



## CODE OF CONDUCT

*In order to maintain a happy, safe, working environment in which staff and pupils can perform to the best of their ability we expect all members of the College to conform to the following code of conduct.*

### **CARE FOR OTHERS**

- All pupils of the College should show consideration, courtesy, respect and sensitivity to one another, to visitors to the school and to those of the public they come into contact with. The College will not tolerate disrespectful behaviour or physical or verbal abuse, i.e. bullying, teasing, rudeness or bad language, directed at any member of the College.
- Any incident of bullying should be reported to an adult immediately. (Please see school anti-bullying policy that follows this section.)
- We expect all members of the College to refrain from physical contact with one another.
- Buying and selling on the Campus is not permitted unless as part of Young Enterprise or a Tzedaka project. Gambling is prohibited.
- Please ensure that parties and celebrations held by you and your family comply with the laws of Kashrut and Shabbat. In this way you strengthen the College's aims and ethos and avoid embarrassment and division in our community.
- Only fruit, vegetables and food that has a "hechser" or is on the Beth Din Kashrut List may be brought onto the campus.

### **THE RIGHT TO LEARN IN A CALM AND UNDISRUPTED ATMOSPHERE**

*Pupils should move from lesson to lesson quickly, but calmly so that they are punctual. They should line up outside the classroom quietly and wait for the teacher to arrive. To benefit fully from lessons pupils should have all necessary equipment and books.*

Homework and the date for handing it in should be written down in the pupil organiser. All work submitted should reflect a pupil's best efforts. Work that is badly presented or well below a pupil's capabilities is unacceptable and will be returned to the pupil in order for it to be done again.

To ensure that the learning of others is not disturbed, calling out and other forms of disruptive behaviour are forbidden. Pupils will only be acknowledged and given the right to speak if they first raise their hand. Mobile phones must be switched off during lessons.



## CARE FOR OURSELVES AND THE ENVIRONMENT

In these areas the school's goals are achieved when pupils: -

- Listen to and obey all safety instructions given by adults on campus.
- Put all litter in bins.
- Leave classrooms clean and tidy.
- Adhere to the school uniform/dress code.
- Refrain from using make-up, nail varnish and unnatural hair colours.
- Confine items of jewellery worn at school to a watch and one necklace with a religious pendant and, in the case of girls, one pair of stud earrings to be worn in the earlobe only.
- These items must be removed for P.E. (Please note that the school cannot take responsibility for jewellery, - expensive items should not be worn for school). Boys are not allowed to wear an earring in school – even if it is covered with a dressing.
- Hand in to the School Office any medication, apart from asthma inhalers, brought into College.
- Be very careful crossing roads both on campus and outside the school grounds. Do not run or play around behind coaches as the drivers may not be able to see you. Do not run out between coaches. The zebra crossing should be used when leaving the Aleph building at the end of school to get on the coaches.

### Members of the College must not:

- bring penknives or potentially dangerous objects, such as fireworks or cigarette lighters, onto the campus or on College journeys.
- damage property or write graffiti on school property. If damage is caused, because a pupil has disobeyed instructions, a charge may be levied.
- smoke or consume alcohol on the campus or on College trips/journeys.
- bring or consume chewing gum on the campus. Pupils who offend against this rule will be placed in a Uniform Detention. Persistent offenders will receive an after-school detention.
- bring any drugs (other than medication) onto the campus or on College journeys.

*Immanuel College is committed to preventing drug misuse. Any instance of possession, use or supply of illegal drugs on school premises or trips will lead to immediate suspension whilst the matter is investigated. The investigation may result in expulsion.*



## REWARDS

Staff should seek every reasonable opportunity to praise pupils and, where appropriate, reward them for good behaviour and good work. This encouragement may include:

- Verbal praise
- A positive note in pupil organiser
- Commendation Forms
- Headmaster's certificates
- Prizes for academic or scholastic achievement
- Being given specific responsibilities within the school
- Showing work to a Head of Section, Head of Department, one of the Deputy Heads or the Head Master
- Display of work
- Comments on work
- Letters home from subject teachers
- Letters home from form teachers
- Letters home from Head of Section

## SANCTIONS (in order of severity)

The choice of sanction to be used depends on the severity of the offence or, in the case of minor offences, their frequency and the degree of disobedience involved in their repetition.

- verbal warnings
- an admonitory note in the organiser
- movement within a class
- student referral forms
- removal from a class for the remainder of a lesson
- phone-calls to parents
- letters to parents
- detentions at lunchtime
- asking parents into school to discuss their child's behaviour
- after school detentions
- removal from lessons
- temporary exclusion from school
- permanent exclusion from school

## EXPULSION

We may consider it inappropriate to re-instate a pupil who:

- Threatened or committed violence against other pupil/s or staff
- Sold illegal drugs
- Displayed persistent and malicious disruptive behaviour, including open defiance of authority
- Engaged in sustained bullying of other pupils