



**Portadown College**

**Code of Conduct  
2010**

## **CODE OF CONDUCT**

### **AIMS**

The maintenance of high standards of discipline and behaviour is central to the whole process of teaching and learning and to the development of our students in the widest sense. Our aim is to promote a positive, caring atmosphere in which individual self-discipline can develop and to create a community with shared values and a sense of collective responsibility. This in turn arises from good relationships among students, between students and staff, within the home and between home and College. Recognition of good behaviour, positive attitudes, application to work and extra-curricular involvement will contribute to the development of these relationships.

The positive side of College life is not measured through exam success alone but through achievements in all areas. Each student is encouraged to fulfil his/her intellectual, spiritual, physical, social and emotional potential and students are respected, valued and involved.

Such relationships depend upon mutual respect and an awareness of each other's rights and responsibilities. Students have the right to be taught effectively in a proper environment and to have access to a well-balanced and appropriate curriculum. In return they are expected to be co-operative, well-mannered, to respect others and to contribute positively to College life. They must be familiar with, and abide by, the College's Code of Conduct, be punctual and work to the best of their ability.

Close co-operation between home and College is essential for the maintenance of good discipline. Parents have the right to expect adequate information and reasonable access, to be listened to and to know that their children are safe, secure and properly taught. In return, they have the responsibility to send their children to College punctually, adequately prepared, to monitor their child's progress, to offer relevant information, to meet with staff when necessary and be familiar with, and support, the College's policies.

Teachers should act professionally at all times, be approachable, expect and maintain high standards. In return they have the right to be allowed to teach, to be listened to, to be respected and to receive the full support of students and parents in upholding the College's standards and values.

Success in developing a positive ethos reduces the need for discipline in the punitive sense and contributes to the fulfilment of the aims outlined above.

### **ATTENDANCE AND PUNCTUALITY**

Good attendance at College is essential for satisfactory academic progress. It is important that College procedures are followed properly in relation to attendance as these are government requirements. Attendance and punctuality are closely monitored and recorded through the College's Information Management System (SIMS). Absences from College must always be accounted for in writing. On the first day after absence, the student should bring a note from his/her parent or guardian to the group tutor explaining the reason for absence. If a note has not been produced one week after the first day back following an absence the student will be placed in a Tuesday lunch-time detention. If a student is likely to be absent for more than two or three days, it would be helpful if the College was informed and the reason for absence explained. Parents should always try to plan family holidays outside term time.

Teacher supervision is not available before 8.30am or after 4.00pm. Students should not be on the College premises after 3.45pm unless they have permission or are participating in an activity led by a member of staff.

Students are required to be in College by 9.00am and should proceed straight to assembly or whatever alternative arrangement is required. Students arriving after 9.00am and before 9.15am should enter by the Sixth Form Centre and sign the *lates* file. A student arriving after 9.15am is required to sign the late register in the office and will receive a chit issued by the office. If the late arrival is as a result of an appointment then the student should bring a note signed by a parent/guardian, explaining the reason. This must be presented to their Group Tutor the following day at registration. Any student late more than three times and without an acceptable reason will be placed in Friday detention.

Any student seeking to leave College early or for a short period during the day must hand in a note signed by a parent or guardian to the Vice Principal before 9.20am. As far as possible, routine medical or dental appointments should be made outside College hours. Notes signed by students, even those over eighteen years of age, are not acceptable. Appointment chits will be issued by the office at the end of first and second periods. All students leaving College for appointments must have a chit and must also register in the signing-out book. Chits should be retained and shown to teachers of classes that are missed.

A student who feels ill or has been injured in College must report immediately for care and attention to a teacher and to the College Office. He or she must NEVER leave the College premises, stay in the toilets or go to the Medical Room without reporting to the College Office. Any student who leaves without a chit or seeking permission will be regarded as committing truancy.

### **UNIFORM AND APPEARANCE (to be read in conjunction with Uniform Lists)**

Students are expected to take a pride in their appearance and to ensure that their uniform is worn properly at all times, including on the way to and from College and on any occasion when representing the College. Shirts must be tucked in at all times and with the top button fastened. A plain dark coat, anorak, fleece or PC sports outdoor jacket is also required. Denim jackets are not allowed. Only plain black shoes are acceptable and they should be clean and polished. Trainers of any kind are not permitted other than for PE classes and in cases of medical need.

Failure to observe the above rules will result in a Tuesday lunch-time detention.

Students are also expected to wear full College uniform when attending external examination sessions and full College uniform when in College for any reason during study leave and Inset days. This reduces security problems and makes it easier to identify unauthorized visitors.

Hairstyles should be tidy, neat and acceptable to the College. Unacceptable hairstyles are those which take away from the appearance of the College uniform and damage the good name of the College in the community. Extreme styles are not acceptable. Students are permitted to colour their hair but we do not accept the use of unnatural colours such as blue, pink, green etc. Nor will we accept multi-coloured styles which go beyond the normal limits of highlighting. If in doubt, check with the Headteacher, Vice Principal or Pastoral Year Head before having your hair styled. Make-up and nail polish should be unobtrusive.

All boys must be clean-shaven.

The only jewellery permitted is a watch, ring and unobtrusive stud earrings (one in each ear lobe). Large rings which can be deemed to be dangerous may not be worn. With the exception of one pair of stud earrings (see above), we do not permit the wearing of jewellery which involves body piercing. Such jewellery raises concerns about health and safety and is not in keeping with the good appearance of the College uniform. Students may not, therefore, wear studs or rings around the ear or in the nose, tongue, eyebrow etc. at any time. We do not permit such jewellery to remain in place until a hole has healed.

Badges or emblems which are deemed by College as likely to cause offence or detract from the good appearance of the College uniform may not be worn.

If a temporary change from regulation College uniform has to be made, a written explanation of the reason should be provided by parents or guardians to the group tutor. Students who are not properly dressed and who refuse to comply with the dress code, including the regulations relating to the wearing of jewellery, will be subject to College disciplinary procedures and sanctions, which may include being sent home.

## **THE COLLEGE ENVIRONMENT**

Students have a responsibility to ensure that the College grounds and premises are kept tidy and free of litter at all times. It is your College – take ownership and pride in your own locker areas. To ensure cleanliness and in the interests of good hygiene, lunchtime food and drinks must be consumed only in the dining hall or other designated areas.

Each student is responsible for his/her own property. The College cannot be held responsible for possessions which are lost; valuable items should not be brought to College.

All clothing, bags, cases, sports equipment, books etc. must be clearly labelled with the student's name. The College Office or a member of staff should be notified immediately of the loss of any article. Any article found by students should be taken as soon as possible to the College Office.

A locker is allocated to every student. They are expensive to maintain and replace and must be treated with care. Damage to lockers should be reported immediately and deliberate damage or vandalism will be treated very seriously and must be paid for.

All personal property (except outdoor clothing), retained even temporarily in College, must be stored in a locked locker. Sports clothing should not be left overnight in College. Rugby boots or any footwear likely to damage the College floors must not be worn inside the main College premises.

Valuables should never be left in lockers, changing rooms or cloakrooms. Students turning out for PE or games should give their valuables to the teacher in charge for safe-keeping.

Students are required to keep all text books, stationery and College equipment in good condition. Text books remain the property of the College and must be returned when required.

Students must not deface College property. Graffiti or any other damage caused deliberately or through carelessness must be paid for. For the protection of College property, chewing gum is forbidden. Students must not interfere with notices or posters on the College notice-boards. All

notices which are not related to official College clubs or societies must be sanctioned by the Headteacher or a Vice Principal who will sign the notice to authenticate it.

The Sixth Form Centre Common Room is only for the use of Year 14.

To help ensure a safe environment, the co-operation of students is requested in identifying suspicious activity and strangers in the College buildings and grounds. The latter should not be approached but their presence reported as quickly as possible to a member of the teaching or ancillary staff. All visitors should be wearing identification passes issued by the College office.

## **GENERAL BEHAVIOUR**

Portadown College students are expected to behave in a manner which will not discredit themselves, their parents or their College.

Students should observe all safety precautions in practical work or in games and in general not do anything which would endanger the well-being of others.

Students should move quietly and in good order from class to class and keep to the left. In the interests of safety, running in the corridors or on the stairs is strictly forbidden.

Students may visit the locker areas at the beginning and end of the school day and during break and lunch. Going to locker areas at any other time is not permitted. The sanction is a Friday detention.

Students must not bring to College or use items such as solvents, alcohol or illegal drugs.

Smoking is forbidden. Students must not be in possession of smoking materials, or engage in smoking on the College premises or when in College uniform.

Students must not have in their possession any article of a disruptive, offensive or dangerous nature.

Students are advised not to bring MP3 players or similar equipment to College. They should not be used in class without permission or in the corridors between classes.

Students may use their mobile phones at the beginning and end of the school day, at break and lunch time. However, mobile phones must be switched off during class and in the corridors. In exceptional circumstances a student may be given prior permission by a member of SMT to use his/her phone. Students are reminded that mobile phones are prohibited in examination halls.

Accidents in the College should be reported immediately to a member of staff.

## **PROCEDURES AND SANCTIONS**

Disciplinary measures are taken within the context of the College's pastoral system and the support of Pastoral Year Heads is sought as the need arises. The rules for good behaviour, punctuality, appearance etc. are designed to create the conditions for a harmonious College community and it is the responsibility of each student to know and abide by these rules. We recognise, however, that there will be occasions when breaches of good order will occur and that some students will seek to contravene College rules and accepted patterns of behaviour. Consequently there is a set of

procedures and sanctions for dealing with such offences. At each stage it will be made clear to students why they are being punished and that a record is being kept of their conduct.

### **Classroom offences**

- Warnings and/or verbal reprimand
- Repeated or extra work, where the quality of the work presented is clearly below the student's potential
- Detention at break or lunchtime
- Referral to Head of Department
- Referral to Pastoral Year Head – at this stage parents may be contacted
- Placing on daily or weekly report or on the support and review system
- Referral to Vice Principal in charge of discipline – again parents may be contacted
- Friday afternoon detention – this is a serious sanction and only under exceptional circumstances may, at a parental request, it be deferred for one week.
- Referral to the Headteacher – at this stage the student may face suspension or expulsion
- Students guilty of very serious disciplinary matters e.g. physical assault, vandalism, truancy, foul language directed at a member of staff, will be referred directly to a Vice Principal or the Headteacher and parents will be informed.

In the case of a student experiencing serious emotional and behavioural difficulties, an individual education and care plan will be drawn up. Where necessary, advice and assistance will be sought from the SELB Behaviour Support Team and/or other external agencies.

### **Study Rooms**

Misbehaviour will be dealt with by the teacher in charge. If a student is referred to a Pastoral Year Head, a Tuesday detention may be imposed. If poor behaviour persists, the student will be referred to a Vice Principal. Absence from study rooms without permission will be regarded as truancy and detention will be imposed.

### **Tuesday Lunch-time Detention in Sixth Form Centre**

This lasts from 1.20pm to 1.50pm. Students in detention will be expected to bring a packed lunch on that day. This detention will be used for the following breaches of the Code of Conduct:

- Failure to observe the rules with respect to appearance.
- Inappropriate behaviour when a class is being taken by a substitute teacher.
- Inappropriate behaviour in locker areas and canteen (however, students found in locker areas between classes will get an automatic Friday detention).
- Use of canteen at any time outside of break or lunch time.
- Use of mobile phones, MP3 players etc at any time outside of break or lunchtime.
- Repeated breaches of the Code of Conduct in these areas will result in a Friday detention being imposed.
- Failure to turn up for Tuesday detention will result in Friday detention.

## **College Detention**

This takes place on a Friday in the Library from 3.45-5.00pm. A parent/guardian may not refuse to give consent to a student's detention provided that the detention is reasonable and that 24 hours notice in writing is given that the detention is due to take place. In the event of a parent/guardian refusing to give consent or a failure on the part of the student to observe detention, the Board of Governors may impose a suspension. This suspension would be in substitution for the detention and, once served, the detention would not thereafter be on the record. It would be replaced on the student's record by the suspension.

The Headteacher and a Vice-Principal may decide to interview any student who has accrued a number of Friday detentions over a short period of time or those students who repeatedly breach the Code of Conduct. Notes may be kept of these interviews for future reference.

## **Suspension/expulsion**

If there is an exceptional breach of discipline or repeated failure to observe the College's code of conduct, the Headteacher may suspend a student pending discussion by the Board of Governors. In all cases concerning suspension and expulsion, the parents, the Board of Governors and the Southern Education and Library Board must be informed.

## **THE ROLE OF PARENTS**

A good relationship between home and the College is pivotal to the well-being and academic progress of students. Parents are encouraged to make regular contact with Pastoral Year Heads or Heads of Departments if they have any concerns or queries. Parent-teacher interviews are scheduled in the College Calendar but contact with a teacher is welcome at any time through the College Office.

Parents will be contacted either by telephone or letter regarding breaches of the Code of Conduct or other issues causing concern. Parental support of the College's procedures is expected but Pastoral Year Heads or, in more serious matters, the Vice-Principal in charge of Behaviour Management will be happy to meet with parents about contentious issues.

## **TRIPS AND EDUCATIONAL VISITS**

Students involved in any educational visits or school trips should recognise they are ambassadors for the College and therefore should adhere to the rules and regulations set in place for that trip outlined in the Code of Conduct. Although there may be additional guidelines for subject specific trips the following should always be adhered to:

- Rules with regard to smoking, alcohol and the use of illegal drugs apply to all trips and visits including residentials ie
  - Students must not bring or use items such as solvents, alcohol or illegal drugs
  - Smoking is forbidden. Students must not be in possession of smoking materials, or engage in smoking.
- Students must not have in their possession any article of a disruptive, offensive or dangerous nature.

- Students must maintain appropriate relationships amongst participants and others they come in contact with during any trips. On residential trips students should confine themselves to the rooms and communal areas identified by staff accompanying the group.
- Students are advised not to bring valuable items in their personal belongings on trips. If it is necessary to bring such items they must accept responsibility for the security of such items as with their other personal belongings.
- Students should respect all members of the group and afford equality of opportunity to all participants.
- Students should be aware of the expectations in relation to their completion of all essential tasks on the trip and understand that opportunities to complete set tasks may not arise on return to the College.
- As ambassadors for the College students should demonstrate good manners and conduct themselves in such a way that their general behaviour promotes enjoyment for all.

## **Anti-bullying policy**

### **Rationale**

Portadown College is completely opposed to bullying. It is entirely contrary to the values and principles we work and live by. All members of the College community have a right to work in a secure and caring environment. They also have a responsibility to contribute, in whatever way they can, to the protection and maintenance of such an environment.

For a copy of the full policy please contact the College Office.

[Anti bullying policy.doc](#)

*Updated June 2010/gre.*