



Notre Dame

CATHOLIC SIXTH FORM COLLEGE

STUDENT CODE OF CONDUCT 2024/2025

This policy adheres to and should be applied with due consideration to the College's commitment to the Framework for Ethical Leadership in Education.

This policy has been reviewed in line with the Sustainable Development Goals.

Mission Statement:

Our mission is inspired by the Christian tradition is to be a community based on faith, hope and love; developing each individual intellectually, emotionally and spiritually to achieve their full potential. To achieve this we will:

- Provide a welcoming, supportive community where everyone is valued.
- Provide a high quality, meaningful education which encourages the development of the whole person, inspired by the Notre Dame tradition.
- Promote a caring environment, rooted in the virtues of service, kindness, gratitude and respect.
- Work together for the benefit of each person as well as the wider community.
- Recognise, celebrate and treasure, without exception, the unique gifts and dignity of each person, ensuring equality and fairness for all, as found in the teaching and example of Our Lord Jesus Christ.

Version	4
Author	Deputy Principal
Date Revised	May 2024
Approved by SLT	June 2024
Approved by Curriculum and Standards Committee	June 2024
Review interval	2 years
Previous review date	April 2023
Policy to be reviewed by or before	May 2026

1. Aims

1.1 Aims for the Community:

This policy aims to:

- a) provide a safe, positive and professional learning environment
- b) promote a culture in which all students are able to learn to the best of their ability
- c) maintain a calm, harmonious environment, based on mutual respect and courtesy
- d) to respond to reports of sexual violence and sexual harassment underpinned by the principle that it is never acceptable and it will not be tolerated
- e) provide a clear framework so that staff, students and parents/carers understand what is expected of them in terms of behaviour and standards

By signing of the Learning Agreement during enrolment, all students are deemed to have accepted this Student Standards Statement and agree to abide by its contents

1.2 Aims for the Individual

The policy aims to ensure that the rights are met of all members of the College community. Equality and Diversity are an integral part of College life, respected by both staff and students. Action will be taken in order to ensure that students have equality of opportunity regardless of age, disability, ethnicity, gender, religion or sexual orientation.

1.3 Each student should:

- a) follow the Classroom Code of Conduct which is outlined in each classroom
- b) take responsibility for their own behaviour and its consequences
- c) be aware of how their behaviour affects others, so that they can become responsible members of the College and wider community
- d) feel safe, free from bullying, valued and respected
- e) aspire to succeed through praise and encouragement
- f) wear a College lanyard whilst on premises to promote safety
- g) show respect to their colleagues, teachers and themselves by arriving to lessons on time and striving for 100% attendance
- h) make commitment to their academic studies e.g. attendance, punctuality, homework in order to guarantee examination entry.

2. Scope of the Policy

The Policy applies to all students:

- a) on College premises and the immediate environment
- b) whilst under supervision on off-site visits, including residential trips and sporting events
- c) representing the College, for example whilst on work experience

3. Promoting Good Behaviour

We promote good behaviour within the College community by:

- a) use of a Classroom Code of Conduct that sets out the College's expectations on behaviour for 'every student, every teacher and every lesson'
- b) focussing on the positive aspects of students' behaviour through a culture of praise and reward
- c) communicating to students what we mean by acceptable behaviour, including through assemblies and tutorials

- d) applying commonly agreed expectations, rules, sanctions and rewards consistently and fairly so that students are given clear messages without contradiction
- e) providing further support to help those students who struggle to understand what constitutes acceptable behaviour
- f) ensuring that staff model good behaviour, with a focus on the development of mutual respect, understanding and courtesy at the heart of all interaction with students

4. Sanctions

Sanctions are used to modify the behaviour of those students not meeting our expectations. Sanctions used are reasonable and proportionate, taking into account the individual needs of the student and the needs of the wider College community.

If a student does not respond to low level sanctions further sanctions including meeting with parents/ carers and possible removal from courses may take place.

4.1 Banned Items and Confiscation

All members of staff have the power to confiscate items from students if they see an item that is:

- a) a banned item, for example: alcohol; a weapon, or anything that could be used as such
- b) a threat to others
- c) a health or safety hazard
- d) inappropriate material, for example that of an extremist, racist or pornographic nature

If the item confiscated is of monetary value, it must be held securely.

The College reserves the right to dispose of any item that it would be illegal for a student to have. Whilst every precaution is taken to ensure that confiscated items are kept safely, the College does not take responsibility for their loss or damage and reserves the right to keep any item.

4.2 Powers to Search Students

The College has the authority to search students, with and without their consent, for any item which is banned by the College. The power to search **with consent** has been delegated by the Principal to all members of the College Leadership Team (SLT) and Achievement / Senior Tutors. Only members of SLT and The Head of Students may search students or their possessions **without consent**, where they suspect the student has weapons, alcohol, illegal drugs or stolen items.

Anyone searching a student, with or without consent, must have another member of staff present as a witness.

Exclusions

The Principal, or their delegate, may use fixed term or permanent exclusion in response to incidents of a serious nature.

A list of incidents leading to possible fixed term or permanent exclusion can be found in Criteria for Exclusion (see below 5.1.1. and 5.2.1.). This list is not exhaustive.

When deciding upon exclusion, the Principal (or their delegate) will take account of any special educational needs or disability that might affect the decision, and any relevant

cultural or religious issues. An investigation will take place, a record kept of actions taken and an exclusion decision made. This decision will be supervised by two members of the

If an investigation is begun, the College will speak to all parties involved and may take written statements.

If appropriate to the situation, a student may be sent home whilst investigations are carried out. In this instance parents/carers will be informed.

5. Fixed Term Exclusion

If a fixed term exclusion is issued, parents/carers will be informed, and the student will be given access to work whilst not on College premises. There will be a re-admission meeting with a member of CLT or the pastoral team.

5.1 Criteria for Fixed Term Exclusion

A Fixed Term Exclusion may be appropriate for:

- a) persistent failure to comply with College expectations, despite the use of other sanctions
- b) gambling on site
- c) hate related incidents
- d) fraud
- e) theft
- f) vandalism to College property
- g) being with non-students onto College site
- h) in possession of a drug/substance or being in an intoxicated state on site
- i) threatening behaviour towards a member of staff or their family and / or their property
- j) false and / or malicious accusations against staff
- k) persistent bullying, including cyber bullying, up-skirting and on-line bullying
- l) misusing images/videos of another student or member of staff
- m) Misusing social media
- n) behaviour which brings the College into disrepute
- o) being in possession of a weapon on site
- p) deliberate activation of the College fire alarm
- q) defiance of a member of staff
- r) assault even in cases of self-defence or retaliation
- s) involvement in serious criminal proceedings or other police involvement.

This list is not exhaustive

5.2 Permanent Exclusion

If a permanent exclusion is issued, parents/carers will be notified in writing and the student/parent/carer will be informed of their right to appeal. The reasons for the permanent exclusion will be clearly stated. The student/parent/carer will be informed of their right of appeal.

In certain circumstances, e.g. arson, trafficking of drugs, sexual assault, theft, carrying a weapon or assault causing injury, the police may be contacted.

Instances of permanent exclusion will be reported to the Principal and to the Chair or Vice-Chair of the Corporation.

5.2.1 **Criteria for Permanent exclusion**

Behaving in a way that could damage the name of the College or which brings the College into disrepute, which may include the following:

- a) Any of the points in 5.1.1
- b) supply or trafficking of a drug/substance/alcohol
- c) arson
- d) sexual assault
- e) assault causing injury
- f) repeated and persistent misbehaviour, as detailed in the criteria for fixed term exclusion
- g) Intimidating or posing a threat to another student or member of staff
- h) assault (actual or threatened) on a member of staff or their family, persistent nuisance or damage to their property

This list is not exhaustive

5.3 **Safeguards**

The permanent exclusion of a student is a last resort, and the College will take all reasonable steps to avoid such exclusion.

Permanent exclusion can follow from one incident if this is sufficiently serious or an accumulation of several less serious issues.

5.4 **Appeals against Exclusion**

Only rarely do appeals reach this stage.

If a student wishes to appeal against the decision to exclude them, they should set out the full grounds for their appeal in writing to the Principal within 5 working days from the date of exclusion.

Appeals can only be made on the following grounds:

- Unreasonable actions by the College or the College failing to do what is expected of it
- There is relevant, new evidence not previously presented

An Appeal is not possible if it concerns a decision that has already been the subject of an appeal.

A written acknowledgement of the appeal request will be sent to the student by the PA to the Principal within 5 working days. This will inform the student of the date, time, and venue for the appeal meeting, where possible, within 10 working days of receiving the request. A panel will be convened to hear the Appeal. It will consist of other members of SLT who have not been involved in previous stages of the process.

Any further evidence must be made available to the PA to the Principal at least 2 working days before the appeal hearing. Late submissions will not be admitted to the hearing.

Students may be accompanied by a parent / carer / other family member, however, the right to call witnesses is subject to the approval of the Principal.

The Appeal Panel may ask questions of the student.

The Investigating Officer will present their response to the appeal to the Appeal Panel.
The Appeal Panel may ask questions of the Investigating Officer

Students will be encouraged to attend the hearing to present their case, but will be advised that:

- 1) they may elect not to attend but rely on their written representations.
- 2) if they do not attend, the appeal can be held in their absence and will be decided on whatever information has been presented.

A record of the meeting will be taken. A written decision will be sent to the student usually within 10 working days of the Appeal Meeting. It will outline the basis of the decision made and if any subsequent action is to be taken.

The decision of the Principal is final.

5.6 **Statements of Decision**

A statement of decision to reinstate should include, the matters considered and the reasons why the Principal/Appeal Panel has decided that the student should be reinstated.

A statement of decision **not** to reinstate should include, the conduct complained of, the disciplinary rules which apply and the reasons why Principal/Appeal Panel has decided that the permanent exclusion was considered the proper measure to take.

5.7 **Rights of Representation**

5.7.1 Parents and students will be encouraged to attend the appeal hearing to present their case and will be advised that:

- a) they may elect not to attend but rely on written representations
- b) if they do not attend, the appeal will have to be decided on whatever information is available

5.7.2 The student will normally be allowed to be accompanied by a parent/carer or other suitable person unless there are good reasons to the contrary. If the student intends to be accompanied, the student must inform the Principal of name of those accompanying the student and their relationship to the student at least two working days before the appeal hearing.

6. **Additional Roles and Responsibilities:**

6.1 **Parents/carers have the responsibility to:**

- a) inform College about any issues that may affect a student's behaviour
- b) support the College in any reasonable action it takes to improve a student's behaviour
- c) attend any meetings reasonably requested by the College
- d) treat members of staff with the respect and courtesy expected of all members of our community
- e) model calm behaviour towards a young person within meetings held in College

6.2 **Governors have the responsibility to:**

- a) ensure that College policies/procedures are fair and consistent

- b) deal with complaints and appeals in line with the College complaints procedures
- c) ensure that there is no discrimination in the implementation of any disciplinary action

Behaviour goes beyond 'rules' at Notre Dame Catholic Sixth Form College and we pride ourselves on being a caring community where we are active in our support for each other. We are mindful of how our behaviour impacts on others be that staff, students or visitors.