



EMMANUEL COLLEGE

Student Code of Conduct

It is understood that all students and staff will seek to uphold the Core Values of the college at all times. We hope that the Code of Conduct will help each Emmanuel Student to be the best they can be. It also serves as a helpful guide to specific rules. The Code of Conduct enables students to grow in character, make rapid academic progress and be safe and well. By keeping the Code of Conduct, students will learn to take responsibility for themselves, their learning and others. All students can expect fair and consistent consequences for failing to keep the Code of Conduct. In addition to this,

1. You should be respectful and kind to all and obedient to those in authority.

- a. You must address your teachers by their title and their surname.
- b. You must not swear or blaspheme.
- c. You must stand up when the Principal or a Vice Principal enters your classroom.
- d. Bullying (defined as behaviour which maliciously hurts another, either physically or emotionally) will not be tolerated.
- e. You must relate to all those in college in an appropriate and professional way

Any bullying of a serious nature, for example involving extortion of money or serious aggression, could result in permanent exclusion. This extends to behaviour outside College, including malicious use of the internet or mobile phones. You must speak out against injustice and speak up whenever someone is at risk of harm

2. You should be safe, responsible and courteous at all times.

- a. Walk on the left of the corridor, moving purposefully and speaking quietly.
- b. When you walk to assembly you must do so in silence.
- c. Act courteously and in a welcoming manner to all, stepping back and opening doors for visitors and staff.
- d. Students must only cross the roads around college (Consett Road and Whickham Highway) at the traffic lights.
- e. Students are not permitted to walk across the main entrance to college and may only use the gate to the lower car park if they have been issued with a pass.
- f. It is essential that all students keep the college [Student IT and network usage agreement](#) and [Student health and safety agreement](#).

Failure to give full regard to IT and health and safety agreements may result in exclusion from college, which in the most serious cases may be permanent.

3. Your conduct in each lesson should be exemplary, never preventing other students from learning.

- a. Arrive promptly and properly equipped for lessons.
- b. Line up quietly and enter the room in silence.
- c. You may take a drink of still water at the start of each lesson if the teacher gives you permission to do so.
- d. When you leave the room, do so in an orderly manner.
- e. You must give your best effort to everything you attempt.
- f. Listen attentively and put up your hand to speak.
- g. You must take responsibility for catching up work that you miss when you are absent from all or part of a lesson.

We use the BLUE (Behaviour, Lateness, Uniform, Equipment) system to provide clear and fair warnings for students who do not conduct themselves appropriately in lessons. If you receive more than three B, L, U or E marks in a particular subject in a term you will be issued with a detention. If you are particularly disruptive you may be removed from the lesson to work in the referral room as well as being issued with a detention (see [Behaviour and discipline Policy](#)).

- 4. Your work should be presented with pride and in line with the expectations set out by your teachers.**
 - a. You must keep your books, study file and equipment free of graffiti.
 - b. Where an item has been damaged and you are at fault you will be required to replace the item at your own expense.
 - c. Ensure that you act on all feedback given, using green pen to show that you've done this.
- 5. You should do you best to attend school each day, on time.**
 - a. You must arrive at college before 8:25 and stay in college until 4:00 each day (2.30 on Fridays) unless issued with a valid exeat.
 - b. You may be required to remain in school until 5pm for a detention or study support.
 - c. If you are unwell or have an accident, you should tell a member of staff straight away.
 - d. In no circumstances should a student leave college without permission.

You can find more details about attendance in the [Attendance Policy](#).

- 6. You should wear your uniform with pride in line with the [Student uniform code](#).**
- 7. You should play a full part in the life of the College.**
 - a. Attend the major college events of the year: The Carol Service, Sports Day and Presentation Evening.
 - b. Selection for a College sports team should take preference over most other arrangements.
 - c. Seek to be involved in at least one co-curricular activity each year.
- 8. You should complete homework to the highest standard possible and hand it in on time.**

If you don't, you will be given a warning (once in each subject, each term) then be given a homework detention on each subsequent occasion that term.

- 9. You should never hand in work that is not your own or cheat in examinations.**
 - a. Make sure that you always acknowledge your sources to avoid breaking copyright laws and be careful when using any other material that could be subject to copyright.
 - b. Always adhere to the published regulations for examinations. Failure to do so may result in disqualification.
- 10. You should never act in a way that will bring the reputation of the college into disrepute**
 - a. Your online activity must not cause harm to another member of the Emmanuel community or bring the college into disrepute.
 - b. On visits you will be expected to behave in line with the behaviour contract put in place for that visit. Failure to do so could result in your being removed from the visit and being prevented from taking part in visits in the future.
 - c. Never behave in a way likely to bring the college name into disrepute when travelling to and from College.
- 11. You must not bring items into college that are prohibited.**
 - a. Avoid bringing in expensive items that others may be tempted to steal.
 - b. You are not allowed to use a camera on site without permission.
 - c. You must not bring violent or sexually explicit material into college.
 - d. Chewing gum is forbidden in college, as are sweets and energy drinks.
 - e. Trading in College, unless specifically authorised by the Principal is forbidden.
 - f. Switch off your phone between 8:00 and 4:00 (2.30 on Fridays) or at any other time you are in the College building. This applies also any other personal device which connects directly to the internet.

Any phone switched on during the college day will be confiscated and held for parents to pick up. Students using a mobile phone in college will be sanctioned. A £15 charge is made against those who bring gum into college in order

to deter this clear breach of rule. You must recognise that all personal property is brought into college at your own risk.

12. You must not be in possession of drugs, alcohol or other substances that cannot legally be bought by, or sold to, people of your age.

- a. You must not use, purchase or supply any such substance or attempt to do so.
- b. You must not smoke or use electronic cigarettes.

Breach of this rule will almost always result in exclusion. Students who found in possession of illegal drugs in college will be permanently excluded.

Further details about expectations and sanctions can be seen in the [Behaviour and discipline Policy](#).