

Founded 1642



# New Hall School

## Senior Divisions' Code of Conduct

Reviewed by	Senior Leadership & Management Team
Date	August 2018
Authorised by	Board of Governors of New Hall
ISI Code	A1, A4, B3, B17, B18

## THE CODE OF CONDUCT FOR NEW HALL SENIOR DIVISIONS

*(Please also refer to the Safeguarding & Child Protection Policy, Anti-Bullying including Anti-Cyber Bullying Policy, Behaviour Policy and Online Safety Policy, which are also available on the school website)*

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:

*New Hall, a Catholic boarding and day school, provides  
**the best start in life**, enabling students  
to meet confidently the challenges of the wider world.*

*Here **academic excellence** is achieved in surroundings  
where relationships are based on  
**care, trust and respect.***

*We **welcome** students from many traditions,  
building a Christian **community** that has at its heart  
**prayer and service** to others.*

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 attend, 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 conduct 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.

## 1. Rewards and Sanctions

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 conduct which is in any way inconsistent with the aims of the school and the qualities expected of students.

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

- rudeness
- deliberate refusal to co-operate
- refusal to follow instructions
- stealing
- lying
- vandalism
- obscene or offensive language (students should not use rude, offensive or obscene language at any time, or in any verbal, written or electronic form).
- misuse of electronic devices (please see Acceptable Use of Electronic Devices Policy), to include inappropriate recording and filming around school or on school-led activities outside school, and possession of inappropriate images held on electronic devices. School staff may request a student to reveal a message or other electronic device content and may confiscate an electronic device. Staff may search the contents of a student's electronic device which may require passwords to be given to a member of investigating staff.
- sexting
- cheating
- bullying of any kind
- disrespect for people, their property and the environment
- a physical altercation with another student

We value very highly the support offered by parents and we wish to communicate closely with parents in cases where their children's behaviour or happiness is a matter of concern. However, all implementation of sanctions at school is a matter for the school to decide. The most robust sanctions will usually be determined by the Head of Girls' & Boys' Division (Years 7-11), Head of Boarding or the Head of Sixth Form Division. In all cases of serious sanction, only the student receiving the sanction and his/her parents will be informed. It is not our practice to disclose to other students or parents details of sanctions given.

Students are rewarded for notable achievement. Conduct which is deemed to be inconsistent with the aims of the school and the qualities expected of students will incur verbal sanctions, a Yellow Card, a Red Card, a Study Card, detention after school on Fridays, or confinement to the campus in the case of boarding students or a suspension. In the case of detentions, at least 24 hours prior notice will be given. A Sixth Form detention is dealt with departmentally and is arranged separately.

Achievements are recognised verbally, by Green Cards and Boarding Cards and on a more formal basis at 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 conduct, through the award of Green Cards. Students who gain the highest number of Green Cards are rewarded at end of the Trinity Term.

In the Sixth Form, issues relating to instances of poor attitude to learning are challenged and recorded by the bestowal of an Attitude to Learning notification. Where a student in the Sixth Form displays excellent conduct, above and beyond our high expectations of good conduct, they can be awarded a Sixth Form Praise notification.

For persistent breaches of the Code of Conduct, repeated failure to hand in study, or poor academic performance, a student may be put on HoY/HM Report.

### **1.1 The Study Card**

Study cards are to be issued for study that is not handed in at the time requested by the teacher. Study cards may also be issued for incomplete or sub-standard pieces of work. If there are mitigating circumstances then these should be taken into account when deciding whether or not to issue a study card. Examples of this are:

- Illness
- Evening school commitments such as drama and music
- Overnight school trips
- Known personal issues
- Notes from parents explaining why the study was not able to be completed
- Firefly issues (E.g. Study not put on Firefly or technical problems)

Students should be encouraged to speak to their teachers before the work is due in if they foresee any issues with handing it in on time.

The accumulation of study cards will work in a similar way as for yellow cards. If a student receives five study cards over the course of a term, it will initiate a letter home detailing the subjects concerned and may result in an after school detention of one hour. Detentions will take place every Friday at 4.10 pm and will be supervised by a senior member of staff. Multiple study card detentions will lead to a red card and Senior Management involvement.

### **1.2 The Yellow Card**

Staff can issue a yellow card to a student, offences include the following:

- Rudeness
- Inappropriate Conduct
- Inappropriate Language
- Persistent Lateness
- Out of Bounds Offence

Where possible warnings should be given before a yellow card is issued. This is at the teacher's discretion. It is vital that the student is fully aware that the yellow card has been given and the reason for it. If the poor behaviour continues, then further yellow cards should not be given. Instead the matter should be escalated to the relevant HOD or HOY/HM as appropriate. At this stage a red card might be given which will initiate Senior Management involvement.

If a student receives five yellow cards over the course of a term, then it will initiate a letter home detailing the offences and an after school detention of one hour. Detentions take place

every Friday at 4.10pm and will be supervised by a senior member of staff. Ten yellow cards in one calendar year will lead to a red card and Senior Management involvement.

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

### **1.3 The Red Card**

A HoY, HM, HOD or a member of SLMT may issue a Red Card.

A Red Card category is intended for more serious breaches of the Code of Conduct, these would include:

- Bullying (verbal, cyber or physical)
- Continuous disruption of a lesson, or one single serious incident of disrupting the lesson (which may include conduct which compromises the health and safety of students or staff)
- Serious incident of inappropriate conduct or language.
- A major Out of Bounds offence
- Regular poor attitude in lessons or approach to work/study

Red cards will automatically trigger meetings with the Principal and the Head of Girls' and Boys' Division/Head of Boarding.

A Red Card can be awarded by a member of SLT, the relevant Head of Year/HM or a Head of Department. The Head of Department would issue a Red Card for consistent poor behaviour in lessons or for a series of missed studies in their own subject, for which there are no mitigating factors.

It is envisaged that an accumulation of Red Cards will result in a suspension and that all Red Cards will be taken into account when assessing suitability for Sixth Form entry.

Red card detentions will take place after school on a Friday, but will be separated from the Yellow Card detention. During this detention, the students will be expected to write a reflective letter to the Principal and Head of Girls' and Boys' Division/Director of Boarding which will detail how they will address their behavioural issues.

## **2. Suspension**

Heads of Division along with the Vice Principals, Deputy Principal and the Principal may suspend a student.

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

- foul or offensive language used in any circumstances, but specifically when used aggressively against students or staff
- possession or distribution of inappropriate material or images
- racial abuse
- bullying (including cyberbullying and use of email, text and video/sound recordings to facilitate bullying. Staff may request a student to reveal a message or other electronic device

content and may confiscate an electronic device 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')
- misuse of the school's IT network

It should be emphasised that students who repeatedly break any of the school rules regarding conduct in and out of the classroom, are not agreeing to the ethos of the school and so are jeopardising their right to remain in any of the divisions of the school; the Girls' Division (Years 7-11), the Boys' Division (Years 7-11), or Sixth Form (Years 12-13). This also applies to transferring between any of the divisions of the school, including the Sixth Form.

- A suspension can be given whilst a serious incident is being investigated.
- Suspensions, can happen with immediate effect and parents/guardians will be expected to arrange collection of the student as appropriate.

A student may be suspended from school, permanently excluded from the school, or required to leave permanently for a grave breach of school discipline or serious misconduct, for example, a serious criminal offence or some wilful act calculated to cause serious damage to the School, its community or any of its members. (*See Behaviour Policy and Whole School Permanent Exclusion & Required Removal Policy*)

### **3. Bullying**

All students and staff 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, please see the [Anti Bullying Policy](#) and [ICT Code of Practice Policy](#), which are also available on the school website).

Bullying behaviour is always unacceptable and will not be dismissed as being normal between young people, as "banter" or simply "part of growing up". Bullying will not be tolerated because:

- It is harmful to the person who is bullied, to those who engage in bullying behaviour, and those who support them, and can in some cases lead to lasting psychological damage.
- It interferes with the person's right to enjoy his/her learning, working and leisure time free from intimidation or oppression or abuse.
- It is contrary to all our aims and values, our internal culture and the reputation of the school.

This policy will also apply to bullying behaviour outside of the school, of which the school becomes aware.

Bullying is behaviour by an individual or group, normally repeated over time, that intentionally hurts another individual or group either physically or emotionally. The school does not accept bullying in any form.

Bullying may be:

- **Physical**

Hitting, kicking, pushing people around, spitting; or taking, damaging or hiding possessions.

- **Verbal**  
Name-calling, taunting, teasing, mimicking, insulting or demanding money.
- **Exclusionary Behaviour**  
Intimidating, isolating or excluding a person from a group.
- **General Unkindness**  
Spreading rumours, any kind of initiation ceremony or exploitation of another student, or writing unkind notes, mobile phone texts or e-mails.
- **Cyber bullying**  
Bullying that takes place using technology.
- **Sexual**  
Talking to or touching someone in a sexually inappropriate way.
- **Sexist**  
Related to a person's gender or gender reassignment.
- **Racist**  
Related to someone's religion, belief or culture.
- **Other**  
Related to a person's sexual orientation (homophobic), to pregnancy and maternity, to a person's home or economic circumstances, to a person's disability, special educational needs, learning difficulty, health or appearance.

Not all bullying is deliberate or intended to hurt. Some individuals may see their hurtful conduct as "teasing" or "a game" or "for the good of" the other person. These forms of bullying are equally unacceptable but may not be malicious and can often be corrected quickly with advice and without disciplinary sanctions. A bully who does not respond appropriately to advice or sanctions would ultimately have to leave the school.

New Hall School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and students to share this commitment. Tolerance, understanding and care for the welfare of others should be a characteristic of the school community. Our expectation of all members of the school community is that:

- Everyone will uphold the school guidelines.
- A student or member of staff who witnesses or hears of an incident of bullying will report it - there is a community responsibility to prevent anyone being hurt, threatened, upset or frightened. School should be a safe and secure environment with a supportive climate.
- A complaint of bullying will always be taken seriously.
- No-one will tolerate unkind actions or remarks or stand by when someone else is being bullied.

### 3.2 What the school does to prevent bullying:

- Acts quickly when incidents are reported
- Supports all those involved
- Trains all students to act when they see situations that are a cause for concern. Trains staff to raise awareness of bullying
- Staff are expected to act as role models and to avoid using sarcasm, making derogatory or humiliating comments to students
- Monitors incidents to look for trends about when and where bullying takes place
- Supervises areas of the school at critical times
- Buddies are allocated at times of transition e.g. all new students in any year group or when students are experiencing difficulties
- Encourages students to discuss their views on school life at the Student Council
- Raises awareness of bullying, for example, during anti-bullying week

Bullying issues are addressed throughout the school; particularly in English, Drama, PSHEE, History and Theology lessons. Through these platforms, students are educated to be responsible citizens and aware of the needs to protect against bullying inside and outside of school. All allegations of bullying will be taken seriously and will normally be dealt with in accordance with the below procedure.

### 3.3 Reporting Bullying:

The following procedures are a guideline except where expressed in the terms "should" or "must".

#### 3.3.1 Students

The school does not accept bullying in any form – students are asked to be vigilant and to discuss any concerns with someone. A student who is being bullied, or who is worried about another student being bullied, should complain without delay and can do so in several ways. S/he can:

- Tell his/her parents, his/her HOY/HMs, the Healthcentre, a member of SLMT, the Designated Safeguarding Lead (DSL), the Chaplain, a member of staff or volunteer or a responsible older student.
- Contact the school counsellor or Independent Listener for advice.
- Contact a school doctor or nurse.
- Contact ChildLine (0800 1111) or the Children's Commissioner (0800 528 0731).

#### 3.3.2 Parents

Parents who are concerned that their child is being bullied should inform their child's HOY and HMs without delay.

A member of staff who learns of alleged bullying behaviour should firstly, respond quickly and sensitively by offering advice, support and reassurance to the alleged victim, then report the allegation to the HOY and HMs of the victim and the alleged bully as soon as possible. In serious cases, where the child is deemed to be at risk, then information should be passed to the DSL (see Safeguarding & Child Protection Policy procedures).

The victim's HOY and HMs will normally see the victim and (unless the case is very serious) any witnesses without delay and form an initial view of the allegation.

At this stage, the possible outcomes for an incident which is less serious include:

- That there has been a misunderstanding which can be explained sympathetically to the alleged victim with advice to the alleged bully.
- Or, that the complaint is justified in whole or in part, and further action will be needed (see Range of Action, below).

### **3.4 Range of Action:**

When a complaint of bullying behaviour is upheld the range of responses will include one or more of the following:

- Consideration as to whether the bullying incident should be addressed as a safeguarding concern and if so, the School's Safeguarding & Child Protection Policy and Procedures will be followed.
- Advice and support for the victim and, where appropriate, establishing a course of action to help the victim, including support from external services where appropriate.
- Advice and support to the bully in trying to change his/her behaviour. This may include clear instructions and a warning or final warning, and involvement of the School Counsellor.
- Consideration of the motivation behind the bullying behaviour and whether external services should be used to tackle any underlying issues of the bully, which contributed to the bullying behaviour. If these considerations give rise to safeguarding concerns relating to bullying, the school's child protection procedures will be followed.
- A supervised meeting between the bully and the victim to discuss their differences and the ways in which they may be able to avoid future conflict (only with the victim's express agreement).
- A disciplinary sanction against the bully, in accordance with the school's behaviour and discipline policy. In a very serious case or a case of persistent bullying, a student may, after a fair hearing, be required to leave the school permanently in accordance with the school's expulsion, removal and review policy.
- Action to break up a "power base".
- Confiscation of mobile electronic devices, increased monitoring procedures or limiting access to the school's internet and email facilities if cyberbullying (see the Acceptable Use of IT Policy).
- Moving either the bully or victim to another class/tutor group/room after consultation with the student, his/her parents and the relevant staff.
- Notifying the parents of one or both students about the case and the action which has been taken.
- A formal meeting with one or both sets of parents and senior members of staff may be deemed necessary or desirable to inform and agree a course of action. Such other action as may appear to the Principal to be appropriate, noting the outcome in the relevant student files.
- A medical referral may be made if the school deems it to be necessary or if the parents request it.

### **3.5 Monitoring:**

The position should be monitored for as long as necessary thereafter. Action may include:

- Sharing information with some or all colleagues and with students in the house so that they may be alert to the need to monitor certain students closely.
- On-going counselling and support.
- Vigilance.

- Mentioning the incident at meetings of staff.
- Reviewing vulnerable individuals and areas of the school.
- Liaison between the HOY and HMs, the outcome being recorded in the student files.

Monitoring and examination, where possible, of all electronic communication between the bully and the victim, including the use of social networking sites.

#### **4. Smoking, Alcohol, Drugs and Substance Misuse**

Please see the Drugs Alcohol and Substance Misuse Education and Procedures Policy.

In keeping with the New Hall Mission Statement, New Hall School seeks to outline the ways in which students are prepared and equipped to meet confidently the challenges of the wider world. Drug, alcohol and substance misuse is detrimental to the development of young people. New Hall School seeks to minimise the following harmful outcomes:

- Health difficulties - short and long term damage to health
- The breakdown of trust which can take place between students and staff
- Effect on peers and younger students
- Inability to meet academic and personal potential
- Social/ financial difficulties - conflict with parents, teachers
- Legal difficulties - prosecution can effect freedom, career and travel

New Hall School seeks to respond to these challenges by ensuring:

- That students at New Hall School receive consistent messages about the inappropriateness of drug, alcohol and substance misuse.
- Incidents of such misuse are addressed throughout our school in a consistent manner.

New Hall School aims to:

- Communicate information about drugs, alcohol and substance misuse and health related issues
- To give accurate and up-to-date coverage of the effects of drugs, alcohol and other substance use with the risks, and any legal implications.
- To provide opportunities for students to develop their abilities to communicate, assert themselves and take responsible decisions, identify risks and help others, thereby enhancing their competence and self-esteem.

These aims are fulfilled in a variety of ways:

- Issues are addressed across the curriculum e.g. in PE Year 10 (steroids), Biology
- As part of an integrated PSHEE programme
- Visiting speakers from outside agencies are used to offer particular expertise and all visitors to our classrooms will work to the principles outlined in this policy. The Drug Education programme seeks to achieve the aims of this policy by enabling students to develop knowledge and understanding, acquire skills and evaluate attitudes.

Students are not allowed to smoke inside or outside the school. Smoking is a health and safety risk and is particularly serious in-House as it exposes others to passive smoking and is a significant fire risk.

The school reserves the right to request a student takes a drug test if there is suspicion of drug use

or as part of a system of random drug testing.

The use of non-prescribed drugs, or the bringing of non-prescribed drugs onto the premises is strictly forbidden. Students who are found in possession of, supplying or using illegal drugs or witnessing others in possession, supplying or using illegal drugs and not reporting the fact will all be treated with the utmost seriousness. The Principal, after appropriate consultation with senior pastoral staff and representatives from the Governing Body, will take appropriate action, which may lead to suspension, expulsion (i.e. fixed term) or permanent exclusion.

(References to "drugs" or "substances" include alcohol, controlled drugs and the paraphernalia of drugs or substances intended to resemble drugs, or "legal" drugs which can be obtained from a chemist shop, or psychoactive substances which as of 25 May 2015 became illegal to produce, distribute, sell or supply, performance enhancing drugs, anabolic steroids, glue and other substances held or supplied in each case for purposes of misuse).

## **5. Conduct during the day**

Within lesson time, students should:

- typically queue quietly outside the classroom until directed in by the teacher
- always be punctual to lessons and if delayed should apologise
- come to lessons with the right equipment
- sit as directed by the teacher
- stand when there are visitors to the classroom
- show respect for other students and for staff

In the school corridors and around the school site, students should:

- respect the environment and take care of the building
- always be aware of other people around the school and should not walk in large groups or in a disorderly fashion
- be quiet around the school and aware that some lessons/examinations may be taking place
- always hold doors open for others
- not chew gum anywhere on school premises
- walk on the left in corridors and staircases
- not eat inside school buildings other than the refectory and boarding houses
- be aware that, for allergy reasons, we aim to be a nut free zone.

Registration and tutor time:

- students should always be punctual to registration and play an active part

Study time:

- students should always be in either an official and supervised school activity, or in study sessions in designated areas
- Students should not wait around the school site and should only be in supervised areas of the school.

## **6. Acceptable use of Electronic Devices**

Please see [Acceptable Use of Technology Policy](#) and [ICT Code of Practice Policy](#).

- Students in Years 7-11 are not permitted to use their mobile phones or smartphones (including the use of smart watches) during the normal academic school day (this includes break and lunchtimes). All personal electronic devices must be stored in the lockers provided, secured with a padlock. Mobile phones or smartphones should be on silent mode. Please be aware that the school insurance does not cover the loss of mobile phones.
- Students in Years 7-11 are permitted to have their mobile phones or smartphones out and visible to the teacher in after school study in order only to receive messages regarding pickup from school.
- If a student in Years 7-11 is seen using a mobile or smart phone during the normal academic school day then it will be confiscated for a 24 hour period and students will receive a Yellow Card. If however the student needs the device for safe travel home then this can be collected at the end of the school day from student reception but must be returned to student reception no later than 8:10am the following school day.
- For Sixth Form students, mobile phones are permitted only in the Sixth Form area.

All devices are brought into school at the student's own risk. All devices should require a pass code or password to be unlocked and this should never be divulged to any other student.

## 7. Conduct 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 the Chapel. This is a place of quiet and reflection, so everyone entering the Chapel should do so in silence and show the respect that they would show in any place of worship. No food or drink should be brought into the Chapel.

- **The Library**

No food or drink should be brought into the Library except bottled water. The inner Library should be silent at all times.

- **Refectory**

Students should at all times show good table manners. They should be aware of others. Students should follow the refectory rota and only queue for meals at the designated time and place for their year group. Students should not run and must be directed by the staff and prefects on duty. They should show courtesy and respect to the catering staff at all times. Students are encouraged to eat a balanced meal. Students must wear either full school uniform or a full school tracksuit whilst in the refectory.

- **Out of bounds**

Please see [Control Student Access to Risky Areas Policy](#). Students should remain on site during the school day unless they have permission to leave the premises from a member of staff. 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, unless authorised by a member of staff. These include:

- The Wilderness and the Nuns' Cemetery
- The Barn garden and pond
- The storage and maintenance area behind the indoor sports facilities
- The roof of any school building
- The Games/PE areas except during lessons and practices or arranged activities
- The area behind the Sports Hall

Please note that CCTV is in effect around the site and on the school bus service.

- **Locker Areas**

Locker areas are places where all students should feel safe and their possessions should be respected. Unauthorised removal, or borrowing of possessions will be treated as theft. Locker rooms are not to be used during lesson times. It is the student's responsibility to secure their locker with a padlock.

- **Cars**

Sixth Form students are only allowed to bring their cars on site after discussion with the Head of Sixth Form Division and after having completed the Sixth Form driving application form. They are required to drive with due consideration for others, and in accordance with the Highway Code. The privilege of having their car at school may be removed if it is abused. Sixth Form students should only park in those areas designated for them.

Students are reminded at the beginning of term of our expectations of displays of affection. The school is a working environment, no inappropriate displays of intimate affection are permitted, including holding hands, hugging, cuddling or kissing. This is not an exhaustive list, and the final decision regarding whether conduct is appropriate in this context rests with the Principal, Deputy Principal, the relevant Head of Division, and Director of Boarding.

Sixth Form students are aware of the curfew times in Dennett and Champion House. Serious breaches lead to expulsion. 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 an 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.

<b>8. Off-site conduct</b>
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Although the school will neither take responsibility for the actions of any New Hall School students off-site, nor the effects of such actions, nevertheless the school reserves the right to take action against students whose conduct is judged by the school as being inappropriate and/or where such actions result (or risk resulting) in bringing the school into disrepute. The following are given as examples of actions which could be deemed as fulfilling the criteria for judgements which could lead to action being taken, but do not constitute a closed list:

- Conduct alongside the boundaries of the school site within sight of the front barrier which falls below the expected standards of conduct as listed in our Code of Conduct;
- Conduct on coaches (or other modes of transport) used by the school which falls below the expected standards of conduct
- Conduct on fixtures, trips and events.

- Conduct and/or communication on social media sites, which fall below the guidelines.

## 9. 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. This includes unnecessary bespoke alteration or tailoring of girls' skirts and boys' trousers. Boots are not to be worn at school unless permitted has been granted. Sanctions will be given in accordance with the school's published disciplinary policy. This may include a requirement for the altered item to be replaced with a new one. Careful consideration will be given to the severity of the breach, before determining whether any sanction is required. In the vast majority of cases, this may 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.

*Please see a copy of the Uniform List for full details of the Preparatory and Senior Divisions' Uniform Dress Code.*

### Year 7-11 Skirt Uniform

No ostentatious appearance allowed.

Skirts should be knee-length.

No make-up or jewellery may be worn with uniform except for the following in Year 7 upwards;

- Foundation/concealer (this should be natural looking)
- Mascara (eye shadow, blusher, eyeliner, and false eyelashes are not permitted)
- Lip balm (this should be a natural colour)
- Clear nail varnish
- A plain wristwatch, one set of small stud earrings in ears (one per ear in the lobe only), and a simple cross with a chain or other discreet item of jewellery of religious significance.

No jewellery may be worn for Physical Education. Tights should not have rips, holes or ladders. Hair must be neat in style and natural in colour – no ostentatious styles allowed. Hair may be worn as wished but we do advise clipping it back in some way, off the face. For Health & Safety reasons, hair will need to be tied back for certain lessons such as Science, Technology and Physical Education; students must ensure they have appropriate hair accessories at school with them for this purpose. Religious headwear may be permitted on religious grounds.

## **Year 7-11 Trouser Uniform**

No ostentatious appearance allowed. Shirts must be tucked in at all times and top buttons done up. Ties must be done up properly, tied to the collar. No make-up or jewellery may be worn with uniform except for a plain wristwatch and a simple cross with a chain or other discreet item of jewellery of religious significance. No jewellery may be worn for Physical Education. Hair must be neat in style, natural in colour and of a grade 2 (or higher) length – no ostentatious styles allowed. With regards to beards and moustaches (except where consent has been given on religious grounds for beards or moustaches), students should be clean-shaven. Religious headwear may be permitted on religious grounds.

## **Sixth Form Uniform**

Students must wear their full suit at school each day and jackets should be worn when travelling throughout the school. In the Trinity Term, students will be notified when they may remove their jackets. After 4.30pm (Monday to Thursday), or 3.55pm (Friday) students may change into more casual clothes if they wish.

### **SIXTH FORM SKIRT UNIFORM:**

No ostentatious appearance allowed. Skirts should be knee-length. No make-up or jewellery may be worn with uniform except for the following;

- Foundation/concealer (this should be natural looking)
- Mascara (eye shadow, blusher, eyeliner, and false eyelashes are not permitted)
- Lip balm (this should be a natural colour)
- Clear nail varnish
- A plain wristwatch, one set of small stud earrings in ears (one per ear in the lobe only), and a simple cross with a chain or other discreet item of jewellery of religious significance.

No jewellery may be worn for Physical Education.

Tights should not have rips, holes or ladders. Hair must be neat in style and natural in colour – no ostentatious styles allowed. Hair may be worn as wished but we do advise clipping it back in some way, off the face. For Health & Safety reasons, hair will need to be tied back for certain lessons such as Science, Technology and Physical Education; students must ensure they have appropriate hair accessories at school with them for this purpose. Religious headwear may be permitted on religious grounds.

### **SIXTH FORM TROUSER UNIFORM:**

No ostentatious appearance allowed. Shirts must be tucked in at all times and top buttons done up. Ties must be done up properly, tied to the collar. No make-up or jewellery may be worn with uniform, except for a plain wristwatch and a simple cross with a chain or other discreet item of jewellery of religious significance. No jewellery may be worn for Physical Education. Hair must be neat in style, natural in colour and of a grade 2 (or higher) length – no ostentatious styles allowed. With regards to beards and moustaches (except where consent has been given on religious grounds for beards or moustaches), students should be clean-shaven. Religious headwear may be permitted on religious grounds.

All day students should travel to and from school in correct school uniform - this applies whether they travel by car, public transport, or school bus. If they have PE during Period 1, they should change on arrival at school. If their transport is delayed they will be allowed time to change. It is not permitted to mix uniform with either home clothes or PE kit in or out of school. It should be considered the norm for students to travel home in full school uniform. However, students may travel from school to home in full school tracksuit if there has not been time to change after an activity, or if it is in the interests of maintaining cleanliness of their uniform.

Students may only wear sports kit during the school day if they are due to be participating in a sporting activity and have been instructed to get changed by the member of staff responsible for that activity. In this case they should be dressed in the full New Hall tracksuit when moving around the school site. The only sports kit that is acceptable is New Hall sports kit, including the tracksuit trousers or New Hall black fitness leggings, all of which is available for purchase via [www.schoolblazer.com](http://www.schoolblazer.com). These rules also apply to Sixth Form students for whom there is a specific t-shirt and hoodie to wear alongside the standard New Hall tracksuit.

If students need to go to lessons or to the Refectory in their sports kit for lunch or for match teas, they will only be permitted into the buildings if their kit is clean and if they are wearing their New Hall tracksuit trousers or New Hall black fitness leggings; shorts or skorts are not acceptable. Students are permitted to leave school at the end of the day in sports kit following a games lesson or training session, but again they should be as smart as if in their normal uniform and therefore we do require that they wear their New Hall tracksuit to travel home from school.

Students participating in dance classes should be wearing New Hall approved dancewear, details of which can be sourced via the Dance department. If travelling home in dancewear, students will be expected to be wearing either their New Hall Dance Company jackets or New Hall tracksuit/hooded top.

Uniform is primarily the responsibility of parents, who are asked to ensure their daughter/son observes uniform regulations and has the necessary clothing, clearly named and in good condition. All items of uniform can be purchased through SchoolBlazer (<https://www.schoolblazer.com>).

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 Senior Leadership Team and staff, and the school community. The purpose of the review is to ensure that the Uniform Policy promotes the Catholic ethos of the school, as published widely in the school's literature.