# BEHAVIOUR AND CONDUCT POLICY

## RATIONALE AND FOUNDING PRINCIPLES

Our Behaviour and Conduct Policy reflects the Gospel values upon which our Mission Statement is founded. It is based on respect and consideration for all members of the College community and on exercising responsibility towards property and the fabric of the building. Its emphasis is upon the highest expectations of positive behaviour in a mutually supportive climate between staff and students. In our Salesian College founded on the Preventive System it is important that a broad view should be taken of Conduct, which should be based upon good personal and professional relationships and set in the context of college life. The system is called "preventive" rather than "repressive". And the reason for Don Bosco is all in the words of St. Paul: "Charity is patient, charity is benign .. It covers everything, believes everything, hopes everything, and bears everything." (1 Cor 13). It challenges all to be present to the moment of where the young person is in life and to aspire to assist them to become the best of themselves, as a child of God. The kind of presence of the educator with respect to the student is a friendly, enriching, and beneficial presence, not a mere supervision. "The Preventive System makes the student a friend, who sees in his educator a benefactor who advises him and who wants to help him improve" explained Don Bosco.

A Salesian education is an avowed commitment to the welfare of all our students to allow them through what we call “loving kindness” to have the opportunities to feel fulfilled and to flourish; to become the best person they can be. It is a commitment to the affectionate goodness with which a young person feels loved. "The Salesian educator is modelled on the gentle St. Francis of Sales," explained Don Bosco This policy seeks to ensure this is witnessed in how students engage and learn in school and how they conduct themselves in the classroom and around the school site.

## EXPECTATIONS: CODE OF CONDUCT

The Code of Conduct sets out clear parameters for acceptable behaviour and every effort is made to enforce this with due regard to justice and fairness. The students need to understand that actions have consequences, and it is important that incidents of unacceptable behaviour are responded to with a sanction that is reasonable and proportionate. Students are encouraged to take responsibility for their actions, to work hard, and to take a pride in themselves and in their school. Equally it is vital that as a community we celebrate, regularly and lovingly the achievements of our students and our rewards should seek to affirm all and allow them to flourish and feel fulfilled.

## KEY ROLES WITHIN THE POLICY

### THE HEADMASTER AND GOVERNING BODY

The Headmaster is responsible for:-

- Promoting self-Conduct and a proper regard for authority amongst students.
- Encouraging good behaviour, respect for others and for striving to prevent all forms of bullying amongst students.
- Securing a standard of behaviour which is in accordance with the ethos and expectations of the school and that fosters towards a positive learning environment.
- Regulating the conduct of students and admonishing poor behaviour with the appropriate sanctions.

## TEACHING STAFF

The Head delegates responsibility for the implementation of behaviour policy to be shared with all staff. Staff are therefore also expected to encourage good behaviour amongst students, respect for each other and to apply all rewards and sanctions reasonably and proportionately. It is the class teacher who has responsibility for the management of the behaviour of the students who they teach. The promotion of student Conduct is also enhanced by the teaching of appropriate programmes of study, which contain well planned, interesting, and demanding lessons, in addition to the use of an appropriate range of teaching methods which are inclusive of the needs of all students.

Successful behaviour management relies on the willingness of the whole staff to support a consistent approach in dealing with incidents as and when they occur. The following are guidelines, which are recommended:

- Establish rules and specific directions which clearly define the limits of acceptable and unacceptable student behaviour in your classroom
- Teach students to consistently follow these rules and directions and to choose to always behave responsibly when they are in the classroom
- Provide students with consistent, positive encouragement and recognition when they behave. Young people value positive words of encouragement andpraise, even if they do not always show it
- Adopt a positive, assertive manner when responding to students
- Students trust and respect the calm, consistent and caring presence of an assertive teacher
- They know that the teacher has set limits and that he or she will follow through appropriately whenever a student chooses not to behave. There is no confusion, no second guessing, no hostility or anger.

Class teachers deal with most incidents of behaviour. The class teacher should manage behaviour issues such as:

- Uniform issues
- Lack of equipment
- Low level disruption
- Poor work rate
- Graffiti
- Damage to the classroom environment
- Lateness
- Chewing, eating
- Mobile phones
- Inappropriate behaviour
- Non-attendance to lessons

## STUDENTS

The College rules have been designed to make the College a safe and happy working community, and to direct each individual student towards making their own contribution to this goal. The College expects all students to actively respect the high standards the College sets given the importance that such standards have in allowing all students to form good habits which will benefit them throughout their school, working and adult life. High expectations are brought to the attention of parents and

students on an annual basis through letters and assemblies and headmaster's newsletters. Our expectations are developed from these key principles:

- The College is a Catholic Salesian community which all are part of and have a duty to care for in our identity as community as a home, playground, Church, and school.
- Students must treat each other, visitors, and staff at all times with courtesy and respect. Teachers at the College are dedicated public servants. They will always show students' respect. We as a college expect the same to be returned.
- Students must also respect the property of the school and that of other students.
- Students should be punctual to lessons arrive fully equipped and correctly dressed
- Bullying of any kind will not be tolerated, nor will the harassment or attempted intimidation of any member of staff.
- This is a Catholic community, and students must therefore show respect for the prayer life and religious worship of our school community.
- Students must never bring false witness against another student or member of staff.
- Students have a right to learn, and therefore disruptive behaviour in lessons cannot be tolerated.
- Home study is designed to enable all students to achieve their potential. Work that is set must therefore be completed correctly and handed in on time.

## COLLEGE REWARDS AND SANCTIONS

The Conduct policy and procedures are supported by a wide range of rewards and sanctions. The aim is to promote positive behaviours and to demonstrate that misbehaviour is not acceptable. **Appendices A1 an A2** provide an outline of suggested levels of rewards and sanctions used in the College.

## PRINCIPLES TO SUPPORT STUDENT BEHAVIOUR AND FOSTER GOOD COMMUNITY: THE 3C'S

The College uses the 3 C's system to augment its existing procedures to promote positive attitudes to life and learning. The aim of this strategy is to allow students to reflect on their own behaviour, foster positive relationships and elicit opportunities to contribute positively to the life of our community. It is also designed to support the student and to ensure that good relationships are purposefully developed and encouraged among students and between the teacher and the student. This system also promotes and encourages confident and reflective learners who can understand the responsibility that comes with making choices and so prepares them for life beyond the classroom.

**C1** - Students will be given a **chance** to reflect on their responsibility as a learner and to contribute to the expectations of the community
**C2** - The teacher will remind the student in their dialogue of the importance that **choice** plays as a member of our community
**C3** – The teacher will support the student in better understanding the **consequences** and next steps of the choices they make

## RECORDING OF REWARDS AND SANCTIONS

It is expected that all members of staff record positive and negative behavioural issues using iSams. This will allow teachers, HODs, HOYs and SLT to regularly ensure that all students are being supported, rewarded, and challenged, as necessary. Parents can log on to the parent portal to review all marks which allows them to engage quickly with up to minute information regarding their children. The system will be used to:

- Record positive and negative student behaviour
- Record student attendance
- Provide a tracking report system to monitor student's progress
- Provide a gateway to inform parents of their child's progress

## SPECIFIC COLLEGE REWARDS

Good behaviour emanates from a positive attitude and a willingness to contribute to College life. Therefore, a student's **A**ttitude**, B**ehaviour and **C**ontribution can impact on outcomes and in the College every student follows our 3C's approach to life and learning. Positive action is valued and actively encouraged, and we hold an assembly each week during which achievement can be celebrated. Apart from verbal or written comments on work planners the following reward system are in place.

**Academic Merit Marks**

Level 1 Work showing commendable effort/attainment for that student
Level 2 Work showing a high level of effort/attainment for that student
Level 3 Work showing a very high standard of effort & attainment for that student
Level 4/5 Reserved for project type assignments / multiple weeks work

**Activity Marks**

Level 1 Lunchtime practice, rehearsal or club
Level 2 After College practice, rehearsal or club
Level 3 Representing & Performing for the College / weekend practice or rehearsal

Certificates are presented for outstanding performance when required and Reward Trips will be organised regularly.

**Salesian Ethos Marks**

These are marks which recognise the importance of putting Salesian principles into action. As members of the global congregation of the Salesians of Don Bosco (SDB) we are keen to be able to recognise and celebrate students' putting our ethos into action. Simply put, we want students to, **S**ay it, and Do it, and **B**e it! To assist in this ambition the following marks will apply:

1 ***Minor Contribution*** e.g., students offering to help in class, performing a directed task well, exemplary manners, kindness to others
2 ***Valued Contribution*** e.g., students going out of their way to help others within school, helping to run charity events, volunteering, etc.

3 ***Significant Contribution*** e.g., students going out of their way to help others within school and the wider community, leading charity events, role model for others

These marks serve as a record throughout a students' time with us and will be referenced when making decisions on positions of responsibility and scholarships.

**Sanctions**

Outstanding behaviour is the standard expected at Salesian College. However, when students do not respond in a positive manner to such procedures, sanctions may be necessary. When sanctions are necessary, they will always be imposed in such a way that the dignity of the individual is respected. Good behaviour emanates from a positive attitude and a willingness to contribute to college life. Therefore, a student's **A**ttitude**, B**ehaviour and **C**ontribution can impact on outcomes and in our College every student follows our 3C's approach to life and learning. It is also a structure used by classroom teachers to promote good behaviour or when necessary, manage poor classroom behaviour. **Appendix B** refers to procedures for staff on how to manage escalating poor behaviour.

**Specific College Sanctions**

If a student exhibits negative behaviour then a variety of sanctions are available. When incidents can escalate because of repetition of the same patterns of poor behaviour or because of the student's refusal to reflect on their actions, there should be a staged referral process through the structures of the College. As far as is practicable, the member of staff initially experiencing the difficult behaviour should remain involved, so that they remain part of the resolution of the incident. Parental involvement is a key part to ensuring that we work together to help support students in their learning.

The sanction appropriate for poor behaviour may include detention. The College supports this important strategy and will implement detention as a sanction dependent on the nature of the behaviour involved. These detentions may be during the College Day, after the College or on a Saturday morning. **Appendix C** Detentions Flowchart outlines this staged procedure

**Conduct Mark**

This is to record instances of misbehaviour. A full description of the event, with response / sanction / restorative action will be given through an email which is sent to the student, Form Tutor, and HOY. Parents should ask their child to show them this email for clarification. The teacher is expected to apply a sanction to each conduct mark given.

**Homework Mark**

This is to record incomplete, late, or missing homework and notifies parties concerned and is logged on the College system using iSams. There are academic and pastoral benefits to recording and monitoring these marks.

**Uniform and Organisation Marks**

These are to be recorded on iSams and will cover all infractions outside of the conduct mark and may be thought of as a student not being 'ready to learn'. These cover punctuality, uniform, equipment, iPad misuse etc. An email with a brief written description will be sent to the student & Form tutor.

**Exclusion from school**

In serious cases of misconduct, the sanction of fixed term exclusion or permanent exclusion may be appropriate. In all cases sanctions are imposed in a just, reasonable and proportionate manner that will reflect and acknowledge the gravity of the misbehaviour, the College's stated policy as described in the College's Rules and Procedures and the nature of the student with reference to: - previous record; age; level of maturity; religious requirements; special educational needs and any related disability as defined by the Disability Discrimination Act which may be relevant to the case. Refer to **Appendix D** on further detail about the College view on exclusion from school.

**Police Involvement**

Salesian College has a strong and established link with the local Constabulary. If an act of misbehaviour seems likely to constitute a violation of the criminal law, the headmaster may decide on the evidence available to him to involve the police. When reviewing/investigating matters of concerns the College and law enforcement authorities such as the courts may make decisions based on how to act to tackle such matters on somewhat different criteria. ***It must be noted that school and police action are independent of each other***

**Searching of Students**

The College will, if required, search and/or confiscate the property of a student if it deems it necessary.

Members of staff must decide in each case what constitutes reasonable grounds for suspicion. For example, they may have heard other students talking about the item or notice a student behaving in a suspicious manner. The school can rely on CCTV footage to help reach their decision. These powers apply regardless of whether any prohibited item is found on the student.

**With Consent**

College staff can search students with their consent for any item. The consent does not have to be in writing. If a member of staff suspects that a student has a prohibited item and the student refuses to agree to be searched then the school can punish the student in accordance with their school policy.

**Without Consent**
The headmaster or a member of staff authorised by the headmaster can carry out the search for prohibited items where there are reasonable grounds for suspecting that a student is in possession of a prohibited item. Searches without consent can only be carried out on the school premises or, if elsewhere, where the member of staff has lawful control of the student e.g. on school trips in England or in training settings.

The member of staff must be the same sex as the student and another member of staff should act as a witness. However, a search can be carried out by a member of staff who is of the opposite sex to the student and without a witness where the staff member reasonably believes that there is a risk of serious harm to a person if such a search is not carried out immediately and it is not reasonably practicable to call another member of staff. In such cases, staff should take into account the increased expectation of privacy for older students.

## PASTORAL ROLES TO SUPPORT POSITIVE ATTITUDE, BEHAVIOUR AND CONTRIBUTION

The Pastoral system allows the College to monitor the progress of the behaviour of students. The form tutor will monitor their tutees behaviour daily, and they will be the first point of contact for parents on pastoral matters. Heads of Year will support the form tutors and will monitor student progress regularly contacting parents when necessary. The College Code of Conduct, found in Appendix E and the student planner is a means to inform and guide students on the expectations the College has for their behaviour. The Deputy Head meets with each Head of Year on a regular basis to discuss the pastoral care and behaviour of all students. Specific roles are shown below but **Appendix F** offers a more specific summary of the role and purpose of staff and students at Salesian College.

**Role of the Tutor**

- To discuss on going behaviour issues with the whole class during form periods
- To monitor the behaviour of their tutees on a regular basis using iSams and deal with individual issues as they arise
- To liaise with the Head of Year on an ongoing basis to discuss the behaviour of their tutees

**Role of Head of Year**

- To support the work of the form tutor
- To liaise with parents and meet when required (including written and verbal communication)
- To raise issues of Conduct and behaviour on a regular basis during year group assemblies
- To review outstanding issues at pastoral team meetings
- To supervise, when appropriate, after College detentions
- To meet with SLT and to report, record and review student progress

**Role of the Deputy Head**

- To support staff in ensuring the highest possible standards of behaviour and participation
- To meet with parents as required
- To recommend appropriate exclusion sanctions
- To report to the Headmaster and Governors on pastoral issues
- To review College policy and amend accordingly

**Role of the Headmaster**

- To confirm and issue external exclusions

**Role of Governors**

- To convene Governor appeal panels
- To arbitrate on final decisions regarding exclusions from college

**Further Support Systems**

In addition, the College has developed a wide range of pastoral/academic initiatives to support students regarding their behaviour and achievement. These include: -

- Action and advice by Heads of Year, Form tutors and Senior Teachers.
- Student Mentors/Counsellor.

- Special Educational Needs Support.

As a college we recognise the importance of establishing a constructive and mutually supportive relationship with parents. We therefore aim to establish clear communications between home and college when behavioural concerns arise. Through meetings and other forms of communication the school seeks to employ the resources at our disposal to resolve such issues. In the main, such communication will be via our Heads of Year and Senior Leadership team.

Through Student Voice we will also seek to provide students with the opportunity to express their views regarding the College's Conduct, rewards, and anti-bullying policies. In addition, the College will also consult all staff, parents, and students about the College's policy on behaviour and Conduct.

**Equal Opportunities**

All rewards and sanctions will be applied fairly and consistently and will ensure that no student is treated less favourably for reason of gender, race, religious belief, sexual orientation, or a disability as defined by the Disability Discrimination Act. The College Disability and Equality Policy (5.19.1) sets out the school commitment to equal access and equal opportunity to participate in school life

**Quality Assurance**

This policy will be reviewed annually as part of the ongoing self-evaluation strategy of the College. In addition, the Pastoral team will review the effects the policy has on student development, the SENDco will monitor the effects on targeted students and the Assistant Heads will canvass student and staff opinion of the efficacy of the policy on a regular basis.

**Outside College**

When travelling on foot or by public transport to and from college, students are reminded that they are part of a Christian community and are expected to be courteous and considerate to other members of the public. Students can also be Conductd in certain circumstances when the misbehaviour occurs outside of college such as on trips, travelling on college buses and representing the College in fixtures.

**Educational Visits**

The same Code of Conduct required in college is expected of students taking part in day visits off site and on residential experiences.

**The College Environment**

Students are encouraged to look after and seek new ways to improve the College environment. Students should respect all personal property, their lockers, College property and the environs of the College, both indoors and outdoors. Any wilful damage will result in the students being made to contribute towards the costs of restoration.

**Communication of the Policy**

The College is committed to reviewing and where necessary to renewing the policy regularly and to listening to the important voices of the people who make up or community, our students, our staff, our Governors, and our parents. We will communicate the policy accordingly via

- The School Council
- In planners to remind students of the importance of good order
- At regular points in the College year when the whole college community is gathered (Assemblies)
- On the website within the policies section
- At regular times of the year via the school newsletters
- Following conversation with student voice
- Following engagement with staff voice and regular reminder and updates on staff CPD events such as insets and staff meetings
- Around the site, especially in classroom with posters denoting reminders of the policy
- During regular SLT Meetings
- During regular Governor meetings

Further details of sanctions are available in the Rewards and Sanctions Policy Section 5.13 Policy Control

## APPENDIX A1: SUMMARY OF THE STAGES OF COLLEGE REWARDS

Staff are advised to continue to support the boys to develop as Ambassadors of **Loving Kindness** and to celebrate the achievements of members of our community

| **Subject/Tutor Level** | |
|---|---|
| **Stage** | **Reward** |
| 1 | • Verbal Praise<br>• Merit Marks<br>• Comment in book or planner<br>• Sweet Treat |
| **Pastoral Lead Level** | |
| 2 | • Postcards Home<br>• Subject or Pastoral Certificates<br>• Phone Call Home (Tutor) |
| **SLT Level** | |
| 3 | • School Assembly Certificate<br>• Celebration at Assembly<br>• SLT Award |
| **Headmaster Level** | |
| 4 | • Leadership Award<br>• Prize Night<br>• Headmaster lunch/breakfast<br>• Rewards Trip |

## APPENDIX A2: SUMMARY OF THE STAGES OF COLLEGE SANCTIONS

Staff are advised to be professionally judicious in the application of these procedures and the school reserves the right to escalate through the stages dependent on the severity of the issues being addressed

| Subject/Tutor Level | |
|---|---|
| **Stage** | **Sanction** |
| 1 | • Verbal warning<br>• Conduct marks<br>• Break time detention with teacher / tutor<br>• Lunchtime detention with teacher / tutor<br>• Contact Home - teacher / tutor |
| **Pastoral Lead Level** | |
| 2 | • After School Tues/Thurs detentions<br>• Parent meeting<br>• Monitoring Report |
| **SLT Level (Deputy Head)** | |
| 3 | • Internal Exclusion<br>• Re-integration Meeting<br>• SLT Report<br>• Saturday Morning Detention |
| **Headmaster Level** | |
| 4 | • Governor Behaviour Panel<br>• Governor Report<br>• Fixed Term Exclusion<br>• Governor Appeal (Monitor and Oversee) |

## APPENDIX B: STAFF PROCEDURE ON HANDLING ESCALATING POOR BEHAVIOUR

| CHANCE | CHOICE | CONSEQUENCE |
|---|---|---|
| A chance to change your attitude | A reminder of how **your own** actions will determine school actions | The action taken in order to improve |
| The whole class are reminded of high expectations from staff | | |
| Individual verbal warning given and chance to amend behaviour | | |
| Final warning given on classroom choices | | |
| | Student can be sent out of the room to reflect on choices made | Student can return if they commit to improve |
| | Student returns and behaviour improves | Conduct mark (and teacher sanction) on iSams to reflect earlier poor choices |
| | Student returns but behaviour does not improve | Student removed from the lesson to go to HOD or SLT<br>Subject teacher sets break time detention to discuss expectations and to catch up on missed work<br>Contact parents by email / phone call & or form tutor<br>Lunchtime detention set within the Department depending on the severity of the incident or if behaviour has not improved |

## APPENDIX C: DETENTION FLOW CHART - GUIDELINES FOR STAFF

### Initial Detention (10 Minutes)

A brief detention awarded by staff following an unacceptable incident in the classroom. This detention will usually be supervised by the awarding teacher or within the Department (or the form tutor if it is a pastoral matter) and usually set at break time.

### Tuesday Lunch time Detention (up to 30 minutes)

Given for an escalation of unacceptable behaviour. Supervised by the awarding teacher, the Department or the Pastoral team if it is a pastoral matter. This detention should be issued for an accumulation of Conduct Marks. (3 Conduct Marks should lead to a Tuesday lunchtime Detention. This detention will be set by the HOY).

### Thursday After school Detention (up to 60 minutes)

Usually awarded in cases of a specific incident of serious poor behaviour, the escalation of unacceptable behaviour, an accumulation of lunch time detentions or an accumulation of Conduct Marks (6 Conduct Marks should lead to a Thursday Detention. This detention will be set by the HOY). Staff will supervise this on a rota basis

### Saturday Morning Detentions (2 hours)

These monthly detentions will involve students participating in some type of community service and are at the discretion of the Deputy Head. This detention will be set based on the severity of the incident or due to the accumulation of 9 Conduct Marks.

## APPENDIX D: A NOTE ON EXCLUSION FROM COLLEGE

**Internal Exclusion**

This type of inclusion emphasises the fact that there has been a serious breach of the College rules. However, it may be used where it is the students first offence or to prevent a longer term or permanent exclusion. Parents are sent written confirmation for the Internal Exclusion. An Internal Exclusion is defined as a students' removal from the normal working day and the supervised working in isolation from others.

**External Exclusion**

Only the Headmaster can exclude a student from college. If the Headmaster is absent from school, the acting Head or most senior teacher also has the (delegated) power to exclude. They will then make it clear that they are acting in the Head's absence. If necessary, the person acting will exclude for a briefer fixed term period, which the Head could extend or make permanent.

A decision to exclude a student will be taken:

- In response to serious breaches of the College's Behaviour and Conduct Policy
- Once a range of alternative strategies have been tried and have failed.
- If allowing the student to remain at college would seriously harm the education or welfare of the student or other students.

**Other examples for which students may be excluded**

- Smoking cigarettes/using vapes in the College premises and/or whilst under the College's jurisdiction. Possession, use, handling or association of (with) any banned drugs (this includes before and after college also).
- Persistent refusal to comply with the College uniform code
- Persistent disrespect shown to teaching and support staff
- Continued and persistent breaking of college rules.
- Continued and persistent low-level disruption.
- Bullying
- Misogyny
- Trans/Homophobia
- Racist abuse.
- Failure to comply with the demands of any student support plan or REVIEW plan
- Theft
- Deliberate vandalism of college property
- Inappropriate online activity such as sextortion

**<u>This list is not exhaustive, and acts regarded as leading to exclusion will be determined by the Governing Body</u>**

**Fixed Term External Exclusion (up to 45 days in one academic year)**

For serious situations, when it is thought appropriate to remove the student from college. Parents will be informed immediately and an interview arranged as soon as possible. Such exclusions will follow statutory guidance as laid out by the Department for Education.

**Permanent Exclusion**

Permanent exclusion is a most serious sanction that will be only taken in response to serious (a one-off incident) or persistent breaches of the College's Behaviour Policy, persistent and defiant misbehaviour including bullying and harassment of others in the College Community. The Headmaster will consider all the relevant facts and evidence to support the allegations made. A fixed term exclusion may be made in the first instance to give the headmaster time to investigate the case fully. He will then decide whether to extend the fixed term exclusion or make it permanent.

There are however exceptional circumstances where in the Headmaster's judgement it might be appropriate to exclude permanently a student for a first one-off offence. These may include:

- Where there has been serious actual or threatened violence against another student or member of staff.
- Sexual misconduct or assault
- Supplying, possession, handling, use of an illegal drug, medicines or solvents.
- Carrying an offensive weapon, or the use of any implement as an offensive weapon.
- Making a malicious and false allegation against a member of staff.

N.B. There may be other 'one off' offences which in the judgement of the headmaster warrants permanent exclusion.

## APPENDIX E COLLEGE RULES AND CODE OF CONDUCT

At Salesian College, the friendliness and mutual respect that exist between staff and students provide an ethos conducive to good order, scholarship and confidence. You are therefore encouraged to develop a strong sense of responsibility and a caring attitude towards one another and the community at large.

### After College Supervised Study in Library

A period of supervised study is available to all students in the College Library. This takes place every evening between 3.50pm and 5.00pm. All students are encouraged to take advantage of this facility. Please ensure you sign in and out when you attend.

### Attendance

If you are absent from college your parents should email office@salesiancollege.com or phone the College Office by 9.15am, followed by an email confirmation (by 9.15am) on every day of their absence. Any pre-arranged appointments or events should also be emailed in advance. Holidays should not normally be taken during term-time. Any requests for absence during term-time should be addressed to the headmaster in good time.

### Signing Out

If you need to leave the College, (to go to a doctor or a dentist, for example) you must have permission and you must sign out. To get permission, you must bring a letter from home for your Form Tutor. If you are leaving during a lesson, show the letter to your teacher before the lesson starts. Before you leave the College premises you must sign the signing-out book in Reception. On your return, please remember to sign back in.

### Punctuality

Always make sure that you are punctual for registration and for lessons. If you arrive late for college, you must report immediately to Reception and make sure that you are marked present.

### Valuables

You must not leave money or valuables in classrooms or changing rooms. Do not bring expensive items or large amounts of money to college. Lockers are available to all students and should be used to safeguard private property.

### Fire

In the event of fire, you must remain calm and carry out the procedure that you have practised during fire drills. If the fire bell sounds, leave your bags and books, close the doors behind you and follow the exit arrows. You must evacuate the buildings **in silence.** Once outside, line up with your form group in alphabetical order and wait for your Form Tutor to register you.

### Mobile Phones

Years 7-11 students are allowed to bring mobile phones to college on the understanding that the safety and responsibility for the mobile phone is entirely at their own risk and that the College cannot

be held liable for any damage or theft. Years 7-11 students are not permitted to use mobile phones at any time during the school day, including breaks and lunchtimes. Any student who needs to use a telephone in an emergency should follow long-standing procedure and should go to the College office where the office staff will assist him in making the call. Mobile phones may be taken on the college day or residential visits with the permission of the Party Leader. Misuse of mobile phones will result in confiscation and retention by the College

**Lost Property**

If you find something that someone has lost, please hand it in immediately to Reception. PE kit should be handed to a member of the PE Department. If you cannot find your lost property, tell your Form Tutor. In order to avoid losing valuable kit and clothing, it is in your interest to ensure that your name is clearly marked on all items.

**Supervision Before and After the College Day**

Would parents please note that the College opens at 08.10am. Students should not arrive before that time. If students do arrive before, please be aware that no arrangements for staff supervision are in place and the College will not be responsible for them. Unless taking part in after school activities (which are supervised by members of staff) students should leave the College promptly after college finishes at 3.50pm.

There are no arrangements (apart from Library which close at 5.00pm), for supervision after the stated finishing times of supervised after college activities; the College will not be responsible for students after this time. Any student having difficulties in getting home should report to Reception before 4.30pm.

**Uniform**

Full College uniform must be worn at all times. If there is any reason why this is temporarily not possible, notification in writing is required. Hairstyles must be in accordance with the standards laid down by the College authorities. Any extreme of style – too long or too short – are not permitted, nor is dyed or bleached hair. Approved footwear must be worn at all times

**Protective Equipment**

All students should wear mouth guards for Rugby and Hockey lessons, and shin-pads for Football and Hockey lessons. Please ensure that all PE kit, including footwear, is marked with the owner's name.

**Food and Drink**

During recreation times, food should be eaten in the designated areas. Drinks should not be carried around the College. You should not eat or drink in classrooms or corridors at any time. **Chewing gum is strictly forbidden in College.** Please make sure that all litter is put in a bin. In addition Salesian College is a nut free school. Look after your College – inside and out.

**College teams – extra-curricular activities**

The College places great emphasis on the involvement of students in extra-curricular activities, both sporting and non-sporting. Without serious reason, recognised as such by the College, students must make themselves available when selected to represent the College. If there is a good reason for not

being available, please ensure that a letter is sent to the P.E staff in good time, requesting to be excused.

Students involved in other extra-curricular activities (non-sporting) such as Music and Drama must attend all necessary rehearsals. For all of these activities it is essential that students check the notice boards regularly to ensure that all relevant information is noted and passed on to their parents. The permission of the headmaster is required for authorisation to be excused. Students are expected to travel to and from the College in full school uniform at all times. Students must inform their parents if they are staying late for an activity and ensure that they know the correct pick-up point (Sports Fields, College, etc.) and time. If there is a difficulty, students should report to a member of staff or Reception.

**College Lunches**

The College operates a cafeteria system for lunches, which is a compulsory element of Salesian life for all students joining the College.

**Equipment**

We expect every student to have the following basic items of equipment: iPad, a pen, pencil, ruler and rubber for every lesson. Some subjects, e.g., Mathematics, may require other specialist equipment such as a geometry set and calculator. You should also have a bag to carry your books and a separate bag for sports kit when required. Textbooks and certain specialist equipment are issued on loan. If you lose or wilfully damage any College property, you will be expected to pay for a replacement. Look after your property carefully, especially your iPad which should be carefully stored in your bag between lessons.

**Medical Arrangements**

If you feel unwell during the day, you should report to the Medical Room. If you are not well enough to remain in college, or you need hospital treatment, your parents will be contacted. Please ensure that the College has up-to-date contact numbers, both at home and at work. You may not phone home or leave the College without prior permission from the Headmaster or Deputy Headteachers. You may not carry pills or tablets in college. If you need to take medicine during the College Day, this should be left with the Secretary in Reception for safe keeping in the Medical Room along with a note giving permission for the medication to be taken. Epipen carriers should ensure that the College has one Epipen (left with Reception) and that the student carries another with them during each day in college.

**Use of the Internet**

Students must not use the internet whether in college (on their iPad) or outside of college in a manner which may or does cause harm or distress to others or brings or is likely to bring the College into disrepute. This includes (but is not limited to) the posting of comments or photographs which are offensive, obscene, abusive, defamatory or bullying and which relate to other students, members of staff or others. Any such behaviour will be regarded a breach of College Rules and not the standard of behaviour expected of students at the College. Disciplinary sanctions will be applied. **In the case of serious breaches, students may be excluded for a fixed term and in the most serious cases excluded permanently.** Improper use of the VLE, including subject forums and actions which contravene the College internet and iPad policies may also result in sanctions being taken by the College.

**Smart Watches**

We will treat these devices in the same way that we treat mobile phones in college. These devices must be placed into a 'do not disturb' mode and must only be used for time keeping purposes during the College Day. If other applications are used in the classroom or around the school during the College Day, then the device will be confiscated by a member of staff and may not be returned for a 24 hour period in the first instance.

It is worth noting that the JCQ regulations for the conduct public examinations (i.e. GCSE and A levels) prohibit these devices from being brought into the examination hall in the same way as a mobile phone.

**Transport and College Coaches**

Seven coaches transport many students to and from college every day. For more information about our coach routes, please contact the Bursar's Office on 01252 545035. Three College minibuses collect students from Farnborough Main Station between 08.10 – 08.25am every morning. Students waiting for coaches at the end of the day must wait inside the gates, on the designated pavement area, where they are supervised by members of staff until the arrival of the coach. Students are expected to behave with courtesy towards the public, both while waiting for transport and while travelling. Students should be aware of their named route and must not travel on alternative routes without the express permission of the coach organiser.

**Behaviour Travelling to and from college**

Behaviour on the College coaches and on public transport should be of the highest standard. The College authorities will deal seriously with any poor or reckless conduct displayed by students in their journey to or from the College.

**Beginning of College Day**

Parents are reminded that for Health and Safety reasons they must not drive onto the College site to drop off between 08.00 – 09.00am. Parents are respectfully requested not to park in Hermitage Close (a small cul de sac next to the College), and to park responsibly i.e. not on the zig zag lines which are there for the students safety or to block our neighbours access to their houses. Would parents please note that the College opens at 08.10am. Students should not arrive before that time. If students do arrive before then, no arrangements for staff supervision are in place and the College is not responsible for them.

**End of College Day**

Students walking home must leave by the small gate in front of the College. Parents collecting students after school are asked not to come on to the premises until after 4.00pm when all coaches have left the premises. Students cycling should leave by the other main exit. If a student misses their coach or lift home, they must report to Reception, and their parents will be contacted.

**Seatbelts on Minibuses and Coaches**

The College owns five minibuses, all of which are fitted with seatbelts for the driver and all passengers. Students are reminded that it is now a legal requirement for seatbelts to be worn whenever they are travelling in a coach or minibus.

**Cycling to College**

Students riding bicycles to the College are reminded that it is illegal to ride a defective bicycle. Students may not cycle in the College grounds. There is a bicycle base for use by all students bringing bicycles to the College. Students should ensure that their bicycles are fitted with good strong locks and have lights as required. Students cycling to the College are expected to obey all the rules of the road and must cross the road at specially designated places such as pedestrian crossings. All cyclists should also observe the usual safety and cycle path instructions and restrictions on their journeys to and from college. **All cyclists travelling by bicycle must wear a safety helmet**.

**College Closure**

Typically, this will be due to adverse weather. Met Office weather warnings may allow for some advanced notice, but previous experiences of closure have generally involved early morning decisions on the day.

1. The Headmaster and Deputy Headmaster make the decision having checked with coach companies etc. and confirm this with AM by 0630 hrs.

2. The Senior Deputy Headmaster contacts the Marketing Manager to publish the following statement on the college website and social media as soon after 0630 hrs as possible:

*'Salesian College will be closed today (insert date) due to the adverse weather conditions. Lessons will be delivered as far as possible using Microsoft Teams following the existing timetable for today. Further updates regarding closure will be posted later today.'*

3. The Senior Deputy Headmaster sends message to all parents via ISAMS Messenger and emails all staff by, or soon after, 0630 hrs.

4. The Bursar confirms arrangements for access to college site etc.

5. Update to be posted on website etc. later on the first day of closure to advise about the situation for the following day and any specific details e.g. postponed events/visits etc. (The Assistant Headteacher to inform the Headmaster, Senior Deputy Headmaster and Deputy Headmaster as required).

**Remote Teaching and Learning**

The expectation is that, during unplanned College Closure, work will be set and lessons can continue remotely via Microsoft Teams as stated in the message posted on the day of closure. Whilst this may be a workable solution in many cases, individual circumstances might mean that teachers (or students) cannot engage with a 'live' Teams lesson. The best source of information is the College website where announcements will be posted as soon as a decision is taken to close the College. Details of any work set for students during such closures will also be posted on the website.

**Health and Safety**

We all have a responsibility toward those around us and ourselves to ensure that we remain safe in and out of the College environment. If you see anything, which could be a danger to other people, report it immediately to a member of staff. Most people are trustworthy and honest, but sadly some are not. If you see a stranger around the College who looks suspicious – tell a member of staff. All visitors to the College must sign in at Reception and should be wearing an identity badge. Do not speak to strangers on the way to and from college and do not accept lifts from people you do not know.

**Incidents off College premises**

The College will take steps to see that any bullying or any other unacceptable behaviour that occurs outside the College does not spill over into the College and will also take steps to ensure that behaviour outside the College does not harm the good name and reputation of the College or members of the College community. Students are expected to observe the College code of conduct on journeys to and from the College and during college trips and activities.

## APPENDIX F: BUILDING A LEARNING COMMUNITY AT SALESIAN COLLEGE

At Salesian College we believe more in ***conversation*** than ***confrontation***. When dealing with issues of poor Conduct and behaviour, such a conversation is a dialogue, not a monologue. It involves the energy, commitment and participation of staff and student. When engaging with each other let us remember:

| STAFF<br>Come to Salesian to.... | STUDENTS<br>Come to Salesian to.... |
|---|---|
| **T**ry to help students achieve | **L**earn from the teacher |
| **E**nsure standards are high | **E**ngage in the lesson always |
| **A**llow students to flourish | **A**chieve all targets set |
| **C**are for the needs of all | **R**espond positively always |
| **H**elp all under their tutelage | **N**ever look to give up |

LINKS WITH OTHER POLICIES

- Anti-Bullying Policy
- Attendance Policy
- Child Protection and Safeguarding Policy
- Equal Opportunities Policy
- Exclusions Policy
- Substance Misuse Policy
- Use of AI Policy

| **POLICY CONTROL** | |
|---|---|
| *Author* | *Deputy Head* |
| *SLT Approved Date* | *January 2026* |
| *Governors Approved Date* | *February 2026* |
| *Review schedule* | *Triennial* |
| *Date of next review* | *January 2029* |