will be aware of “stranger danger”, when I am communicating on-line.
- I will not disclose or share personal information about myself or others when on-line.
- I will not arrange to meet people I have met only online.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it on-line.

I understand that everyone has equal rights to use technology as a resource and:

- I understand that the school ICT systems are primarily intended for educational use and that I will not use the systems for personal or recreational use unless I have permission to do so.

I will act as I expect others to act toward me:

- I understand that as a student I am a representative of the school, and need to remember this when I’m on-line.
- I will respect others’ work and property and will not access, copy, remove or otherwise alter any other users’ files, without the owner’s knowledge and permission.
- I will be polite and responsible when I communicate with others. I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

Preparation for school

In order to maximise your learning and take every opportunity that is presented to you, you need to do the following:

Equipment

- Pack bag ensuring I have my pencil case, planner, my books and PE kit or ingredients if needed.

The planner

- **Planners-** ALL students MUST have their planner with them every day. The planner is to be checked and signed by a parent or guardian weekly.
- **Planner curfew** – if you realise that you do not have your planner you will be given a temporary page by your tutor and will be issued with an E code, but will not get a lunch detention – you must have a planner page by 9.10am at the latest to avoid a sanction. Planners are to be kept presentable.

Timekeeping

- Go to bed at a reasonable time and try create a routine for yourself every evening. Completing your homework, playing and then relaxing before bed. Finally before going to sleep check and pack your bag for the following day.

What is not allowed in school?

- chewing gum,
- tippex,
- smoking equipment,
- mobile phones,
- any electronic equipment etc.,
- aerosols,
- fizzy drinks,
- litter, spitting,
- graffiti,
- foul language,
- offensive weapons,
- violence of any kind,

Confiscation of phones, music devices or other electronic appliance- If you are caught using these items an E code will be issued and the item will be confiscated and taken to Reception for safe keeping and collection at an agreed time. A record will be kept at Reception and on the THIRD time the item will be kept for a parent/carer to collect.

Caffeine based drinks- Fizzy, drinks with high sugar content or caffeine based drinks are not to be brought into school. Any student found with one will be asked to immediately dispose of the drink or hand it to the member of staff. You are allowed to drink water in most lessons with the teacher's permission (not IT or Science for Health and Safety reasons). You should prepare for this as you will not be allowed to fill up your water bottles between lessons.

Bikes

Bikes should be carefully secured on arrival at school. Unfortunately from time to time there are incidents of attempted and sometimes successful theft and clearly the more secure the bikes are the bigger the deterrent. By working together as a school community we can eradicate any such incidents. Bikes should also be fully insured as the school is an open site and students remain responsible for their own personal property. For safety bikes will need to be walked up and down the driveway. If a student chooses to ignore this rule then the privilege of riding a bike to school may be withdrawn.

Appearance

Your appearance is very important. As a student at Archbishop Holgate's school you should take pride in your uniform and ensure as a member of the school community you reflect through your appearance our values as a highly successful 11 to 18 school.

Your uniform should be:

Lower School (Years 7-8):

- Claret sweatshirt with mitre
- White polo shirt with mitre
- Navy blue or black skirt or trousers: tailored, plain trousers, knee length skirts
- Plain dark shoes (These have to be suitable for Design Technology and Science)
- Plain dark black, blue or white socks
- Plain school bag

Upper School (Years 9-11):

- Navy blue sweatshirt
- White polo shirt
- Navy blue or black skirt or trousers: tailored, plain trousers, knee length skirts
- Plain dark shoes (These have to be suitable for Design Technology and Science)
- Plain dark black, blue or white socks
- Plain school bag

As a school community we would not find the following acceptable:

- Wearing canvas shoes, boots, trainers or open shoes
- Wearing nail polish
- Dyeing hair in unnatural colours
- Haircuts that are not professional or appropriate for a professional work or school environment
- Wearing wrist bands, jewellery, leggings or coloured socks
- Wearing a jacket or hoody rather than a jumper in school
- Wearing a diamond studded earring – only plain studs: silver or gold (maximum size of 3mm) are permitted
- Wearing earphones or carrying a mobile phone in your pocket
- Using a handbag rather than a school bag
- Wearing leggings or tight trousers with fashion accessories such as zips
- Wearing skirts that are above the knee in length

These items are not appropriate as they are fashion garments and this is a professional school environment where you need to focus on learning.

Appropriate school trousers can be purchased from Keal Teamwear Ltd, Walmgate.

Attendance

Good attendance and punctuality is at the heart of good progress. At our school we have identified a link between attendance and attainment. Students who are good attenders succeed far better than those whose attendance is poor. It is important to have a good education behind you if you want to have opportunities in adult life. Employers want to recruit people who are reliable, so students who have a poor school attendance record may have less chance of employment. Being on time is vital and arriving late at school can be very disruptive for you, the teacher and the other students in your class. The expectation by our school is that every student strives to obtain above 95% attendance.

100% attendance	PERFECT
95% attendance	1 week 4 days of learning missed
90% attendance	3 weeks 4 days of learning missed
85% attendance	5 weeks 3 days of learning missed
80% attendance	and below. At least 7 weeks and 3 days of learning missed.

To help improve attendance you should...

- Avoid medical appointments in school time, but if an appointment is unavoidable the student should attend before the appointment (if possible) and be brought back to school after their appointment.
- Avoid taking holidays in the school terms. Any request from parents will be unauthorised unless in exceptional circumstance and parents take the risk of being issued with a Fixed Penalty Noticed.

If you are absent from school parents should inform school every day that you are absent. When you return back to school parents must send a letter in explaining the absent. Then you must hand this note to the form tutor on your return. If the student is absent for a considerable length of time then parents are requested to obtain a medical note from their doctor.

Why is attendance important?

- Good attendance = Good Attainment
- Confidence Building
- Gain important social/life skill
- Form genuine friendships groups
- Achievement of qualifications, which in turn gives better prospects for the future.

Absence is not accepted if for –

- Birthdays
- Holidays
- Shopping
- Treats etc.

Being on time is vital for the start of the school day and to all lessons. If you are 5 minutes late each day then you can miss three days of learning each year. If you are 15 minutes late every day you can miss 2 weeks of learning each year.

Punctuality

Punctuality is essential to a student's happiness and academic success. The school doors open at 8.42am in order to allow students to be outside their form rooms in single file, in time to be welcomed into their form rooms at 8.45am.

Any student who arrives after the bell has rung is late and will receive an L code in their planner from their Form tutor

If a student receives 3 codes then they will receive a lunchtime detention.

If a student is persistently late, then the attendance officer will contact home and place the student on the "persistent late" list. The student will then receive a lunchtime detention on each day they are late.

If this does not solve the issues, then our attendance officer will organise an "attendance panel" and parents take the risk of being issued with a Fixed Penalty Noticed.

Form Time

Form time is your formal start to the school day. Your tutor, who is primarily responsible for your care and to ensure you feel supported as part of our school community, will aim to establish a calm and ordered start to the school day.

It is very important you come prepared for the start of school, with your bag packed, and as you enter form you calm yourself ready to start learning.

You should place your planner and pencil case on your desk immediately and fall into silence for the register. On the whiteboard will be the Thought for the Day – an opportunity to reflect on scripture or a quote.

In the week your tutor will lead you in the following activities:

- Assembly – Collective Worship led by your Head of Year.
- Chapel or a planner check – Chapel will be led by the Senior Leadership Team or the Chaplain. On alternate weeks your tutor will check of your planner.
- Thought for the Week – A reflection with your tutor based on the events in the Christian calendar.
- News – A fun opportunity to discuss the serious and not so serious news events of the past week and to debate them with your tutor and students in your form.
- Skills – An opportunity to develop, organisational, leadership and life skills that are an important part of your studies in school and beyond.
- DEAR – Drop Everything And Read time. You must have a suitable book with you at all times. Failure to do so will result in an "E" in your planner.

Rewards – Creating a positive working environment

At Archbishop Holgate's School we aim to create a positive and motivated atmosphere, within which students can take pride in what they do. We believe that through formal recognition of achievement, hard work or community mindedness students will work harder and take more pride in themselves and their community. Rewards include:

- certificates and electronic merits
- praise
- encouragement
- recognition of effort
- positive written comments (in planners and exercise books)
- the display of work
- work shown to Form Tutor, Head of Year, Head of Department or Headteacher
- mentions in Assemblies and Newsletters
- subject specific certificates and awards
- sporting colours
- special commendations letters
- school prizes
- certificates, postcards
- Headteacher rewards
- rewards trips
- entry to prize draws

Merits - What can students receive a merit for?

- Demonstrating the four school values through conduct in lessons and around school
- Effort which exceeds expectations in lesson
- Homework which demonstrates excellent effort

The top performing pupils will also receive Letters of praise or attend celebration events with the Head and HOY, as decided by the Head of Year and AHT.

Rewards

Certificates – We have a range of certificates to celebrate success ranging from the 'Bronze award' for 50 merits up to the 'Special Commendation' of those with over 400 merits.

Half termly prize draws - There will be four, half termly value prizes for each year group. These will be presented to the pupil who has achieved the most value merits in the half term. This will also be given out in the annual Values week for the overall winners.

Winners of weekly "Gold Award" - Each recipient of the "Gold Award" will receive a letter home, a gift voucher and will be publicised on the "Gold Award board" and in the school newsletter.

Awards Event - To qualify for the termly awards event (Meadowhall, Flamingoland and Year Group Activity) pupils must achieve a set number of merits by each key point in the year.

What happens if a student fails to meet the high expectations set?

At Archbishop Holgate's School we understand that all students are fallible and will make mistakes. We work to support every student and to teach them how to behave. In this Code of Conduct we explain clearly to every student what is expected of them and how they should behave. However if a student chooses not to comply then we take a firm line. Sanctions we use to deter and change behaviour include:

A code in the planner.

C	CHEWING – chewing or eating outside of the dining hall.
L	LATE – any unacceptable lateness either to lesson or registration.
E	EQUIPMENT – when you don't have the equipment you need for a lesson, you must also have your planner with you in every lesson (see below) or you are found in possession of a banned item.
A	APPEARANCE – anything that isn't CORRECT school uniform, including clothing, jewellery and make up.

Additional sanctions include:

- reminder of expectations
- repeating work
- extra work
- completing an appropriate task
- interruption of privileges at break or lunchtime
- detention after school with a member of staff
- referral to Head of Department
- referral to Head of Year or Assistant Head: Pastoral Care, Inclusion and Transition
- school detention
- being placed on report
- school community service
- formal consultation with parents
- restriction of movement
- working in isolation
- monitoring diary
- internal exclusion
- fixed-term exclusion
- signing of a "good behaviour" contract/Pastoral Support Programme
- formal meeting with Governors
- permanent exclusion

School detention or working in isolation may be given for:

- disruption
- disobedience
- anti-social behaviour towards other students (including foul language)
- serious damage to property
- leaving school without permission
- truancing
- smoking
- persistent lateness

Internal exclusion may be initiated in response to:

- bullying, dangerous behaviour, or other serious incidents as appropriate
- assault
- verbal abuse to a member of staff
- serious or persistent misconduct

Fixed Term exclusion may be used when all other sanctions appear to have little effect. Permanent exclusion may be used in extreme situations.

Where students are allowed and not allowed to go

1 Areas that are out of bounds to students at all times

- all staff areas including the staff room
- store rooms and prep rooms
- caretakers' areas including boiler house
- areas where cars are parked
- the front lawns
- all off-site areas, Badger Hill School, Holgate Hall

2 Areas that are normally out of bounds to students

- the admin corridor (unless you are with a member of staff or taking a register)
- the stage (unless you are with a member of staff)
- the well of the hall (except for coats and bags, or with a member of staff)
- the front field and tennis courts (unless you are with a member of staff). You must not walk across the front field to get to or from school
- cycle racks (unless you are with your own cycle)
- classrooms, including PE changing rooms, at breaks and lunchtimes (unless you are with a member of staff)
- main school students should not be in the Sixth Form Building at breaks or lunch unless they are attending a club or making a payment to reception

3 Breaks and lunchtimes

- All students should enter the Dining Hall through the Spiritual Garden entrance
- Year 7: Black Square and back field – long jump side and Main Hall
- Years 8: Year 8 Social Area (by RE1 and Science stairs) and Back field
- Years 9 and 10: Front field and Year 9 and 10 Social Area (new building at front of school)
- Year 11: Year 11 Common Room and middle of field
- Years 12 and 13: Back field – behind the sixth form building
- Observe the markings on the field and follow staffs' instructions
- Leisure areas are for designated year groups only

Food and drink

- All food and drink bought in school that is not in sealed packets/containers must be eaten in the dining area – no other food must go out of the Hall.
- Food may only be eaten in the Hall or social areas.
- Drinks containers with a sealed lid are allowed outside.
- All students are expected to take coats off in the Hall.
- You must sit down properly at a table to eat or drink.
- Clear up properly after yourself - all litter in bin, chairs tucked in, trays and everything else cleared away.
- You should not chew around school or in lessons.
- All student must stay on school site at all times (including break and lunch) except for Year 11 who have the privilege of going to Badger Hill shops only between 12.15 and 12.33 and Sixth Formers who can go at break and lunchtimes.
- Permission to leave school site at lunchtime for other students will only be granted in exceptional circumstances. Parents will need to complete a formal request form.

Student Voice

Students wishing to express an opinion about anything in school can either speak to their Form Council Representative, Year Council Representatives, Sixth Form Senate, and their Form Tutor, Head of Year or any other member of teaching staff. Students views are taken very seriously and if students would like to influence decisions made in school they should speak to their Form Tutor about becoming a Form Council Representative and actively participating in the decision making process.

Parent Voice

There are many opportunities for parents to feedback their views to the school such as Parent Evening Questionnaires, Parent View, Report Reply slips and various other questionnaires throughout the year. If you have something you would like to share with school please contact reception in the first instance.

Declaration

As a member of the community of Archbishop Holgate's Church of England Academy I agree to be bound by this Code of Conduct at all times.

I agree to follow all of the rules it sets out and embrace the schools Christian values of Justice, Compassion, Forgiveness and Trust.

Student

Name _____ Form _____

Signature _____ Date _____

Parent/Carer

Name _____

Signature _____ Date _____



Archbishop Holgate's School

A Church of England Academy Founded 1546



VALUES – CARE - ACHIEVEMENT