



# Policies and Procedures Code of Conduct

## Code of Conduct

We have one basic rule for all of us at Abbey Grange: treat everyone in the Academy Community in the way in which you yourself would wish to be treated i.e. with courtesy, consideration and respect. This means complying with all aspects of the Academy's Positive Behaviour Policy, including our stance on anti-bullying and anti-racism.

This means:

1. Take a pride in your work; good work will be recognised and that which is below standard is not acceptable and will have to be repeated.
2. In class, make it as easy as possible for everyone to learn and respect the right of the teacher to teach. This includes arriving on time with everything you need for the lesson, beginning and ending the lesson in a courteous and orderly way, listening carefully, following instructions, helping each other when appropriate and being quiet and sensible at all times.
3. You move sensibly and quietly around the Academy, keeping to the left-hand side when walking down the corridors and the stairs and complying with the one-way system. This involves being ready to help by opening doors, standing back to let others pass and helping to carry things.
4. You should always speak quietly and politely to everyone and be silent when you are required to be.
5. You keep the Academy clean and tidy so that it is a welcoming place of which we can all be proud. This means putting litter in bins, treating the buildings and furniture with respect and taking great care of displays of other people's work.
6. Food and drink must be eaten only in the designated areas (hall and courtyard). Chewing gum is forbidden in the Academy and on the buses to and from the Academy.
7. When you are out of the Academy, walking locally or with a group, always remember that the Academy's reputation depends on the way you behave.
8. Good behaviour when you are travelling to and from Abbey Grange on buses is extremely important. If you misbehave on Abbey Grange or public service vehicles you can expect the matter to be dealt with very severely.
9. Smoking (including en-route to and from Abbey Grange and /or on Abbey Grange transport) will be treated as a very serious breach of Academy discipline and will be dealt with accordingly. Cigarettes, lighters, matches, knives or any other dangerous articles or substance, plus radios and personal audio equipment are **forbidden on the Academy premises**. Neither the Academy nor individual staff can take responsibility for students' mobile phones.
10. Students who stay on the Academy site for the midday meal are not allowed to leave the premises except after a specific parental request or under instructions of a member of staff (with the exception of post 16 students). Students should never invite or encourage unauthorised visitors onto the site under any circumstances.

## Classroom Expectations

Classrooms are your places of work. Just as in offices, there needs to be clearly understood rules and expectations to enable everyone to work successfully, safely and comfortably.

### Start of Lessons

- Enter the room sensibly and go straight to your workplace.
- Remove any outdoor clothing.
- Take out your books, pens and other equipment and put your bags out of the way.

### During Lessons

- When your teacher is talking to the whole class, remain silent and concentrate on what is being said.
- If the class is asked a question, put your hand up if you think you know the answer. Do not call out.
- You are expected to work sensibly with other students in your class. Do not distract them. If you arrive late without an acceptable reason, you must expect to be detained for the amount of time you have missed in order to make up the work. You will be given 24 hours' notice of an after school detention.
- Homework must be recorded in the student planner.
- Eating, drinking and chewing are not allowed. If you are caught you will have to empty your mouth and hand in any other food or drink and accept a punishment from your teacher.
- Personal music equipment, radios, magazines or other distractions are not allowed and will be confiscated and will be returned on receipt of a letter from parents. We welcome parents' support in this matter.
- You are not allowed to leave a lesson without a note from your teacher.

### End of Lessons

- The bell is not a signal for you; it is information for your teacher.
- You should not begin to clear away until your teacher tells you to do so.
- You may not leave the classroom without permission from your teacher.

### Finally

Remember that teachers are in the position of parent/carer whilst you are in school. This means that:-

- There is no excuse for rudeness, disrespect or insolence.
- Requests from teachers must be carried out at once and without argument.
- Breaking any of these rules will be treated as a very serious matter.