

New-Bridge Integrated College Code of Conduct

The following Guidelines, Rules and Procedures have been drawn up into a Code of Conduct in order that the school may run efficiently by providing a caring, stimulating and safe environment with a consistent, well-disciplined and effective organisation. They remain in force from the time a student leaves the care of his/her parents or guardian until he/she returns. They apply during all official school-organised visits and excursions in or out of term time.

The purpose of this code of discipline is to create a framework within which pupils contribute in a positive way to their personal development and to the life of the school.

Academic Development

1. Punctual attendance and full attention are required at assemblies, Form Classes, Library / study periods and classes.
2. Truancy is unacceptable.
3. In all cases of absence a note from parents must be shown to Form Teachers.
4. All forms of homework must always be done.

Social Development

1. Pupils must always be co-operative, courteous and well-behaved, both in and out of school.
2. Pupils must not engage in anti-social behaviour or behaviours that bring the college into disrepute.

Health, Safety Environment/Unacceptable Behaviour

1. Possession or use in school, or on the way to or from school, of any tobacco product, alcoholic drink, illegal substance, pornographic material or offensive weapons is forbidden.
2. The use or possession of drugs/alcohol in the school is strictly forbidden.
3. Pupils are forbidden to smoke on school premises.
4. Taking photographic images or making sound recordings of any member of staff or pupil on school premises or on the way to/from school is strictly prohibited.
5. All school property must be respected.
6. No pupil may take a motor vehicle to school unless special permission has been granted.
7. Litter must be deposited in bins provided.

The Principal reserves the right to consider as a breach of discipline any behaviour which adversely affects a pupil, a member of staff, school property or the reputation of the school.

A high standard of discipline is required at all times. It is primarily the responsibility of the individual pupil who is encouraged to develop good self-discipline.

Examples of Breaches of Discipline and Sanctions that may be used

Detention

- Three bad comments in year book in any one week or two homeworks not done
- Leaving school without permission
- Truancy
- Failure to comply with uniform policy
- Disruptive or inappropriate behaviour towards staff or other pupils
- Poor punctuality

Suspension

- Smoking whilst in school uniform
- Use of unacceptable language or abuse of staff
- Fighting
- Stealing
- Vandalism
- Cheating in examinations
- Actions which compromise the Health & Safety of the college community
- Repeated unacceptable behaviour

Suspension, possibly leading to Expulsion (if judged sufficiently serious)

- Abusive use or misuse of internet whereby a member of staff's or pupil's dignity has been impugned
- Drugs
- Arson
- Abusive use or misuse of images of pupils or staff
- Possession of or use of any device or weapons which might put the school community at risk
- Any action or attempt to bring the college into disrepute whether on or off the school premises
- Any action that compromises the safety of other pupils or staff

This list is not exhaustive and may be revised as circumstances require.

The Principal and Board of Governor reserve the right, to consider as a breach of discipline, any behaviour which adversely affects a pupil, a member of staff, school property or the reputation of the school.

New-Bridge College Code of Discipline

Summary of Rules and Regulations

1. Students must keep within the prescribed school bounds. The main school entrance may only be used by staff, visitors and sixth form students.
2. Other than students on official school visits, all students leaving the school premises before the end of school must have the permission of the form tutor and must report to the Office on leaving.
3. Pupils are ill or injured during the school day should be sent to the office staff who will contact the year co-ordinator.
4. Punctuality and attendance are regarded as essential. Pupils who fall below 85% may be referred to the Educational Welfare Officer (EWO).
5. Cigarettes, alcohol, solvents and drugs are regarded by the school as illegal. The school reserves the right, in the interests of health and safety, to carry out spot checks for these banned substances as necessary.
 - the purchase, possession, distribution or use of unauthorised drugs by any student is strictly forbidden. The school reserves the right to exclude permanently any student from the school who is found in transgression of this regulation, even as a result of a first offence.
 - the purchase, possession, distribution, or use of alcohol, solvents or cigarettes is strictly forbidden. The school reserves the right to suspend any student from the school who is found in transgression of this regulation, even as a result of a first offence, or to exclude as a result of second, subsequent or extreme offences.
 - the above regulations apply in all situations where the student falls under the authority of New-Bridge College.
6. Students who are on medication should report this to the form tutor. If this is required to be administered during the school day, parents must hand the medication to the secretary with written permission to administer it.
7. Any form of bullying – physical, verbal or emotional is forbidden.
8. Any form of dishonesty or cheating is unacceptable.
9. Destruction of property, defacing of desks, walls, books and vandalism of any kind are serious offences.
10. Disruptive behaviour in class that interferes with other students' right to learn is unacceptable.
11. Students should carry their books in an acceptable school bag.

12. Students are responsible for the books issued/loaned to them and will be responsible for paying for them should they be lost or damaged.
13. Inappropriate behaviour between students is unacceptable.
14. Mobile phones are not permitted to be used in school – any pupil found in possession of a phone will have it placed, by the teacher, in the general office to be collected only by parents.
15. Abusive use/misuse of internet whereby a member of staff's or pupil's dignity is impugned is unacceptable.
16. Possession or use of any type of firework is forbidden.
17. Possession or use of any device which might leave the school community at risk is forbidden.
18. Pupils are not permitted to engage in any form of gambling while under the care of the college.
19. Abusive use or misuse of images from a camera phone, video phone, video camera, recording equipment, phone or any other ICT equipment, whereby there are child protection issues in relation to pupils or infringement of staff's rights, is forbidden.
20. Any action or attempt to bring the school into disrepute, whether on or off the school premises is unacceptable.
21. Pupils must always be co-operative, courteous and well-behaved both in and out of school.

This list is not exhaustive and may be revised as circumstances require.

The Principal and Board of Governor reserve the right, to consider as a breach of discipline, any behaviour which adversely affects a pupil, a member of staff, school property or the reputation of the school.