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# Bishop Challoner Catholic Federation of Schools

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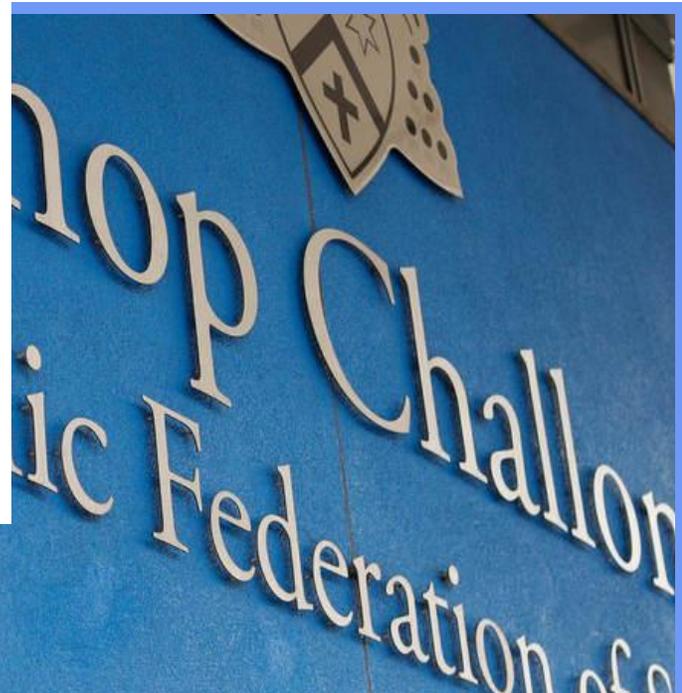
## School Rules

MARCH 2022

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Bishop Challoner Catholic  
Federation of Schools



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## Introduction

Every member of our school community is valued equally. Everyone is born in God's image and likeness and as such has a responsibility to be the best that they can be. We all work for the good of the school and treat each other with courtesy, respect, and dignity at all times in the promotion of positive relationships between all members of our school community.

At Bishop Challoner, we believe that:

- Teachers have the right to teach
- Students have the right to learn
- Everyone has the right to safety and respect
- Incidents of poor behaviour are tackled effectively and fairly
- Expectations of positive behaviour need to be shared with our students and stakeholders so that achievements can be celebrated and negative behaviour discouraged

Part of our mission at Bishop Challoner is to ensure our students leave us with the skills to be happy, responsible, and successful. We want our young people to grow in God's love so that when they leave the school they are equipped to cope and deal with the world and make it a better place. **Ultimately, we want our students to be the best that they can be.**

## Code of Conduct

To help us achieve this goal, the following is always expected of our students:

- To attend school regularly, and to be punctual to both school and lessons.
- Adhere to the school dress code.
- Always follow the school rules.
- Work to the best of their ability, complete homework on time and meet deadlines.
- Take responsibility for their own learning, organisation and discipline.
- Comply with the Acceptable Use Policy.
- Be honest, polite and exhibit good behaviour at all times.

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- Show respect for others, their possessions and the school environment including staff, visitors and peers.
  - Promote a positive image of the school
  - Raise any concerns or problems that they might have, with the school and parents quickly and in an appropriate manner.

## School Rules

Our school rules are designed to promote good behaviour, self-discipline and respect, and to ensure that all members of our community are able to be healthy, stay safe, enjoy and achieve and make a positive contribution to the life of the school. These rules apply to students' behaviour both inside and outside of school and have been designed in conjunction with the school Behaviour for Learning Policy.

All students within Bishop Challoner Catholic Federation of Schools have a responsibility to uphold the school rules whether in the classroom, in the corridors or in and around the school community.

**The following are the school rules we expect all staff and students to know and uphold:**

### Line-Up

1. Students will line-up in the playground at the start of the day, at the beginning of each lesson and at the end of the school day.
2. Students will line-up, in silence, on the lines painted in the playground, until their form tutor or class teacher is ready to escort them to their lesson.
3. All to walk in single file, in a calm and orderly fashion, to their lesson.

### Classroom Rules

4. Arrive punctually for every lesson, wearing the correct uniform and with the required equipment.
5. Coats or other outdoor clothing are not allowed to be worn in lessons.
6. Sit according to your teacher's seating plan.
7. Remain in your seat unless you have permission to move.

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8. Only one person will speak at a time.
  9. Listen to and follow instructions, the first time you are asked.
  10. Be polite and respectful to all members of staff and your classmates.
  11. Be determined to succeed: complete your class work and homework to the best of your ability.
  12. Treat the classroom, school resources and the general school facilities with respect.

*All students must behave in a way that is conducive to high standards of learning and achievement.*

## Corridor Rules

13. Classrooms, corridors and the playground must be kept tidy at all times. All litter must be placed in the bins provided.
14. Students must move around the school building quietly, calmly, and sensibly.
15. When on the corridor or stairs students must walk on the left-hand side.
16. Running, chasing, barging and shouting is not permitted.
17. Students must not loiter on the corridor.
18. Students are not permitted to use the toilets during lesson time unless they have a toilet pass (only issued for medical reasons) or in an emergency.
19. Students are not permitted to use mobile phones, headphones or any other electronic device at any time whilst on site. Doing so will result in the device being confiscated.
20. No hoods are to be worn in school (building or playground) at any time.
21. Woolly hats are not to be worn in the school building.
22. Graffiti and vandalism will not be tolerated.

## Lunchtime and Breaktime Rules

23. Students are not permitted inside the building during break time or lunchtime unless involved in a prearranged activity which is supervised by a member of staff.
24. All students are required to go out of the building and into the playground at break time and lunchtime.

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- 25.** There should be no congregating inside the toilets, which should be left in the way students would expect to find them.
  - 26.** Students are to enter the canteen at the appropriate times for their year groups and sit in their designated areas.
  - 27.** Food must be eaten in the canteen and not in the playground.
  - 28.** Ball games are only to be played in designated areas (basketball court or MUGA).
  - 29.** No running in the playground, unless playing sport in a designated area.
  - 30.** Vaping is not permitted.
  - 31.** Fighting is not permitted. Any student who engages in a fight can be permanently excluded.
  - 32.** The school defines a fight between two or more people and does not distinguish responsibility solely by the individual who threw the first punch or shove. There is collective responsibility for a joint action either party can walk away from.
  - 33.** “Play fighting” is not permitted and will be not accepted as an excuse for making physical contact with another student. The school views “play fighting” in the same way as fighting.
  - 34.** The throwing of water is not permitted.

*All students must exercise personal responsibility for their own safety and the safety of others*

## **The use of Electronic Devices**

- 35.** Mobile phones or other electronic devices are not permitted to be used by a student anywhere on the school site unless express permission has been granted by a member of staff.
- 36.** Electronic devices include:
  - Phones
  - Headphones
  - Ipads / tablets
  - Handheld gaming devices
  - Any other electronic device that can be used to listen to music or to game
- 37.** If a phone or electronic device is seen, regardless of the reason for the device being visible, it will be confiscated.

- 38.** Confiscated electronic devices will be returned:
- **If it is the first time the item has been confiscated in a half term:** at 3.30pm the **next** school day, and only once a Daily School Detention has been sat by the student. A parent/ guardian will be informed.
  - **If an item has been confiscated for the second time in a school term:** it will only **be returned to a parent** once they have meet with their child’s form tutor or Year Leader.
  - **Students bring personal items into school at their own risk.** The school is not responsible for loss or damage to personal and/ or confiscated items.
- 39.** If a student refuses to hand over an electronic device or other prohibited item, this will be escalated to a Year Leader or Senior Leader, and the student may be internally excluded or sent home on a suspension.

## Attendance

- 40.** Attendance at school is compulsory. Students must attend every day.
- 41.** Parents are to telephone the school before the start of the school day to advise of an absence and the likely duration of the absence.
- 42.** Persistent absenteeism will be referred to the school Attendance and Welfare Advisors (AWA’s). Please refer to Attendance and Punctuality Policy.
- 43.** Taking holidays during term time is not permitted.
- 44.** Students are responsible for catching up on any work they have missed due to absence.

## Punctuality

- 45.** Punctuality is essential. Students should arrive by 8.30am.
- 46.** Punctuality detentions are as follows:

<b>Once a week=</b>	<b>Form tutor detention (20 mins)</b>
<b>Twice in a week=</b>	<b>Daily School Detention (60 mins)</b>
<b>Three times in a week=</b>	<b>SLT sat detention (120 mins)</b>

- 47. Students may not leave the premises during the school day without obtaining permission from their Year Leader. A written request or evidence of appointment must be submitted. Permission will only be granted in exceptional circumstances (e.g. a medical appointment).
- 48. If a student is to leave a lesson for whatever reason, they must be issued a Student Exit Pass by their classroom teacher. This will need to be presented to a member of staff if stopped on the corridor. Any student on the corridor without an exit pass will be considered to be truanting.
- 49. Any student who is more than 7 minutes late to a lesson will be considered to be truanting.

## Truancy

- 50. Truancy is when a student misses school or a lesson without consent from their parents or a teacher.
- 51. If a student is found on the corridor without an exit pass they will be considered to be truanting.
- 52. A student will also be considered to be truanting if they do not arrive at their lesson, when present in school, without good reason.
- 53. If a student is found to be truanting, they will be issued an automatic daily school detention **AND** a 1-hour Saturday detention.

## Appearance

- 54. All students MUST wear the correct uniform when travelling to and from school.

Boys	Girls
<p><b>Compulsory:</b></p> <ul style="list-style-type: none"> <li>➤ Bishop Challoner Boys Blazer with badge (Green)</li> <li>➤ Shirt in colour matching year group</li> <li>➤ Bishop Challoner Tie (Green with Bishop Challoner badge – badge must be worn below the knot)</li> <li>➤ Plain black trousers (no jeans or similar) – which must be worn at waist height</li> <li>➤ Plain black school shoes - no trainers</li> </ul>	<p><b>Compulsory:</b></p> <ul style="list-style-type: none"> <li>➤ Bishop Challoner Girls Blazer with badge (Navy Blue)</li> <li>➤ Shirt in colour matching year group</li> <li>➤ Plain Navy Blue pleated uniform skirt – which must be worn no higher than two inches above the knee – no more <b>OR</b> plain navy blue trousers</li> <li>➤ Plain black school shoes - no trainers and no designer brands – (Kickers allowed)</li> </ul>

<p>and no designer brands – (Kickers allowed)</p> <ul style="list-style-type: none"> <li>➤ Plain black socks</li> </ul> <p><b>Optional Uniform Items:</b></p> <ul style="list-style-type: none"> <li>➤ Plain bottle green V neck jumper (this is the only item allowed to be worn beneath the blazer in colder weather – no hoodies are permitted).</li> <li>➤ Plain dark coloured coat or anorak - may be worn over the blazer in colder weather.</li> <li>➤ A plain, dark coloured woolly hat can be worn in the winter months. This should not have large logos or branding.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Plain Navy Blue or black socks – worn at knee height. / Black tights</li> </ul> <p><b>Optional uniform items:</b></p> <ul style="list-style-type: none"> <li>➤ Plain Navy Blue V neck jumper (this is the only item allowed to be worn beneath the blazer in colder weather – no hoodies are permitted).</li> <li>➤ Plain dark coloured coat or anorak – may be worn over the blazer in colder weather.</li> <li>➤ Hair bands must be simple and Black or Navy Blue</li> <li>➤ A plain, dark coloured woolly hat can be worn in the winter months. This should not have large logos or branding.</li> </ul>
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- 55.** Any student found to be in breach of the school uniform policy may receive an immediate sanction (see sanctions and consequences section of the Behaviour for Learning Policy).
- 56.** Prohibited items of clothing will be confiscated and returned:
- **If it is the first time the item has been confiscated in a half term:** at 3.30pm the **next** school day, and only once a Daily School Detention has been sat by the student. A parent/ guardian will be informed.
  - **If an item has been confiscated for the second time in a school term:** it will only be returned to a parent once they have meet with their child’s form tutor or Year Leader.
  - **Students bring personal items into school at their own risk.** The school is not responsible for loss or damage to personal and/ or confiscated items.
- 57.** Any breach of the school uniform policy that cannot be immediately rectified may result in the following action being taken:
- Sent home to address the issue
  - Placed in the School Reengagement Room until the issue can be resolved.
- 58.** Any student who attends school with a prohibited piercing, haircut, shaving or hair colour will be placed in the Reengagement Room or suspended to go home until the issue can be rectified (haircut/ shaving/ hair colour has grown out, earrings can be removed).

**59.** The following are strictly forbidden in school:

- Hooded tops
- Denim jackets, leather jackets, patterned or adorned jackets.
- Sweatshirts or Tracksuits tops / bottoms
- Trainers (unless for short term permission to wear them given by a Head of Year)
- Facial or body piercings and earrings for boys - there will be no exception to this rule, even for those who have only recently had any body piercing(s)
- Shaved designs or slits in the eyebrows or hair.
- Unnatural hair colours
- Excessively bright or unnatural coloured hair dyes or extensions are strictly forbidden.
- Nail extensions and bright coloured nail polish are not suitable for school and are banned.
- Durags.
- Balaclavas.

**60.** PE Kit:

Boys	Girls
<ul style="list-style-type: none"> <li>➤ P.E. kit Bishop Nike Blue PE Top (compulsory)</li> <li>➤ Black shorts (compulsory)</li> <li>➤ Trainers (compulsory)</li> <li>➤ Royal Blue sports socks (compulsory)</li> <li>➤ Bishop Nike Tracksuit (non-Compulsory)</li> </ul>	<ul style="list-style-type: none"> <li>➤ Black shorts/sport leggings/tracksuit bottoms (compulsory)</li> <li>➤ White polo t-shirt (compulsory)</li> <li>➤ Royal Blue socks (compulsory)</li> <li>➤ Trainers (compulsory) Bishop black round neck jumper (non-compulsory)</li> <li>➤ Bishop tracksuit (non-compulsory)</li> </ul>

- All piercings must be removed during PE Lessons

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## Rules when travelling to and from school and when in our local community

61. All students must recognise that whilst in the Bishop Challoner uniform, they represent the school and as such must behave in a way which upholds and promotes the Catholic ethos of the school.
62. Unless remaining onsite for an extracurricular club, detention or other pre-arranged activity, students are to make their way home immediately. Students must not be onsite unsupervised at the end of the school day.
63. Students are not to loiter in or around the local community. This includes congregating in large groups on pavements, outside shop entrances and in residential or housing areas or anywhere in the Shadwell area.
64. Fighting is not permitted. Any student who engages in a fight, in the local community including anywhere in the Shadwell area will be permanently excluded.
65. The school defines a fight between two or more people and does not distinguish responsibility solely by the individual who threw the first punch or shove. There is collective responsibility for a joint action either party can walk away from.
66. Students who use public transport to and from school must behave in a polite, respectful, and courteous manner, recognising and being considerate of the fact that they are sharing transportation with members of the public
67. Students are permitted to cycle to school but should use appropriate protective clothing / equipment (helmet and lights) and will need to lock their bike in the school bike store. The school can take no responsibility for cycles and they are left at the students own risk.
68. Students are **not permitted** to use electric scooters to travel to and from school.
69. If a student refuses to hand over an electronic device or other prohibited item, this will be escalated to a Head of Year or Senior Leader, and the student may be internally excluded or sent home on a suspension.
70. The throwing of water is not permitted anywhere in the local community or Shadwell area.

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## The following items and behaviours are strictly prohibited:

*Prohibited means banned or forbidden*

- 71. Medication:** Students must not carry or administer medication in school. Medication must be kept in the student services office. Staff in student services will supervise its use.
- 72. Jewellery:** Jewellery other than a watch and a small set of earring (girls only) is not to be worn in school.
- 73. Illegal drugs:** no student is allowed to have in their possession any illegal drugs including: alcohol, cigarettes, edibles, vape pens, legal highs, unauthorised medicines and drug or tobacco paraphernalia. This applies on site or travelling to and from school. All of the above will be sanctioned with immediate exclusion and, if deemed appropriate, permanent exclusion.
- 74. Offensive weapons:** Carrying, handling or possessing an offence weapon or other prohibited item (Offensive Weapons are defined in the Prevention of Crime Act 1953 as “any article made or adapted for causing injury to the person; or intended by the person having it with him for such use by him”). It is impossible to produce an exhaustive list of items that would be included in such a definition by the school and so it is defined here as including any object and any corrosive, irritant or poisonous substance where in the school’s reasonable opinion its use as a weapon was possible. Students who bring such items to school will be permanently excluded.
- 75. Gambling:** Gambling is strictly forbidden.
- 76. Sending or storing malicious imagery or content on an electronic device:** this includes images or videos of staff or students. Students must always adhere to the acceptable use policy.
- 77. Non-uniform items of clothing:** including baseball caps, hoodies, sweatshirts, tracksuit tops, durags and balaclavas (this is not an exhaustive list).
- 78. Sweets and sugary drinks including energy drinks:** includes Lucozade and other fizzy drinks, lollipops and sweets of other kinds.