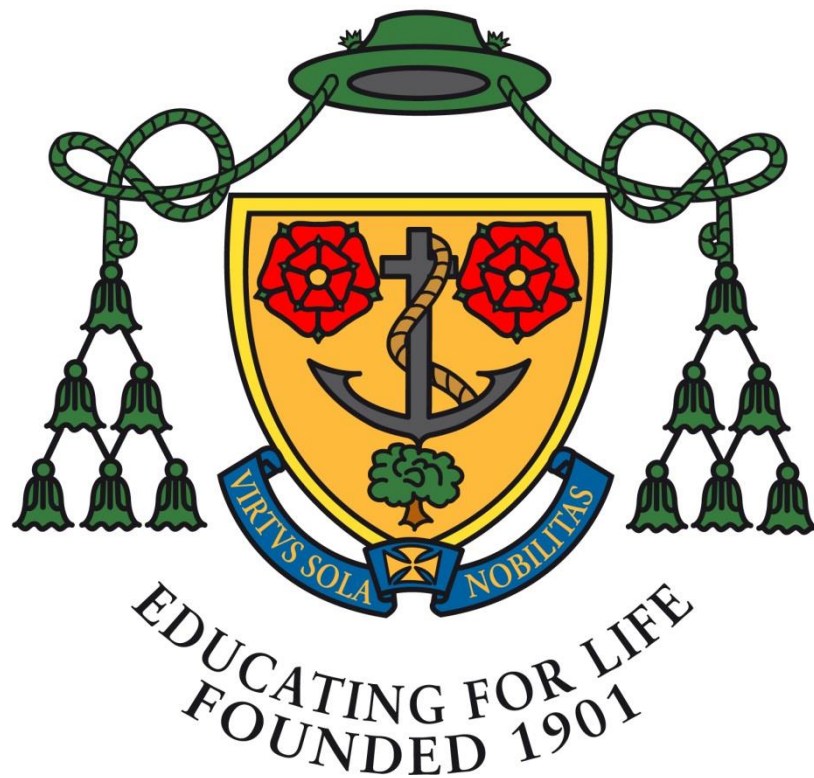
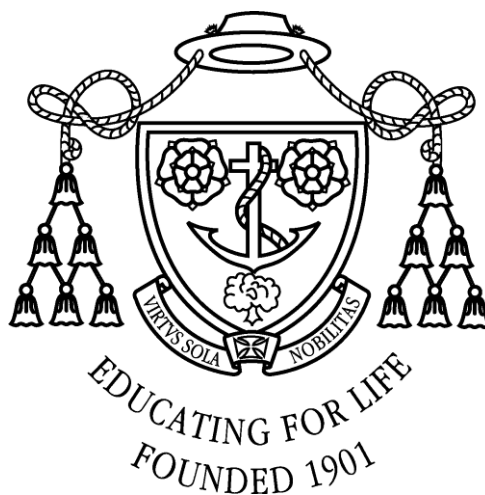


SALESIAN COLLEGE FARNBOROUGH



CODE OF CONDUCT

SALESIAN COLLEGE FARNBOROUGH



MISSION STATEMENT

Salesian College is a Catholic School which seeks to appreciate and develop the talents and skills of each individual. Inspired by the life of Christ and His teaching, and the work of Don Bosco, we endeavour, in active partnership with home, parish and wider community, to prepare our students to face the future with confidence and take up the challenge of the Gospel.

COLLEGE RULES AND CODE OF CONDUCT

Introduction

At 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.

After School Supervised Study in Library

A period of supervised study is available to all pupils in the College Library. This takes place every evening between 3.50pm and 5.00pm. All pupils are encouraged to take advantage of this facility. Please ensure you sign in and out when you attend.

Attendance

If you are absent from College your parents should email office@salesiancollege.com or phone the College Office by 9.15am, followed by an email confirmation on the first day of absence only. Any pre-arranged appointments or events should also be emailed in advance. Holidays should not normally be taken during term-time. Any requests for absence during term-time should be addressed to the Headmaster in good time.

Signing Out

If you need to leave College (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 College premises you must sign the signing-out book in Reception. On your return please remember to sign back in.

Punctuality

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

Fire

In the event of fire you must remain calm and carry out the procedure that you have practised during fire drills. If the fire bell sounds, 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 in alphabetical order 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 College. Lockers are available to all pupils and should be used to safeguard private property.

Laptops

No Laptops, iPads, iPods, MP3 players, Kindles, or any other such digital devices are allowed without the permission of the Headmaster. Pupils are responsible for the safe-keeping of their laptops during the college day.

Mobile Phones

Years 7-11 pupils are allowed to bring mobile phones to College on the understanding that the safety and responsibility for the mobile phone is entirely at their own risk and that the College cannot be held liable for any damage or theft. Years 7-11 pupils are not permitted to use mobile phones at any time during the school day, including breaks and lunchtimes. Any pupil who needs to use a telephone in an emergency should follow long-standing procedure and should go to the school office where the office staff will assist him in making the call.

Mobile phones may be taken on college day or residential visits with the permission of the Party Leader. Appropriate use will be required at all times for the duration of such visits.

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.

Supervision Before and After the College Day

Would parents please note that the College opens at 8.10am. Pupils should not arrive before that time. If pupils do arrive before, please be aware that no arrangements for staff supervision are in place and the College will not be responsible for them. Unless taking part in after College activities (which are supervised by members of staff) pupils should leave the College promptly after College finishes at 3.50pm.

There are no arrangements (apart from Library), for supervision after the stated finishing times of supervised after College activities; the College will not be responsible for pupils after this time. Any pupil having difficulties in getting home should report to Reception before 4.30pm.

Uniform

Full College 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 College authorities. An extreme 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, pupils must 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 P.E staff in good time, requesting to be excused.

Pupils involved in other extra-curricular activities (non-sporting) such as Music and Drama must also attend all necessary rehearsals. For all of these activities it is essential that pupils check the notice-boards regularly to ensure that all relevant information is noted and passed on to their parents. The permission of the Headmaster is required for authorisation to be excused.

Pupils are expected to travel to and from the College in full school uniform at all times. Pupils must inform their parents if they are staying late for an activity and ensure that they know the correct pick-up point (Sports Fields, College, etc.) and time. If there is a difficulty, pupils should report to a member of staff or Reception.

Protective Equipment

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

Food and Drink

During recreation times, food should be eaten in the designated areas. Drinks should not be carried around the College. You should not eat or drink in classrooms or corridors at any time. **Chewing-gum is strictly forbidden in College.** Please make sure that all litter is put in a bin. Look after your College – inside and out.

College Lunches

The College operates a cafeteria system for lunches, which are now a compulsory element of Salesian life for all students joining the college.

Equipment

We expect every pupil to have the following basic items of equipment: a pen, pencil, ruler and rubber for every lesson. Some subjects, e.g., Mathematics, may require other specialist equipment such as a geometry set and calculator. You should also have a bag to carry your books and a separate bag for sports kit when required. Textbooks and certain specialist equipment are issued on loan. If you lose or wilfully damage any College property, you will be expected to pay for a replacement. Look after your property carefully.

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 College, or you need hospital treatment, your parents will be contacted. Please ensure that the College has up-to-date contact numbers, both at home and at work. You may not phone home or leave the College without prior permission from the Headmaster or Deputy Headteachers. You may not carry pills or tablets in College. If you need to take medicine in day time, this should be left with the Secretary in Reception for safe keeping in the Medical Room. Epipen carriers should ensure that the College has one Epipen (left with Reception) and that the student carries another with them during each day in College.

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.** Improper use of the VLE, including subject forums may also result in sanctions being taken by the College.

Transport and School Coaches

Seven coaches every day transport a large number of pupils to College every day. For more information about our coach routes, please contact the Bursar's Office on 01252 545035. Three College Minibuses collect pupils from Farnborough Main Station between 8.10 – 8.25am every morning.

Pupils waiting for coaches at the end of the day must wait inside the gates, on the designated pavement area, where they are supervised by members of staff until the arrival of the coach. Pupils are expected to behave with courtesy towards the public, both while waiting for transport and while travelling. Pupils should be aware of their named route and must not travel on alternative routes without the express permission of the appropriate coach organiser. **Pupils are reminded that it is now a legal requirement for seatbelts to be worn whenever they are travelling in a coach or minibus.**

Behaviour Travelling to and from College

Behaviour on the school coaches and indeed on any form of public transport should be of the highest standard. The school authorities will deal seriously with any poor or reckless conduct displayed by students in their journey to or from the College.

Beginning of College day

Parents are reminded that for Health and Safety reasons they must not drive onto the College site to drop off between 8.00 – 9.00am. Parents are respectfully requested not to park in Hermitage Close (a small cul de sac next to the College), and to park responsibly ie not on the zig zag lines which are there for the pupils' safety or to block our neighbours access to their houses. Would parents please note that the College opens at 8.10am. Pupils should not arrive before that time. If pupils do arrive before then no arrangements for staff supervision are in place and the College is not responsible for them.

End of College day

Pupils walking home must leave by the small gate in front of the College. Parents collecting pupils after school are asked not to come on to the premises until after 4.00pm when all coaches have left the premises. Pupils cycling should leave by the other main exit. If a pupil misses their coach or lift home, they must report to Reception and their parents will be contacted.

Seatbelts on Minibuses and Coaches

The College owns five minibuses, all of which are fitted with seatbelts for the driver and all passengers. Pupils are reminded that it is now a legal requirement for seatbelts to be worn whenever they are travelling in a coach or minibus.

Bicycles

Pupils riding bicycles to the College are reminded that it is illegal to ride a defective bicycle. Pupils may not cycle in the College grounds. There is a bicycle base for use by all pupils bringing bicycles to the College. Pupils should ensure that their bicycles are fitted with good strong locks. Pupils walking or cycling to the College are expected to obey all the rules of the road and must cross the road at specially designated places such as pedestrian crossings. **All pupils travelling by bicycle must wear a safety helmet.**

All cyclists should also observe the usual safety and cycle path instructions and restrictions on their journeys to and from College.

School Closure

In the event of the College not opening in the morning because of adverse weather conditions, parents will be informed by text message through 'Clarioncall'. The best source of information is the College website where announcements will be posted as soon as a decision

is taken to close the College. Details of any work set for pupils during such closures will also be posted on the website.

Broadmoor: In line with other schools, in the event of the siren signalling an escaped inmate from Broadmoor, the College will not permit pupils to travel home alone. This also applies to pupils who walk home after being dropped off by the coaches. Arrangements would be made for pupils to be collected from school or some satisfactory alternative venue.

Health and Safety

We all have a responsibility toward those around us and ourselves to ensure that we remain safe in and out of the College environment. If you see anything, which could be a danger to other people, report it immediately to a member of staff. Most people are trustworthy and honest, but sadly some are not. If you see a stranger around the College who looks suspicious – tell a member of staff. All visitors to the College must sign in at Reception and should be wearing an identity badge. Do not speak to strangers on the way to and from College and do not accept lifts from people you do not know.

Incidents off College premises

The College will take steps to see that any bullying or any other unacceptable behaviour 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.

Anti-Bullying

Bullying is a conscious aim to hurt, threaten or frighten someone. Bullying is unacceptable and will not be tolerated by the College in any form whatsoever. It can be physical or mental and includes: insults, physical violence; using cruel nicknames; isolating someone, making threats; writing lies about someone; taking or hiding property; spreading rumours, inciting other against an individual; teasing.

Cyber bullying is when a person, or a group, uses the internet, mobile phones or other digital technologies to threaten, tease or abuse someone. This is a more recent medium for bullying to take place.

If you suspect that someone is being bullied or is in distress, take action by informing a member of staff. How can we stop bullying?

- 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 subject to bullying; the College has a procedure for helping you
- the College will seek to regularly educate and provide information to students on anti-bullying and cyber bullying

School Trips & Activities

The College places great emphasis on the learning and social opportunities gained through residential and day educational visits. **However, it reserves the right to withdraw a pupil if there is a serious concern with regard to behaviour or trip safety.**

IMPORTANT NOTICES

Smoking, vaping, (and other nicotine related products) drugs and alcohol are banned in College, journeys to and from College and on any other College related activities.

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

