



BEECHWOOD

Sacred Heart School

BEECHWOOD CODE – SENIOR SCHOOL

High standards of behaviour are expected at Beechwood. The school prides itself on the friendliness and politeness of its pupils. Beechwood is a community where anti-social behaviour of any kind is not tolerated. At all times pupils are expected to respect their environment and to show thoughtful and appropriate consideration for each other and for all staff, both academic and domestic.

The following rules support this expectation and infringements of these rules will result in reprimand and discipline. This may include minus House Points, as outlined in the separate Rewards and Sanctions document.

1. CODE OF BEHAVIOUR

Consideration for others and working towards a civilised community.

Pupils should be aware that every member of our community is valuable in and of themselves, as such they are entitled to respect. We are all obligated to treat everyone in our community with the respect and dignity they deserve; we should always seek to work together co-operatively for the benefit of all in our community.

Politeness: At all times, pupils must follow social rules of politeness such as holding doors for others, saying 'please' and 'thank you'. Pupils are requested to stand when the Head or another adult enters the classroom. Lessons are to begin with students standing quietly behind their chairs and waiting to be addressed by the teacher. (See Classroom Expectations)

Punctuality: Lateness in most cases is unnecessary and is impolite. Pupils should make every effort to arrive punctually for the start of lessons and for morning and afternoon registration. You should expect the same from your Teachers.

Language: English is the common language of the school and, as such, should be spoken at all times throughout the day. Coarse and vulgar language (swearing) is unacceptable and unnecessary. When bad language is directed at another it causes hurt and upset; in this context it is a form of bullying (see the Anti-Bullying Policy) and, again, is unacceptable at Beechwood. Pupils who have been caught using unacceptable language in school will receive a Friday Detention with the Deputy Headmaster. A repeat offence will result in a Saturday Detention. Any subsequent offence will result in parents attending a meeting with either the Deputy Headmaster or the Headmaster to discuss more severe sanctions which could well include temporary or permanent exclusion.

Form Rooms and the 6th Form Common Room: Strive to be mindful of your environment. Form Rooms are first and foremost classrooms and your learning environment is important to *how* you learn. Be considerate when you are in these rooms and particularly when you leave these rooms. The 6th Form

Common Room is a communal working and relaxation area and all who use it have a collective responsibility in how it is kept. Again, consideration of others – which includes our cleaners and ancillary staff – rests with all of us. If the 6th Form Common Room is found to be in an unacceptable state, it will be closed.

Library, the ICT Rooms and the Media Room: The Library is an area for Quiet Study. No food or drink is to be taken into the Library or ICT rooms. Other rules relating to the use of these areas are posted in each room and should be adhered to at all times. The Media Room *is not* to be used during Break and Lunch.

Boarding area: Boarders other than Sixth Form and Year 11 are not allowed back into the boarding area between 8.25 am and 4.00 pm. Sixth Form and Year 11 may return to their rooms during the School day for Private Study, but should use the Day Common Rooms at break and lunch time. A day girl may only visit a boarder's room with the permission of a member of the boarding staff. Day boys are not allowed in the boarding area at any time.

2. HEALTH AND SAFETY

Consideration for ourselves and others to make our community safe.

Drugs: Illegal drugs are forbidden. Any pupil found in possession of an illegal drug can expect to be excluded from school, either temporarily or permanently, at the discretion of the Headmaster after an investigation of the circumstances. The Headmaster may liaise with the local Youth Crime Reduction Officer. The Beechwood policy relating to Drugs is in the Form Folder and all students are requested to have read it.

Alcohol: Alcohol is forbidden on the school premises.

Smoking: Smoking is not allowed anywhere in the school; similarly, you should not be smoking off the school site when in school uniform. Apart from damaging health, smoking in the school buildings is a fire risk and therefore a danger to everyone. Anyone found smoking will be sent to the Deputy Head and he will administer the appropriate sanction(s). Students are to read about sanctions in their Form Room Folders and in particular the Smoking Sanctions. The School Nurse will advise any pupil wanting to give up smoking.

Chewing gum: Chewing gum should not be brought to school. Chewing gum whilst in uniform is not allowed at any time.

Lunch: Attendance at lunch is compulsory. No food, crockery or cutlery should be taken from the Refectory. Pupils should follow the healthy eating guidelines given and should be courteous to dining room staff at all times.

Leaving school premises: No pupil should leave the school premises during the day without bringing a note from their parents (Junior/Middle Division day pupils) or gaining the permission of a member of the boarding staff (boarders). Any Sixth Form pupil wishing to leave the premises should seek the approval

of the Head of Division or the Deputy Head. If permission has been sought and given, pupils must always remember to sign out in the Front Hall.

Illness: A pupil wishing to leave a class to see the School Nurse should obtain permission from the class teacher and then report to the Front Office where a secretary will call the School Nurse. The School will contact parents if a day pupil needs to go home.

Out of bounds. Pupils should not enter the following areas unless invited by a member of staff:

- All offices;
- Staff room;
- Kitchens, stores and wash-up;
- Laundry;
- Boiler rooms;
- Administrative corridor (except Sixth Form);
- Orchard;
- Lower Games Pitch;
- Stuart House and its grounds;
- Terrace above Fountain Lawn.

Property: Files and books should be carried in a suitable bag, which should be left only in your Form room, or designated area. Bags and books left in a way that could cause an obstruction to corridors or any other public area may be confiscated and put in Lost Property. Lost property can be reclaimed from the Duty Prefect only at the designated times. Games kit should be stored neatly in the areas provided for each year group. The safety of valuables including money, mobile phones and any personal electrical equipment is the responsibility of pupils. When not in use, they should be stored in the lockable facilities provided during the school day, or handed to a member of staff for safe keeping.

Electrical equipment: The Junior Division are not to bring personal stereos, ipods, MP3 players and similar items into school. This rule applies to mobile phones. (See Mobile Phone Policy) The Middle Division and 6th Form are not to use the above devices during the School day, except when express permission for their use is given by a teacher in lesson or Study Time. The use of mobile telephones for the Middle Division and 6th Form are only permitted according to the guidelines of the school's Mobile Phone Policy.

Public areas: There should be no running along corridors or any excessive noise in any public area.

Alarms: If the fire alarm goes off during the day, everybody must leave the school swiftly and quietly by the nearest exit and go to the Paddock lawn. Pupils should line up in forms to be registered by their Form Tutor.

Two-minute bell: This is an emergency procedure other than for fire. If the School bell is rung continuously for two minutes, all pupils must go to the Auditorium. A member of staff will then explain the problem and any necessary action that has to be taken.

3. UNIFORM REGULATIONS

Taking a pride in our appearance at all times.

Personal appearance: Pupils are expected to be neatly dressed during the school day in the appropriate school uniform, as specified in the Form Room Folder. Long hair should be tied back. Pupils are not allowed to adopt unnatural hair colours or extreme hair styles. Boys are expected to be clean-shaven.

Make-up: No make-up may be worn by pupils in Junior Division. In Middle and Senior Division girls may wear discreet make-up. Coloured nail polish may only be worn by Senior Division girls.

Jewellery: Neck chains bearing a holy cross or holy medal, wrist watches, school badges, medic-alert bracelets are allowed. Girls may wear **one** pair of gold or silver sleeper ear studs in the ear lobe. Year 12 and Year 13 pupils may wear other discreet jewellery. No other body piercing is allowed. Tattoos, temporary or permanent are not allowed.

All jewellery is the responsibility of the owner and must be removed for PE lessons. The School cannot accept responsibility for its loss or damage.

Clothing and property. All items of clothing and property must be clearly named. PE clothing and equipment may not be borrowed.

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