

# Clifton Community School Code of Conduct

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# Welcome to Clifton Community School

## A warm welcome to Clifton Community School.

Enclosed in this pack is information about how we can all work together to ensure your child is happy and successful at school.

Clifton Community School is an 11-16 school with 800 pupils on roll. We consider ourselves to be a genuine comprehensive school, catering for students of a wide range of abilities, needs, aspirations and backgrounds. The school is part of the **WPT** (Wickersley Partnership Trust), a growing family of like-minded secondary and primary schools - with the lead school being Wickersley School and Sports College.

At Clifton Community School, we want all students to leave **able and qualified** to play their full part in the world. This means that we want each student to start their lives equipped with not only the qualifications, in terms of GCSE grades, but also the skills and attributes that they will need in order to deal with the challenges of life beyond their time at school.

For this reason, we say and do things in a certain way at Clifton, referred to as, **'The Clifton Way'**. The Clifton Way allows us all to promote the skills and attributes our children need in order to develop their independence, responsibility and resilience to have a happy and successful life. We promote a **high challenge-low fear** environment, where students and staff are encouraged to have a go without fear of making a mistake.

Our vision is to be an outstanding school where all pupils have every opportunity to fulfil their potential; a school where our challenging and diverse curriculum and high quality teaching and learning, alongside our supportive pastoral care will secure achievement and success for all.

We are 100% child centred and believe that all children have the right to a quality education, and we encourage, challenge and support every child, regardless of their background, to achieve their personal best. Our school is business-like and purposeful and the vast majority of our students want to learn. Smart dress, good attendance and punctuality underpin our success and our ethos of **high expectations**. We are striving for excellence in all the work that we do.

My staff and I are excited by the prospect of working with you. The combination: home, school and student here at Clifton will prove to be unbeatable.

**We look forward to working with you.**



**Mr T Hardcastle**  
Head Teacher



**Mrs M Smith**  
Deputy Head Teacher

Student Code of Conduct:

# Positive behaviour at all times.

We are all members of the school community and it is expected that everyone acts with consideration and courtesy for others at all times.

## Code of Conduct

All students are responsible for their own behaviour in and out of the classroom. They should, in each lesson, take personal responsibility for their actions and follow the necessary sanctions placed on them by staff.

## Student Classroom Conduct

- **Attend every day:** Attendance is crucial to academic achievement and students that attend everyday are successful in achieving their potential.
- **Arrive on time to school and lessons:** Being punctual is a clear indication that a student is on message and equipped to learn.
- **Wear full school uniform:** Wearing school uniform shows that you take pride in your appearance and proud to be Clifton. It also creates a calm and business like atmosphere.
- **Be equipped to learn:** All students must have a school bag (large enough for books /folders) and a pencil case with basic stationary (Pens, Pencil, Ruler and Rubber as a minimum). Students are also expected to have PE kit and ingredients for food lessons. Students must remove all outer clothing on entering the classroom and get out their equipment.

- **Listen to others:** Students must listen to others and follow the teachers' instructions without discussion. All requests from members of staff should be carried out without argument.
- **Be nice to each other:** No student should be disrespectful to, or show rudeness towards, anyone in school. Bullying will not be tolerated.
- Mobile phones must be turned off and stored in the students' school bag. They may only be taken out when instructed to by a member of staff.
- Earphones or charging devices in lesson or anywhere on school site are not permitted. If seen they will be confiscated immediately and without exception.

## Student Breaktime Conduct

- During lesson changeover, mobile phones are not permitted. If seen they will be confiscated by a member of staff without exception. Mobile phones are not allowed to be used on corridors.
- During break times mobile phones may be used in a classroom, the canteen and yard only. If seen on corridors they will be confiscated by a member of staff without exception.
- Earphones are not permitted during break time or during lesson changeover. If seen they will be confiscated by a member of staff immediately.
- All students must put litter in bins.
- Do as asked first time by any member of staff.
- Act appropriately on corridors during lesson changeovers and break times.

## Classroom Teacher Expectations

All classroom teachers are responsible for behaviour for learning within their own classroom. They should, in each lesson, take personal accountability for dealing with incidents and following through necessary consequences and restorative practice to ensure behaviour is approached with consistency.

Where support or additional intervention is needed classroom teachers should request additional assistance from:

1. Key Stage Coordinators (where appropriate)
2. Their Faculty Leader
3. Relevant SPM
4. Head of Year
5. The Senior Leadership Team

We do not follow a prescriptive approach to behaviour within school. The following is a suggested approach to behaviour in classrooms but is not prescriptive for all to abide by. Classroom teachers are responsible for dealing with behaviour in their classrooms.

## Approach to Behaviour for Learning

1. **Warn (Verbal warning)** - Reminder of classroom rules and expectations.
2. **Move (Final warning)** – Move the child and/or reinforce classroom expectations and give student choices. Remind them of the next stage if they do not make the correct choice. ‘You are on the verge of leaving the lesson.’
3. **Remove – send to sanctions** – Instruct the student leave the room and go to sanctions.

## Cause for Concern

If a student is causing a concern in school all staff can write a cause for concern. A cause for concern can be produced for a variety of reasons, such as:

- Lack of effort in lesson or during a task
- Poor behaviour in lesson
- Not doing homework
- Lack of effort in with revision
- Poor behaviour at social times

When writing a cause for concern staff are expected to write the full

details of the incident and explain how the cause for concern is being dealt with. It is also expected that the concern is written in a clear and professional manner.

Cause for concerns are highlighted to students and referred to during form tutor time and / or break times. The form tutor and member of staff who has written the CFC will explain to the student, discuss their behaviour and give targets for improvement. This may result in further discussions with the student, teacher / staff member, parents and / or HOY / SLT.

## Reports

At Clifton Community School we have three reporting systems; green (form tutor report), amber (HOY / SPM report) and red (SLT report). A student can be placed on report for a number of reasons, such as:

- Not participating in lessons
- Poor behaviour in lessons
- Lack of effort in lessons
- A number of CFC's
- Not completing homework

- Not participating in lessons
- Poor behaviour in lessons

A student will receive 3 targets on their report booklet and must get the booklet completed and signed by their teacher every day.

Students are placed on report for a minimum of one week.

# The Clifton Way

We say and do things in a certain way at Clifton, referred to as 'The Clifton Way.'

The Clifton Way allows us all to promote the skills and attributes you need in order to develop independence, responsibility and resilience to have a happy and successful life.

It defines who we are and what we stand for at Clifton Community School.

## The Clifton Way:

1. We are nice to people
2. We say please and thank you
3. We are equipped to learn – bag, pencil case
4. We work hard
5. We are prepared to make mistakes – high challenge, low fear
6. We listen to others – discussion and debates
7. We believe in ourselves
8. We are proud of our achievements – everything - rewards
9. We take pride in our appearance- insist on uniform
10. We take responsibility for our actions – not turning up to detention etc.
11. We dream big
12. We take risks

Working together in this way will help us all to ensure that Clifton students leave school able and qualified and ready to play their full part in the world.

## Reward and Recognition

At Clifton Community School we place significant importance on rewarding and recognising students who consistently meet our high expectations and demonstrate the Clifton Way.

### Rewards include:

- Cause for praise
- Phone call home
- Subject reward schemes
- Bronze, silver and gold effort achievements
- End of year awards

In addition to the formal systems of achievement and reward each year team operates EDIS attendance rewards.

## Systems of Sanction at Clifton Community School

Students who break the agreed conduct as outlined above, at the classroom teacher's discretion, can expect:

- A verbal warning
- To be moved to a different seat
- Sent to the sanction room
- A detention (break, lunch or after school)
- To be sent to your Head of Year/SPM
- Your parents to be contacted
- To be moved classroom groups

## Sanctions Policy - Expectations of staff

Student will be sent to sanctions when their chosen behaviour is stopping the class from making progress. The sanctions room referral is **not** the consequence.

- Students who arrive in sanctions will complete restorative work with the Student Progress Team.
- A text message is sent to parents informing them that their child has been sent to sanctions and should receive a phone call home from the classroom teacher.
- Classroom teachers will complete the phone call home to discuss student behaviour before the following school day.
- All students who are sent to sanctions have a same day detention until 3.45pm as an immediate consequence.
- The classroom teacher must attend to complete restorative work with the student. Once completed they can leave the student with the Senior Leadership Team.

### At the discretion of the Headteacher:

Where behaviour is deemed severe the Headteacher may make the decision to:

- Exclude a student from lessons under supervision
- Exclude a student to another school within the Multi-Academy Trust
- Exclude a student from school for a period of time
- Exclude a student from school permanently.

**Additional information can be found on our Exclusion Policy**

## Day to Day Issues

### The School Day

08:45 – 09:00	Registration
09:00 – 10:20	Period 1
10:20 – 11:40	Period 2
11:40 – 12:10	Break
12:10 – 13:25	Period 3
13:25 – 13:55	Lunch
13:55 – 15:10	Period 4

### Breakfast Arrangements

Breakfast is available for all students between 8am to 8.40am each morning in the school canteen.

### Lunchtime Arrangements

Hot or cold meals are available from our cafeterias and students are welcome to bring sandwiches if they prefer.

All students are expected to stay on the premises during lunchtime where they can be properly supervised. Students are not allowed to go off site to a shop at lunchtimes. Students are not allowed off site during school hours without written permission.

## Mobile Phones, Charging Devices and Earphones

As stated previously:

- Mobile phones have a crucial role to play in the learning process. However, during lessons mobile devices must be turned off and in your bag. They may only be taken out when instructed to by a member of staff.
- Earphones or charging devices in lesson or anywhere on school site are not permitted. If seen they will be confiscated immediately and without exception.

## Litter

We expect our students to take a pride in the appearance of their school. We do not allow them to drop litter and we urge parents to support the school over this matter. We make every effort to ensure that any litter that is dropped is picked up as quickly as possible so that the school always looks neat and tidy.

## Chewing Gum

Chewing gum is not allowed in school.

## Smoking

Smoking is not allowed in school. This includes the use of E-Cigarettes.

## School Uniform

- Clip on tie for all
- School approved trousers or skirt.
- White shirt.
- Black V neck jumper or cardigan with school logo.
- Footwear must be plain black leather with no stripes or logos.
- Make-up should be discreet and minimal with no false eyelashes, false finger nails, bright or garish nail colours.
- Extreme haircuts are not allowed. It is the School's discretion as to what constitutes 'extreme' but usually involves shaven heads, multi-coloured or unusually coloured hair.
- Jewellery must be kept to a minimum; no more than one small earring, sleeper or stud in each ear. No other facial and body piercings are allowed on school site.
- Gold, silver and bronze award pin badges should be worn as part of school uniform.

***Please note: Protective clothing is required when pupils use the school workshop and other craft facilities and these will be provided by the school.***

## Physical Education Kit: Year 7-11 Students:

The compulsory PE kit consists of:

- Clifton Community School burgundy T shirt
  - Clifton Community School burgundy hooded top (optional)
  - Black socks
  - Black shorts or tracksuit bottoms
  - Sports trainers
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- Jewellery must never be worn during games or PE lessons.
  - Hair should be tied back.
  - Please put your son's/daughter's name on to items of PE kit





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