

COLLEGE RULES AND CODE OF CONDUCT

Introduction

In Salesian College the friendliness and mutual respect that exist between staff and pupils provide an ethos conducive to good order, scholarship and confidence. You are therefore encouraged to develop a strong sense of responsibility and a caring attitude towards one another and the community at large.

Punctuality

Always make sure that you are punctual for registration and for lessons. If you arrive late for school, you must go to Reception and make sure that you are marked present.

Attendance

If you are absent from school you must bring a letter for your form tutor when you return to explain why you have been away. If you know in advance that you are going to be away, you should bring a letter for your form tutor giving the reason and details. Holidays should not normally be taken during term-time. Any requests for a holiday should be addressed to the Headmaster.

Signing Out

If you need to leave school (to go to a doctor or a dentist, for example) you must have permission and you must sign out. To get permission, you must bring a letter from home for your form tutor. If you are leaving during a lesson, show the letter to your teacher before the lesson starts. Before you leave the school premises you must sign the signing-out book in Reception. On your return please remember to sign back in.

Fire

In the event of fire you must remain calm and carry out the procedure that you have practised during fire drills. If the bell goes off, leave your bags and books, close the doors behind you and follow the exit arrows. You must evacuate the buildings **in silence**. Once outside, line up with your form group and wait for your form tutor to register you.

Valuables

You must not leave money or valuables in classrooms or changing rooms. Do not bring expensive items or large amounts of money to school. Lockers are available to all students and should be used to safeguard private property.

Mobile Phones

Mobile phones may only be brought into the College if written permission has been requested from the Headmaster and such permission granted. These must be kept securely placed in your locker and may only be used in an emergency. No mobile phone which has the capacity to take or transmit pictures is permitted on the College site. Phones must be kept in a safe and secure place (locker) during the day and must be switched off. The College accepts no responsibility for any phone brought on to the premises at any time.

Laptops

No Laptops, iPads, iPods, MP3 players or any other such digital devices are allowed without the permission of the Headmaster. Any device which has the ability to take or transmit photographs is strictly forbidden

Lost Property

If you find something that someone has lost, please hand it in immediately to Reception. PE kit should be given to a member of the PE Department. If you cannot find your lost property, tell your form tutor. In order to avoid losing valuable kit and clothing, it is in your interest to ensure that your name is clearly marked on all items.

Protective equipment

All boys should wear mouth guards for Rugby and Hockey lessons, and shin-pads for Soccer and Hockey lessons. Please ensure that all PE kit, including footwear, is marked with the owner's name.

Safety

Minibuses and coaches: It is a legal requirement that seatbelts must be worn

Bicycles: All students travelling by bicycle must wear a safety helmet

Uniform

Full school uniform must be worn at all times. If there is any reason why this is temporarily not possible, notification in writing is required. Hairstyles must be in accordance with the standards laid down by the school authorities. Extremes of style – too long or too short – are not permitted, nor is dyed or bleached hair.

College teams – extra-curricular activities

The College places great emphasis on the involvement of students in extra-curricular activities, both sporting and non-sporting. Without serious reason, recognised as such by the College, boys are expected to make themselves available when selected to represent the College. If there is a good reason for not being available, please ensure that a letter is sent to the Games staff in good time, requesting to be excused.

Boys involved in other extra-curricular activities (non-sporting) such as Music and Drama should also attend all necessary rehearsals. For all these activities it is essential that boys check the notice-boards regularly to ensure that all relevant information is noted and passed on to their parents.

PE & Games Kit

For Games lessons all boys should wear their House top, royal blue shorts and blue socks. For PE lessons they wear a white singlet with a coloured band corresponding to their House, blue shorts and white socks. A royal blue drill top should also be worn where required.

Text-books and certain specialist equipment are issued on loan. If you lose or wilfully damage anything you will be expected to pay for a replacement. Use your lockers to safeguard books and equipment and look after your property carefully.

Food and drink

During recreation times, food should be eaten in the designated areas. Drinks should not be carried around the school. You should not eat or drink in classrooms or corridors at any time. Chewing-gum and alcohol are forbidden in school. Please make sure that all litter is put in a bin.

Look after your school – inside and out.

School Lunches

The College operates a cafeteria system for school lunches, and it is expected that all boys participate in the scheme unless we have received written notice to the contrary. Details are available from the Bursar. Boys are **not** allowed to leave the College premises to buy lunch. Students who bring a packed lunch eat this in the Refectory. If for any reason a student forgets his packed lunch, or requires a school meal and is not paying, they must report to the Bursar's office and obtain a pass. Any student found to be having lunches without authorisation will be charged a term's lunches.

Equipment

We expect every pupil to have these basic items of equipment: a pen, pencil, ruler and rubber for every lesson. Some subject, e.g., Mathematics, may require other equipment such as a geometry set. You should also have a bag to carry your books and a separate bag for sports kit when required.

Medical arrangements

If you feel unwell during the day you should report to the Medical Room. If you are not well enough to remain in school, or you need hospital treatment, your parents will be contacted. Please ensure that the school has up-to-date contact numbers, both at home and at work. You may not phone home or leave the school without prior permission from the Headmaster or Deputy Headmaster. You may not carry pills or tablets in school. If you need to take medicine in school time, this should be left with the Secretary in Reception for safe keeping in the Medical Room.

Smoking, drugs and alcohol are banned and the College will take serious action against anyone involved in these.

Homework

The homework timetable in your student planner will help you to organise your work and time. Use the weekly diary to keep a check on what you have to do and when it must be completed.

Try to do your homework at the same time each day in a quiet place where you are free from distraction. You are likely to achieve more by working regularly for relatively short periods than in a single long session when your concentration will lapse. Above all, plan ahead to make the best use of time and do not leave homework or coursework until the last minute!

Presentation

Presentation of work is always important. Careless presentation will create a bad impression on your reader, who may be distracted from what you have to say. Many readers will make judgments about your general ability and even your attitude if the presentation of your work appears to be careless.

- Do not allow your books to be decorated with stickers or graffiti.
- Always put the title and the date at the head of your written work.
- Try to draft your work and then check for content, organisation and accuracy. Re-work it as necessary, then write it up neatly.
- Take care with layout, making proper use of margins and indented paragraphs. Write in blue or black ink and use colour only when this is necessary to aid presentation.
- Proof-read all your work for spelling, punctuation and grammar. Do not hope for the best – make sure your work is correct, otherwise your marks and grades will suffer in all subjects.
- Do not use fancy fonts for the text of typed work – this makes the reader's task more difficult.

Use of the Internet

Pupils must not use the internet whether in College or outside of College in a manner which may or does cause harm or distress to others or brings or is likely to bring the College into disrepute. This includes (but is not limited to) the posting of comments or photographs which are offensive, obscene, abusive, defamatory or bullying and which relate to other pupils, members of staff or others. Any such behaviour will be regarded a breach of College Rules and not the standard of behaviour expected of pupils at the College. Disciplinary sanctions will be applied. In the case of serious breaches pupils may be excluded for a fixed term and in the most serious cases excluded permanently.

Anti-bullying

Bullying may be verbal or physical and will not be tolerated by the school in any form whatsoever. It may be direct or by text message or by MSN, through BEBO, My Space or Facebook. If you suspect that someone is being bullied or is in distress, take action by informing a member of staff immediately. The school expects you:

- not to put up with any form of bullying
- to work with others to stop bullying
- to inform a member of staff of any form of bullying
- not to be afraid of reporting any incidents; if you do nothing, you are in effect supporting the bullying
- not to put up with bullies in your group of friends
- to have the confidence to tell an adult if you yourself are subjected to bullying; the school has a procedure for helping you

Incidents off school premises:

The College will take steps to see that any bullying that occurs outside the College does not spill over into the College, and will also take steps to ensure that behaviour outside the College does not harm the good name and reputation of the College. Pupils are expected to observe the College code of conduct on journeys to and from the College.

The College reserves the right to exclude a pupil either for a fixed-term period or permanently for a serious breach of school discipline.