

# EMMANUEL COLLEGE

## STUDENT CODE OF CONDUCT



### Year 7 – 11

#### 1. Foundations

Emmanuel College is a Christian ethos school of character for the whole community.

We strive to cultivate good character as an end in itself; this raises expectations and supports high levels of performance. Our work is characterised by the pursuit of excellence as we seek to make the most of the gifts and talents we have been given.

We believe in all human beings' outstanding potential, creativity and capacity for good as each one is made 'in the image of God'. We also acknowledge we all need instruction, motivation and practice if we are to nurture the virtues underpinning good character.

We gain hope for the future as we show gratitude for what we have now. We practice the virtue of love as we act unselfishly for the good of others and are able to forgive. We exercise wisdom as we choose the right course of action and display integrity as we are truthful with ourselves and others. We gain fortitude and courage as we rise to challenges, learning to overcome adversity and to develop resilience. We develop self-control as we regulate our emotions and impulses and show humility as we are teachable and keen to learn from our mistakes. We act with justice as we treat others with respect and fairness.

Our inspiration for these virtues, and our College's core values of honourable purpose, humility, compassion, integrity, accountability, courage and determination, is the life and ministry of Christ Jesus.

#### Mission Statement

- To provide a centre of academic excellence where all students and staff have the opportunity to work hard to achieve their personal best and grow in character.
- To encourage personal, moral and spiritual development within a Christian framework.
- To create a disciplined, sensitive environment where everyone is equally valued.

#### 2. 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 Computer Network Acceptable Use agreement and Health and Safety agreement.

*Failure to give full regard to Computer Network and Health and Safety Agreement 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 your conduct is not exemplary despite warnings and a detention, you may be removed from the lesson and subject to further sanctions. (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 your 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 College Dress 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.**

**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. You must not bring anything into College that could be used, or construed, as a weapon. This includes any type of knife, including a penknife.
- e. Chewing gum is forbidden in College, as are sweets and energy drinks.
- f. Trading in College, unless specifically authorised by the Principal is forbidden.

- g. 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.*

*Any student found in possession of anything that could be construed as a weapon in College uniform will be excluded and will be in danger of permanent exclusion.*

- 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](#) and in the [Detentions and Exclusions Policy](#).*

## SIXTH FORM

All students agree to be responsible **for themselves, their learning, their environment and those around them. To achieve this they must adhere to the following:**

### ATTENDANCE AND PUNCTUALITY

- Attend on every day of the College year from 8.25 am until 4.00 pm, except Friday when College ends at 2.30pm. Students may not leave the premises without permission during this time, and understand that all lessons are compulsory. Students must ensure that the College is informed if they are absent on the first morning of any absence and provide College with a written note from their parents or guardian giving the reason on the first day of their return. Experience has shown that attendance below this rate affects expected grades and causes disruption in classes as remedial help is required in lesson time. The Principal may ask students with uncertificated absence to leave. Note that holidays are not permitted during term time.
- When intending to be absent (e.g. driving test, university interview), make a request for such absence to the Head of Sixth Form in writing, ensuring all your teachers and tutor know at least a week in advance. **Permission to attend any university open day is limited to a maximum of two days in total. Similar requirements are in place for any interview days.**
- Get a blue medical slip signed by a teacher in the event of feeling ill and take this to a Sixth Form pastoral lead. They will assess the situation in terms of referring the student to Welfare or contacting home.
- Obtain an exeat and sign out in the normal way should a student need to leave College for any reason.
- Ensure that you incur no more than five lates in the academic year. A detention will be issued after three lates. Repeated poor punctuality will be dealt with by further detentions, including a Saturday detention and meetings with senior staff.
- Attend Sports Day and Presentation Evening in the Lower Sixth and the Carol Service in both the Lower and Upper Sixth.
- Give preference to playing for College Sports Teams, if selected, over other arrangements including part-time jobs.

### ACADEMIC STUDY

- When using the Sixth Form Centre, Library or IT Open Area students **MUST** contribute to a purposeful and businesslike working environment.

- The Library is a silent work area. Talking in the Sixth Form Centre or IT Open area is to be kept to an absolute minimum. These areas are for focussed, quiet work not social discussion.
- Sixth formers may read quality newspapers or College magazines during this time, if complementary to their studies. Students studying Languages, Art or Technology may work in these departments, with the permission of the relevant Head of Department. Independent Study time is primarily for research, extended reading and review of lesson work rather than homework.
- Spend at least ten hours per week on College work at home, completing homework and coursework tasks, handing them in by their deadline date, and building a file of revision notes (experience having shown that this is the minimum time a student with a three A Level or equivalent workload requires to achieve to potential).
- Ensure any part-time work is restricted to a maximum of ten hours per week and limited to weekends and holiday periods.
- Ensure that correct equipment is brought to lessons, including Tutor Reflections and PTE.

## **ROLE MODELLING**

- Expect to take on responsibilities and duties, setting a good example to peers and younger students, providing a lead and an example both on public occasions and within the course of a normal day. Sixth formers are expected to show responsible initiative in these regards and not to turn a blind eye to difficulties or misbehaviour.
- Understand that as part of this lead there must be no petting or romantic clinches at any time in College.
- Take a pride in maintaining a first-rate working environment through care of College fabric and resources and by the presentation and detail provided in written work, ensuring that all books, property, and equipment are kept free from graffiti.

## **FURTHER RULES**

- When travelling to College in their own cars sixth formers are to park in one of the Watergate car parks and not on the College premises or in residential side streets. Students should be mindful and respectful of other users and not block or impede other cars. The College can accept no responsibility if property is stolen from a car or if the car is stolen. Those travelling on scooters/motor-bikes must seek permission from the Principal if wishing to park on College grounds. When walking, sixth formers must set a good example by crossing Consett Road at the pedestrian crossing only. Sixth formers must not give lifts to others for school visits.

- Food and drink is restricted to the College restaurants. The only exception is that students are permitted to drink covered bottles of water in the Sixth Form Centre.
- Students are permitted to use their own laptops and tablets to study with during Independent Study and in lessons. Students are permitted to listen to music on their laptop or tablet whilst working on them during Independent Study. The music listened to has to be in line with the College's ethos and students will be banned from listening to music if they listen to music with offensive lyrics. Where listening to music impedes students' learning, students will be asked to stop listening.
- Students cannot listen to music on their mobile phones during the College day.
- Students need to take responsibility for their personal items in College.
- Switch off mobile phones during the College day as their use in College is forbidden. (Any student using a phone in breach of this policy will have it confiscated.) The unauthorised use of a camera on site constitutes an invasion of privacy and as such is strictly forbidden. Should images of other students or staff thus obtained, or any material which brings the College's name into disrepute, be published via the internet this could result in immediate expulsion.
- Chewing gum is forbidden due to its impact on cleanliness and décor, and a £15 fine will be levied from those who bring gum into College.
- Tampering with Health and Safety equipment such as fire extinguishers or fire alarms and laboratory or workshop equipment will result in immediate expulsion.
- Smoking is not permitted anywhere in the building, and it is not acceptable for any student travelling to and from College to smoke.
- The possession of drugs, alcohol, cigarettes or other substances which cannot legally be bought is strictly forbidden. So is association with anyone who is openly in possession of such. There must be no attempt to use or seek to use any such substance or make any attempt to purchase or supply the same. Breach of this rule will result in immediate exclusion. For any drugs-related offence the expulsion will be permanent and result in the involvement of relevant statutory bodies such as the police. Electronic cigarettes are forbidden, as are any smoking related paraphernalia, such as lighters.