

Founded 1642



# New Hall School

## Code of Conduct



## THE CODE OF CONDUCT AT NEW HALL SENIOR SCHOOL

New Hall School was founded in 1642 by the Canonesses of the Holy Sepulchre. They live a community life that is based on the rule of St Augustine of Hippo. There is much in this way of life that is still at the heart of all that we stand for today in the school community. Prayer is central to all we do. Hospitality and service to others mark the community we wish to be.

As stated in the school's mission statement:

*We believe that New Hall, a Catholic boarding and day school, enables students to meet confidently the challenges of the wider world.*

*Here students from many traditions are educated in an environment where academic excellence is achieved.*

*This is brought about in surroundings where relationships are based on the Gospel values of trust and respect.*

The distinctive nature of New Hall is that its life is based on the vision of Christ in which all learning, growing, service, freedom and relationships are seen as part of a growth in the knowledge, love and experience of God. Our school should therefore be characterised by mutual trust, respect and concern if we are to teach students to learn, to serve, to forgive and to care.

All who work and live at New Hall will aim to uphold these ideals.

We will work to produce a community of:

- trust
- honesty
- respect for all
- respect for the environment
- service and care for others

In our community, we see Christ in everyone we meet so that:

- every student is treated as an individual
- students are able to grow and develop their potential, free from fear and bullying
- there is a partnership between home and school
- teachers are able to educate in an atmosphere of learning and co-operation

To ensure that the school fulfils these aims, good discipline is essential. The best discipline is always unobtrusive; it is part of the background of good teaching. It enables the individual students to learn and to take responsibility for their own ideas, values and actions. Discipline requires a positive atmosphere based on a sense of community and shared values. There must be the highest possible degree of consensus about standards of behaviour among staff, students and parents. We aim to create an atmosphere where students accept responsibility for their own actions by creating opportunities for students of all ages to take on appropriate responsibilities.

Discipline within the school is backed by a system of rewards and sanctions. Rewards are necessary to acknowledge the achievements of students in all areas of school life. Sanctions will be used for any behaviour which is in any way inconsistent with the aims of the school and the qualities expected of students.

Examples of behaviour, which are by definition inconsistent with any of the above qualities, include:

- stealing
- lying
- vandalism
- obscene or offensive language (students should not use rude, offensive or obscene language at any time. This applies also to emails, text messages, msn, social networking sites etc.)
- misuse of mobile telephones, to include covert recording and filming around school or on school-led activities outside school
- cheating
- bullying of any kind
- disrespect for people, their property and the environment

### **Expectations of good behaviour**

*See also Behaviour Policy for further details, which is available on the school website.*

### **Behaviour during the day**

Within lesson time:

- there should be a formal start and end to each lesson
- students should wait outside the classroom until directed in by the teacher
- students should always be punctual to lessons and if delayed should apologise immediately
- students should come to lessons with the right equipment
- within the class students should seat as directed by the teacher e.g. in alphabetical order
- visitors to classrooms should always be acknowledged
- students should at all times in class show respect for other students and for their teacher
- mobile telephone may not be taken to lessons

In the school corridors and around the school site:

- it is expected that everyone working at New Hall will respect the environment and take care of the fabric of the building
- students should always be aware of other people around the school and should not walk in large groups or in a disorderly fashion
- students should be quiet around the school and aware that some lessons/examinations may still be taking place
- students should always hold doors open for others
- mobile telephone may not be used by students, up to and including Year 11, during the school day (8.15am-4.30pm) (separate guideline apply to Sixth Form)

Registration and tutor time:

- students should always be punctual to registration
- tutor time is an important part of the school day and students must attend and play an active part

Study time:

- students must be in the designated areas during this time
- students must not wait in the car parks

## **Behaviour in places around school**

### *The Chapel*

The school Chapel is at the heart of the school. It has been a place of prayer and worship for over 200 years. The Blessed Sacrament is held in Chapel. This is a place of quiet and reflection, so everyone entering the Chapel should show the respect that they would show in any place of worship. No food or drink should be brought into the Chapel.

### *The Library*

Appropriate behaviour is expected in the Library. No food or drink should be brought into the Library except bottled water. The inner Library should be quiet at all times.

### *Refectory*

It is essential that there is good order in the school refectory. Students should at all times show good table manners. They should be aware of others. Students should follow the refectory rota and only come for meals at the designated time for their year group. Students should not run and must be directed by the staff and prefects on duty. They should show courtesy to the catering staff.

### *Out of bounds*

Students should remain on site during the school day unless they have permission to leave the premises. They must always sign out at the school Reception Office. There are some areas of the school grounds that are out of bounds to students. These include:

- the Wilderness and the Nuns' Cemetery
- The NHVS Saturday Club area
- the Barn garden and pond
- the Games/PE areas except during lessons and practices or arranged activities

### *In Common Rooms and Locker Rooms*

Common Rooms provided for all students for their recreation. Students are expected to respect the furniture and fabric of these rooms. Common Rooms and Locker Rooms are places where all students should feel safe.

### *Cars*

Sixth Form students are allowed to bring their cars on site after discussion with the Head of Sixth Form (see Sixth Form Handbook). However, they are required to drive with due consideration for others and the privilege of having their car at school may be removed if it is abused.

## Uniform

All students at New Hall School, up to and including those aged 18+ in Year 13, are required to comply with the school's Uniform Policy. The Uniform Policy includes the Sixth Form dress requirements, which are referred to as the Sixth Form Dress Code. The Principal is responsible for such matters as uniform and dress code.

Wearing uniform/dress code (hereafter referred to as uniform) gives a sense of unity and identity. It marks school as a working environment and students are expected to look neat and business-like. It is a condition of remaining at the school that parents and the student accept the school regime, and the rules as to appearance and dress that apply from time to time. Misuse of uniform and lack of care over one's appearance affect the general environment of the school, sending messages contradicting the purpose of school and reflecting adversely on the community of which all students are members. A breach of the school uniform policy will constitute a disciplinary matter. Sanction will be given in accordance with school's published disciplinary policy. Careful consideration will be given to the severity of the breach, before determining whether any sanction is appropriate. In the vast majority of cases, this will merely involve a member of staff speaking with the student concerned. The most serious breach of uniform policy will constitute a refusal by a student to comply with the policy, either by refusing to wear specific items of the uniform or insisting on wearing additional items of clothing. Prolonged and persistent breaches of the school uniform policy may lead to parents being asked to remove a student if the prolonged and persistent breach adversely impacts on the school's ethos and aims.

No make-up or jewellery may be worn with uniform except:

- wristwatches
- girls only: one set of 'sleepers' or plain studs in ears (one per ear in the lobe only), and simple cross with chain.

Unsuitable hair styles and unnatural colouring of hair are not allowed.

Uniform is primarily the responsibility of parents, who are asked to ensure their son/daughter observes uniform regulations and has the necessary clothing, clearly named and in good condition. Help in these matters is given to overseas students whose parents pay a clothing maintenance fee. All items are available from the uniform shop, Pope & Smith, which is on campus at New Hall.

The school uniform policy at New Hall School is reviewed at least every two years by the Governors, who may consult with the school's SMT and staff, and the school community. The purpose of the review is to ensure that the school uniform policy promotes the Catholic ethos of the school, as published widely in the school's literature.

## Bullying

All students at New Hall should be able to work and play free from being bullied. Bullying goes against the values of trust and respect that New Hall hold dear. All bullying issues will be dealt with seriously. *(For full details see the Anti-Bullying Policy and Anti-Cyberbullying Policy, which are available on the school website)*

Bullying is when a student is targeted by one or more students. Bullies intend to frighten, hurt or threaten their victims. Bullying can take many forms, such as:

- teasing or name calling
- malicious gossip
- racial, homophobic, religious, cultural or sexual/sexist harassment, SEN/learning difficulties or disabilities
- isolating a student from a friendship group
- damaging or stealing property
- hitting, punching and other physical abuse

Bullies can use a range of methods and these include face-to-face, mobile phones, email, instant messaging or Internet message boards.

### **Advice we give to students if they feel they are being bullied**

If you are being bullied, or you feel someone else is, you must tell someone. Sharing a problem with a teacher, staff member, Willow representative or Cybermentor is the first step to sorting out a problem.

When you have told someone, a series of steps will be followed to deal with the situation. You will be involved in each of these steps so that you are happy with the decisions that are made.

Each bullying case is different, and will be handled slightly differently, but in general you can expect the following to happen:

- Your tutor or Head of Year (HoY) will be told and s/he will meet you to talk about what has happened. S/he will then talk with the other students
- Once the problem has been investigated your parents will be told of the outcome. The parents of the other students will also be contacted
- If you are comfortable you will meet with the bully or bullies (with staff present) in order that the problem is brought out into the open

Depending on the nature of the bullying, a sanction will be applied by the school. This may include a public apology, detention or suspension.

### **Sanctions and Rewards**

Students are rewarded for academic, sporting, social and charitable achievements. Behaviour which is deemed to be inconsistent with the aims of the school and the qualities expected of students will incur verbal sanctions such as a comment by staff in the journal of a student, a 'yellow card', detention after school or on Saturdays or confinement to the campus in the case of boarding students. In the case of detentions, at least 24 hours prior notice will be given.

Detentions may be departmental, HoY, Head of Sixth Form (HoSF), Housemaster/mistress (HM) or given by members of the SMT.

Achievements are recognised verbally, by House points, or as a comment in the journal (on the Achievement Card) and on a more formal basis at the termly Certificate Assemblies and the annual Distribution of Prizes. Certificates, cups and prizes are awarded for effort, achievement and progress in all areas of school life.

Students may also gain privileges and rewards for excellent personal behaviour.

### **Smoking, Alcohol and Illegal Drugs**

Illegal drugs and solvent abuse are forbidden while students are at or in the care of the school. Possession, supplying, using and witnessing other students in possession, supplying or using and not reporting the fact to a member of staff are a breach of the school's disciplinary requirements. The Principal will take appropriate action that may lead to suspension or expulsion.

For students in the care of the school who are found smoking, in possession of tobacco products or lighters or matches or in the company of smokers, the following sanctions apply:

#### *First Smoking Offence:*

The Vice Principal (pastoral) will inform parents. A fine will be levied and the student will be required to improve his/her behaviour and to set and meet new behavioural targets.

#### *Second Smoking Offence:*

A further and increased fine will be levied and the student may be suspended from school.

The levels of fines will be set by the Principal. Both offences will involve a letter to parents and a warning. For a student found with cigarettes in school, a second offence may lead to suspension for a fixed term. For subsequent offences, sanctions will be set following an interview with the Principal or Vice Principal. Persistent smoking offences can lead to suspension and students may be required to seek help from the Health Centre. Other sanctions may include community service and further disciplinary action at the Principal's discretion, which may include suspension or expulsion.

Similar sanctions will be applied if any student whilst on school premises or in the care of the school, drinks alcohol.

The school shows zero-tolerance to the following, any of which could lead to suspension/required removal/expulsion, after investigation:

- bad language used aggressively against students or staff
- racial abuse
- bullying (including cyberbullying and use of email, text and video/sound recordings to facilitate bullying. NB Staff may request a student to reveal a message or other phone content and may confiscate a phone for the purposes of investigating an alleged bullying incident.)
- false accusations
- lying
- violence (including: fighting; vandalism; possession of weapons in school which could lead immediately to permanent exclusion; 'play fighting')

### **Appropriate Behaviour**

Students should be reminded at the beginning of term of our expectations of appropriate behaviour especially with members of the opposite gender. They should be reminded of the seriousness of such breaking of trust.

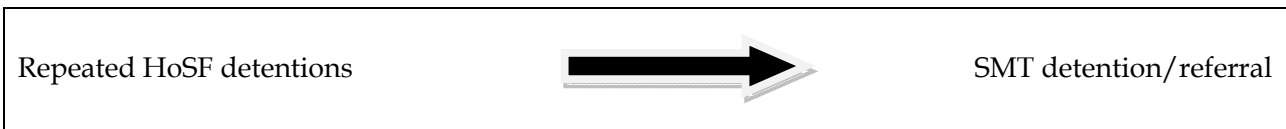
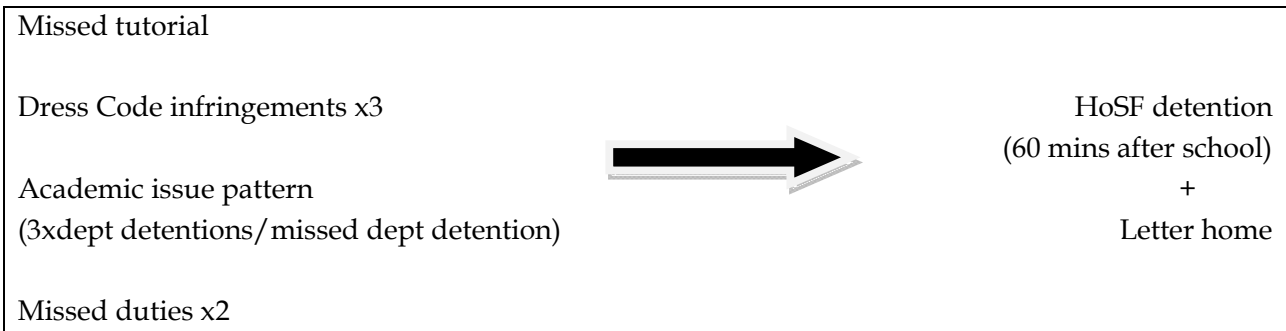
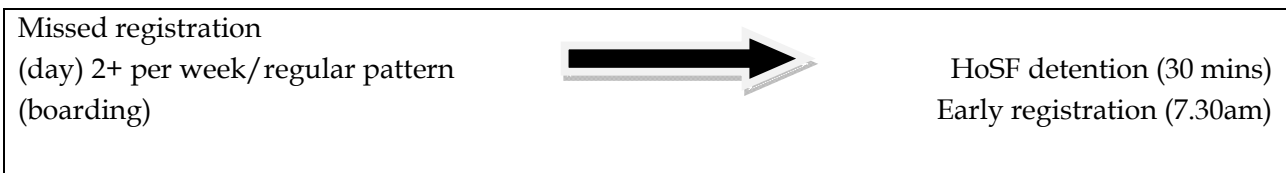
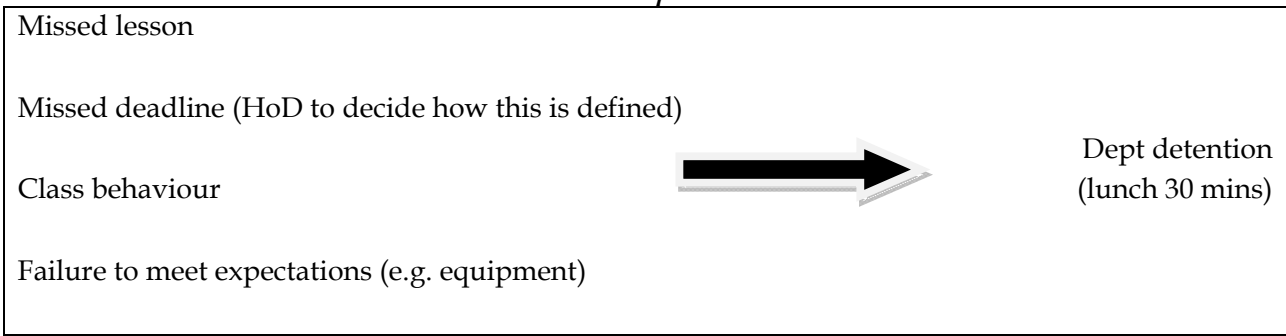
Sixth Form students should be made aware of the curfew times in Dennett and Campion House. If a student behaves in an inappropriate manner with another student then they should receive a severe warning both verbally and in writing. A second offence will lead to suspension. If a student is found in the boarding areas of the opposite gender then there will be immediate suspension. A serious breach of this policy may lead to permanent exclusion. The Principal reserves the right to exclude any student that offends persistently.

Breaking exeats and being out of bounds are treated seriously as breaking trust. Parents will be contacted and the students will have privileges withdrawn (e.g. gated for weekend exeats for an appropriate period of time).

It should be emphasised that students who repeatedly break the school rules are not agreeing to the ethos of the school and so are jeopardising their right to remain at the school.

**Sanctions: Sixth Form**


*Examples:*






Academic report to be used on individual basis, culminating in parental review.

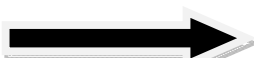
**Sanctions: Years 7-11**

*Examples:*

Missed lesson		
Missed deadline (HoD to decide how this is defined)		
Class behaviour		Dept detention (lunch 30 mins)
Failure to meet expectations (e.g. equipment)		

Missed registration (day) 2+ per week/regular pattern (boarding)		HoY detention (30 mins) Early registration (7.30am)
Persistent lateness		
Unauthorised absence		Parents informed
Boarders: Breaking Exeat		Parents Informed Gating

Missed tutorial		
Dress code infringements x3		
Academic issue pattern (3xdept detentions/missed dept detention)		HoY detention (60 mins after school) + Letter home

Repeated HoY detentions		SMT detention/referral
-------------------------	---	------------------------

Academic report to be used on individual basis, culminating in parental review

### The Yellow Card

Staff and Senior prefects can issue a yellow card to a student offences including the following:

- |                    |                            |                             |
|--------------------|----------------------------|-----------------------------|
| Disruption         | Swearing                   | Bullying (with explanation) |
| Rudeness           | Uniform infringements      | Lateness                    |
| No study           | Mobile phone infringements | Chewing gum                 |
| No planner/journal |                            |                             |

After 3 Yellow Cards within a half term students will be given a detention by a Head of Year or member of Senior Management. Parents will be notified.

After 3 such detentions a formal warning will be given and parents will be invited in to discuss their son/daughter's behaviour.

Subsequent offences will be subject to a HoY/SMT review and could lead to further warnings and suspension/exclusion/remedial action depending upon the severity of the offence.

This system does not replace the need for sanctions for serious offences such as violence, drugs, alcohol and some bullying, where immediate suspension or exclusion may be required after investigation.

For persistent lateness, repeated failure to hand in study or poor academic performance, a student may be put on 'report'.