

High Tunstall College of Science



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Student Code of Conduct

Revised	- July 2023
Stakeholder Consulted	- Admissions and Safeguarding Committee
Review Date	- July 2025
Responsibility for Review	- Assistant Headteacher – Behaviour and Pastoral

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Statement of intent

High Tunstall College of Science believes that in order to facilitate teaching and learning, acceptable behaviour must be displayed in all aspects of college life.

We are committed to:

- Promoting pivotal behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect.
- Ensuring equality and fairness of treatment for all.
- Encouraging and rewarding good behaviour.
- Challenging and disciplining bad behaviour.
- Providing a safe environment; free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging a positive relationship between the college and parents to develop.
- Developing relationships with our students which ensure early intervention is possible.
- A shared approach which involves students in the implementation of the college's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all students can achieve.

1. **[Updated]** General conduct

- 1.1. The college expects students to:
 - Be polite to all members of the college community and to all visitors to the college.
 - Always be ready to offer help to others, if necessary.
 - Show respect when talking to an adult.
 - Move around the college in a quiet and orderly manner.
 - Attend all lessons and other college activities punctually and always arrive in good time for commitments.
 - Take pride in the college environment and keep it tidy.
 - Not spit or chew gum – chewing gum is not allowed.
 - Not swear or use offensive language.
 - Not engage in gambling or games of chance.
 - Not damage or disfigure the college premises, either inside or outside the buildings.
- 1.2. Vandalism and graffiti on college premises is strictly forbidden.
- 1.3. Damage should be reported immediately to a member of staff, by the person responsible or the person who discovers it.
- 1.4. The college is a working environment; therefore, public displays of affection are not appropriate during lessons, nor during break and lunchtimes, or while on college trips where you are representing the college.
- 1.5. All forms of sexual discrimination, including sexual harassment, gender-based bullying and sexual violence, are forbidden. Acts of sexual harassment and violence will be considered and dealt with in line with the college's Behaviour Policy.
- 1.6. **[Updated]** Smoking, vaping, drinking alcohol and the taking of drugs are forbidden and it is an offence to have smoking materials, alcoholic drinks or drugs in your possession. This includes the times when students are travelling to and from college.
- 1.7. **[Updated]** There is zero tolerance for bullying at the college; this includes, but is not limited to, racist bullying, homophobic bullying, transphobic bullying, sexist bullying, or sexual bullying and harassment. Students may be requested to attend a re-education programme where appropriate in support of any incident in College around these behaviours.

2. In the classroom

2.1. Students must not:

- Be disrespectful, argumentative, rude, confrontational or intimidating.
- Lie or answer back to teachers.
- Disrupt a class or make it difficult for others to learn.
- Leave the classroom or college premises without permission.
- Disobey a reasonable request from a teacher.
- Truant lessons.
- Intimidate other students.

2.2 **[Updated]** Students will be removed to Triage where appropriate. Triage will be a classroom within a different faculty and will be a different year group to their own. This is non-negotiable.

3. **[Updated]** Attendance

- 3.1. Full time attendance and attendance at all lessons is mandatory. Students must only be absent from lessons if the absence has been authorised or they are unwell.
- 3.2. **[Updated]** The college day runs from 08.30 to 15:00. Students are required to remain on the college premises during these times, except where the student has an appointment, there is a college trip, or the student has been granted permission by a member of staff to leave the premises.
- 3.3. In the case of pre-arranged appointments, the college must be informed in advance and in writing wherever possible.
- 3.4. If selected for a college team, students are expected to attend punctually and if they are unable to take part due to injury or illness, ensure that the college is informed at the earliest possibility.
- 3.5. Holidays during college time are not permitted except under very exceptional circumstances. Permission in exceptional circumstances must be sought from the Headteacher.
- 3.6. Attendance should be above 95% to go on college trips/residentials.

4. **[Updated]** Lateness

- 4.1. Students must arrive punctually for morning registration.
- 4.2. **[Updated]** If a student arrives late, they should give their name and tutor group in at Late Gate. They will then be expected to follow Late Gate procedures.
- 4.3. **[Updated]** If a student arrives late and Late Gate has already closed, they should report to the college reception and sign in. Students will be escorted to lessons on arrival, if late to college.
- 4.4. **[Updated]** Students must arrive punctually for afternoon registration. Students should be at their tutor rooms for a 1.30pm start .

5. Illness whilst at college

- 5.1. If students are involved in an accident or feel ill during the college day, they must attend the Year Team Office in the first instance. No student may go home without permission from the Head of Year. Parents will be contacted by college.
- 5.2. If given permission to go home, due to illness or injury, students must sign out at reception.

6. Student-student relationships

- 6.1. The college is not opposed to students starting relationships with one another and will not prevent appropriate relationships between students.
- 6.2. Students are not overly affectionate at college.
- 6.3. Students will not marginalise or bully anyone who is in a relationship.
- 6.4. The college promotes and supports diversity, and will not tolerate bullying of any form, including sexist, homophobic and transphobic bullying. Students are encouraged to speak to a member of staff immediately if they witness, or are a victim of, bullying.
- 6.5. The college takes a zero-tolerance approach to all forms of sexual harassment, sexual violence and harmful sexual behaviours.
- 6.6. Students are taught to understand what harmful sexual behaviour is in an age-appropriate manner.
- 6.7. Students are taught about relationships in an age-appropriate manner.

- 6.8. Students are taught about what constitutes a healthy relationships and about sexual health in accordance with the college's Sex, Relationships and Health Education Policy.
- 6.9. All students understand that they can speak to any staff member if their relationship starts to become harmful or abusive or if they have any other concerns or questions relating to their relationship.
- 6.10. All staff members operate an 'open-door' policy for students wanting to report any concerns relating to themselves or their peers.
- 6.11. Staff members handle concerns from students, raise concerns and act in accordance with the college's Child Protection and Safeguarding Policy at all times.

7. **[Updated]** Appearance

- 7.1. The college uniform, detailed on the college website: <https://htcs.org.uk/uniform/>, is compulsory. This includes for the journey to and from college.
- 7.2. Students may wear coats on the way into College however all coats must be placed into student lockers before the start of the College day. If a student does not have access to a locker, they must leave the coat with their Head of Year until the end of the college day. Students can pick their coats up at 3pm from their Head of Year at the relevant office.
- 7.3. Suitable outdoor waterproof coats preferably dark in colour, must be without large logos or writing on them.
- 7.4. Hooded/track suit tops, leather and denim jackets are NOT classed as outdoor coats and are not allowed (these will be confiscated). Hats and scarves are allowed but should not be worn in the building. They should also be placed into student lockers.
- 7.5. A College blazer and appropriate house tie must be worn at all times unless given permission to remove them by staff. Tie must be done up to the collar.
- 7.6. A light blue sleeved shirts should be worn and tucked in at all times.
- 7.7. **[Updated]** Black Pleated Skirts must be worn a decent length e.g., no more than 8cm above knee. Tights must be worn with skirts and must be plain black with no patterns or bows.
- 7.8. **[Updated]** Both Boys and Girls are allowed to wear trousers to college. They must be plain black. Jeans and sports clothing are not allowed.
- 7.9. Footwear should be black shoes and of a sensible and robust style. Shoes with heels higher than 5cm are not allowed and neither are 'slip-ons' with no back. Shoes must have plain black laces and no visible motifs/logo. Branded plimsoll and canvas footwear (i.e.) **Vivienne**

Westwood are not permitted. Trainers are only permitted for use in PE lessons.

- 7.10. Belts must be plain black with a normal sized buckle.
- 7.11. Hair must be of a suitable style and colour for a school environment and no patterns shaped into the hair. Extreme hairstyles and unnatural hair colours are not permitted. Hair accessories should be blue/black and serving a purpose.
- 7.12. The only jewellery permitted is a wrist watch. No earrings, no nose studs or other body piercings are allowed. Bracelets and wrist bands are not allowed. Ear stretches are not allowed
- 7.13. The wearing of excessive make-up and coloured nail varnish/false nails are not allowed.
- 7.14. Students are reminded that they are representatives of the college.

8. Property

- 8.1. Students are responsible for their own belongings.
- 8.2. Exercise books, planners, text books, electronic equipment, stationery and folders issued by the college remain the property of the college and should be treated as such.
- 8.3. Students are responsible for replacing lost or damaged college property.
- 8.4. PE is a compulsory part of the curriculum and students must attend with appropriate kit at every lesson.

9. Mobile technology

- 9.1. The college accepts that personal mobile phones are often given to students by their parents to ensure their safety and personal security.
- 9.2. In addition, the college acknowledges the increasing use of mobile technology as part of the curriculum.
- 9.3. Parents should be aware if their child takes a mobile phone to college.
- 9.4. The college accepts no responsibility for replacing lost, stolen or damaged personal mobile devices either at college, or travelling to and from college.
- 9.5. **[Updated]** Acceptable use
 - **[Updated]** Mobile devices should be switched off and placed in student lockers on arrival to college. They must remain in lockers until the end of the college day, inclusive of break and lunch

time. If a locker is unavailable, mobile phones must be placed with the Year Team between the hours of 08.30am - 3.00pm. Students can retrieve their mobile devices at the end of the college day. All communication to/from parents and carers must go via the Year Team / college office

- Mobile phones should only be used for voice calls with the express permission of their parents and teachers, and for emergencies only.
- Students are responsible for protecting their own personal information including their phone number.
- Files should not be sent between mobile phones, and Bluetooth and Wi-Fi functions should be disabled whilst on college premises.

9.6. Spot checks

- Any staff member may ask any student to show them what they are doing on their mobile phone at any time.
- Students are required to comply with any request to disable the screen lock function of their phone and show any staff member what they are doing.

9.7. Sanctions

- Any student caught with their mobile device during the college day will have their mobile device confiscated.
- Confiscated mobile devices will be locked away securely in the Year Team Office,
- If a problem persists, confiscated mobile devices must be collected by the student's parent. Mobiles will be kept locked away until this can happen.
- Bullying via mobile will be disciplined in line with the college's Anti-Bullying Policy.

10. **[Updated]** Items barred from college premises

10.1. Fire lighting equipment

- Matches, lighters, etc.

10.2. Drugs and smoking equipment

- **[Updated]** Cigarettes / Vapes
- Tobacco
- Cigarette papers
- Electronic cigarettes (e-cigs)
- Alcohol
- Solvents
- Any form of illegal drug
- Any other drugs except medicines covered by the prescribed medicines procedure

10.3. Weapons and other dangerous implements and substances

- Knives
- Razors
- Catapults
- Guns (including replicas and BB guns)
- Laser pens
- Knuckle dusters and studded arm bands
- Whips or similar items
- Pepper sprays and gas canisters
- Fireworks
- Dangerous chemicals
- Items that can be used to hit, e.g. hammers

10.4. Other items

- Liquid correction fluid
- Chewing gum
- Energy drinks
- Offensive materials (i.e. pornographic, homophobic, racist etc.)
- Aerosols including deodorant and hair spray

11. Non-compliance

- 11.1. Failure to comply with the college's Student Code of Conduct will lead to sanctions as detailed in the college's Behaviour Policy.

12. **[Updated]** Monitoring and review

- 12.1. This code of conduct will be reviewed on an biennial basis by the Assistant Headteacher – Behaviour and Pastoral and any changes made will be communicated to all students and staff at the college.
- 12.2. **[Updated]** All students will be provided with a copy of this code of conduct when their attendance at the college begins and will be required to familiarise themselves with the procedures and guidance outlined. The next scheduled review date of this policy is July 2025.