



## **School Uniform**

### **Boy's School Uniform:**

- Grey Pinstripe Blazer with school logo
- Grey trousers
- Grey long sleeve or sleeveless pullover with "V" neck with a red stripe
- School tie
- Plain white school shirt with long sleeves (Short sleeved shirt may be worn in summer)
- Black or grey socks
- Plain black leather shoes worn below the ankle- **not suede or patent.**
- No ankle boots, including Kickers boots. No trainers or shoes that look like trainers. Black laces only
- Black school outdoor jacket (compulsory) with the school logo
- Black bag/rucksack large enough to hold text- and exercise books.

### **Girl's School Uniform:**

- Grey Pinstripe Blazer with school logo
- Grey pleated skirt **worn below the knee**
- Grey long sleeve or sleeveless pullover with "V" neck with a red stripe
- School tie
- Plain white shirt with long sleeves (not blouse type) (Short sleeved shirt may be worn in summer)
- Black or grey tights, or plain knee high grey or black socks
- Plain low heel black leather shoes worn below the ankle - **not suede or patent.**
- No ankle boots, including Kickers boots. No trainers or shoes that look like trainers. Black laces only
- Black school outdoor jacket (compulsory) with the school logo
- Black bag/rucksack large enough to hold text- and exercise books.

### **P.E. Kit:**

- Black shorts
- Black T-shirt with the school logo
- White football shirt with black trim
- Long white football socks
- Black/red track suit with the school logo
- Football boots/trainers/shin pads

### **Optional Extras/Jewellery:**

- PE - White football shirt with black trim with the school logo (only required if pupils intend to play for the school football team)
- School scarf hat and gloves (to be purchased from Rough Cuts - No other variation allowed). In no circumstances should anyone wear any other item of clothing.
- Boys may wear a **plain** black leather/cloth belt
- One small pair of gold or silver earring studs one in each earlobe (no larger than 5mm diameter) and a wristwatch.

### The following items are **not allowed:**

- Any outdoor coat apart from the regulation Cardinal Pole black coat
- Any jewellery apart from what is stated above
- Ankle boots - including 'Kickers' boots
- Facial or multiple piercings
- Hair –brightly coloured weaves/ extensions/hair dye
- Shaved patterns in hair or shaved eyebrows
- Hair accessories, including bandanas and scarves
- Nails – nail extensions and nail colouring/varnish
- Make-up –including false eyelashes.
- Baseball caps/hoodies
- Mobile phones, iPhones, all types of MP3 players, headphones are banned from the school building, its premises and the immediate area surrounding the school. These items will be confiscated if seen and will only be returned to a parent/carer by appointment
- Bags/rucksacks with large, colourful or highly visible logos are not permitted. Students should check with their Head of Year before purchasing a new school bag to ensure it complies with uniform regulations.

***ALL UNIFORM MUST BE PURCHASED FROM THE SCHOOL SUPPLIER – ROUGH CUTS CASUALS***

***STUDENTS WHO PERSISTENTLY DEFY THE UNIFORM CODE WILL BE INTERNALLY EXCLUDED***



## **Cardinal Pole Catholic School Code of Conduct**

At Cardinal Pole we are a community bound by our shared faith. We acknowledge that each of us is made in the image and likeness of God. Our actions towards others are based on the Gospel values of love, truth and justice.

The code of conduct aims to create an atmosphere where our values as a faith and learning community can flourish and where every pupil can achieve to his or her full potential.

***We expect all students to behave well, to cooperate and be polite at all times. If this is the case, our school community flourishes and all students will feel safe, secure and able to achieve their best.***

### **Student Code of Conduct**

To create a calm and orderly learning environment, students must always:

- Arrive on time for all lessons
- Remove coats, hats and other outdoor clothing before entering lessons
- Enter the classroom in silence and stand behind their desks until invited by the teacher to be seated
- Begin each lesson with the Sign of the Cross
- Remain silent whilst the teacher is speaking
- Put planner, pencil case and equipment on their desk
- Complete all homework set
- Stay on task and allow others to do so
- Follow the health and safety rules of each department
- Remain seated unless asked to move by a member of staff

To create a calm and orderly environment around the school, students will always:

- Remove coats, hats and other outdoor clothing on entering the school building
- Line up and enter the assembly hall in silence
- Move quickly and quietly between lessons, staying on the left on stairs and in corridors
- Conduct themselves in a sensible manner, not shouting or running in the building
- Line up in silence as soon as the whistle goes after break and lunch (KS3)
- Go to lessons as soon as the whistle goes after break and lunch (KS4)
- Use the staircase allocated to their year group when coming in after break and lunch
- Follow the instructions of staff without argument
- Respect other people and their property, not damaging the school environment in any way
- Eat and drink only in the canteen area and nowhere else
- Put rubbish in the bins provided and keep the site clean and pleasant

#### Students must never:

- Verbally or physically abuse any member of the school community
- Bully or intimidate anyone in the community, or use technology to do so
- Fight
- Refuse to follow a member of staff's instructions
- Have or use alcohol or drugs
- Have or bring a weapon, or anything that could be used as a weapon to the school site



The following items are strictly prohibited and will be confiscated:

- Mobile phones
- MP3 players/ iPods/ earphones
- Sweets and fizzy drinks
- Chewing gum
- 'Tippex'
- Permanent markers

Before the start of the school day:

- Students may only enter the building before 8.10 A.M. if they are accompanied and supervised by a member of staff
- Students may work in computer rooms/ breakout areas only when supervised by a member of staff
- Students should otherwise remain in the canteen area or outside in the playground
- There should be no playing inside the building. Students wishing to run around should be in the playground

When the first bell goes:

- Students should move quickly and sensibly to their form rooms unless their Year Group is required to line up
- Students should ensure that they are appropriately dressed and complying with school uniform regulations, i.e. shirts tucked in, top buttons done up, outdoor clothing removed upon entering the building

In the form room:

- Students must enter in silence and stand behind their desk
- Students make the Sign of the Cross before sitting down at the invitation of their teacher or other member of staff, then prepare for the day by getting out their planner, pencil case, and reading book
- Students should read silently unless there is another activity in progress
- The room should be left neat and tidy, ready for the next class

At lesson change:

- Students should move quickly and quietly between lessons, observing the one-way system on the stairs and remaining on the left in corridors
- Students should not stop to visit the toilets or for any other reason without prior permission
- Students should not stop to lean over the balconies and they should **NEVER** throw anything to another student at a different level

At the start of lessons:

- Students must arrive on time and enter the classroom silently
- Students must stand in silence behind their desks, make the Sign of the Cross, and sit when invited by their teacher
- Planners and equipment should be taken out and put on the desk immediately
- Bags should be placed on the floor under or beside the desk or chair

During lessons:

- Students should not speak when the teacher is speaking to the whole class and should raise their hand if they have a question
- Students should behave at all times in a way that allows their teachers to teach and their fellow students to learn
- Students should stand if an adult visitor enters the classroom, unless instructed otherwise



At the end of lessons:

- Students should clear away only when instructed to do so
- Chairs should be put in and students should stand silently behind them until they are dismissed by the member of staff
- Students should go quickly, quietly and directly to the next lesson, not stopping to visit the toilets or go to any other classroom unless they have written permission in their planner

At lunch time:

- Students should go to the queue designated for their year group and line up sensibly until permitted to enter the canteen by the member of staff on duty
- Food and drink should only be consumed in the canteen area and nowhere else in the building or playground. Items being consumed outside the canteen area will be confiscated and may not be returned
- The selling of any food or drink items by students in or around the school premises is strictly forbidden and these items will be confiscated and not returned (with the exception of organised events e.g. cake sales which must be agreed with the Head of Learning and catering manager)
- Students must clear away their trays, crockery and cutlery before leaving the canteen
- Students must always follow instructions from all members of staff on duty in the canteen

In the playground:

- Students must follow instructions from all members of staff on duty at all times
- Students must not behave in a thoughtless or dangerous way either in the playground, on the steps leading to the MUGA, or on the MUGA

At the end of the lunch break:

- As soon as the whistle is blown students must immediately make their way quickly and sensibly into the building unless their Year Group is lining up

At the end of the school day:

- Unless students are attending a revision session, after school club, homework club, or detention they should go straight home, not loitering outside the school or in the local area. Students bringing the school into disrepute by their behaviour outside school will be excluded either in the Inclusion Room or by fixed-term external exclusion

**OUR EXPECTATIONS AT CARDINAL POLE CATHOLIC SCHOOL**

WE EXPECT	Outstanding behaviour in lessons, between lessons and at break and lunch times
WE EXPECT	All students to do their best in all lessons
WE EXPECT	Students to comply at all times with instructions from staff, without argument
WE EXPECT	Full school uniform including Cardinal Pole outdoor coat No extreme/fashion hairstyles, facial piercings or shaved eyebrows Black shoes, not boots or trainers No jewellery except one pair of gold or silver ear studs and a wrist watch
WE EXPECT	Full attendance, punctuality and courtesy
WE EXPECT	Students to respect the property of the school and of other pupils



**Achievement points lead to the following Pastoral & School Rewards:**

- 50 achievement points = Bronze badge
- 100 achievement points = Silver badge
- 150 achievement points = Gold badge
- 175 achievement points or over = Head Teacher's Award (Platinum Badge and letter of commendation)

**Subject Award Certificates:**

Award Certificates will be given termly by individual subjects for attainment, effort and behaviour in lessons

**Subject postcards:**

Teachers reward individual contributions or outstanding work or effort with postcards home

**Attendance breakfast:**

The students in each year group with the highest attendance and punctuality per half term will be rewarded with breakfast

**Student of the year awards:**

Individual student achievement is recognised by subject teachers and pastoral leaders in end of year awards presented at celebration assemblies

Achievement points will be awarded in SIMS as below:

Category	Examples
Excellent effort	<ul style="list-style-type: none"><li>✓ Learning produced in lessons or registration</li><li>✓ Effort above what was expected of you</li><li>✓ Maintaining focus and achievement throughout the lesson</li></ul>
Outstanding work	<ul style="list-style-type: none"><li>✓ Outstanding work/work above target</li><li>✓ Completion of tasks to a high standard</li><li>✓ Outstanding group or team work</li></ul>
Outstanding homework	<ul style="list-style-type: none"><li>✓ Outstanding homework/homework above target</li><li>✓ Consistently good homework</li><li>✓ Team work to produce excellent homework</li></ul>
Excellent behaviour	<ul style="list-style-type: none"><li>✓ Helping another student</li><li>✓ Remaining on task throughout the lesson</li><li>✓ Helping the learning to progress</li><li>✓ Demonstrating excellent behaviour</li><li>✓ Being a role model in the lesson</li></ul>
Excellent contribution	<ul style="list-style-type: none"><li>✓ Service to the school community</li><li>✓ Helpfulness to staff</li><li>✓ Representing the school</li><li>✓ Outstanding participation in the lesson</li></ul>



## Misconduct ladder – Behaviour Points

As soon as a student reaches the number of points in each step, the bullet-pointed actions for that step take place:

### 10 points

#### Step 1

- Letter to parents
- Miss lunchtime for week
- HOY detention – 1 hour

### 20 points

#### Step 2

- Phone call & letter to parents (HOY / PSM)
- Head teacher detention – 2 hours
- Green report (2 weeks minimum – Form tutor)

### 30 points

#### Step 3

- Meeting with parents (HOY & Form tutor)
- Saturday detention – 3 hours
- Yellow report (2 weeks minimum – HOY)

### 40 points

#### Step 4

- Good Pastor Programme report (4 weeks minimum – mentors): Parents informed by letter
- Round Robin to teachers to inform personalised targets for report
- Inclusion room – up to 2 days

### 50 points

#### Step 5

- Red report (2 weeks minimum - AHT): Parents informed by letter
- Inclusion room – up to 1 week
- If no improvement after 2 weeks on red report – move to PSP

### 60 Points

#### Step 6

- PSP review meeting (Parents/DHT/Exclusions officer from Learning Trust)
- Official warning letter with next steps
- Governors' panel
- Short term exclusion or placement in AP – up to 1 week

### 70+ points

#### Step 7

- Alternative provision placement
- Longer fixed-term exclusion
- PDC
- Permanent exclusion or managed move



Level	Who	Description Length/Sanction	Detention Length
1	Sub/Form Teacher or HOY	Lateness to Lesson/school Uniform violation Low level disruption of learning Lack of Class work Failure to follow instructions Chewing gum Eating in class Lack of respect for the school environment (including littering and graffiti on exercise book/diary) Cussing/swearing In adequate homework Inappropriate communication	30 minutes detention at lunch or after school or Community Service at lunch or after school
2	HOD/HOL/HOY or Class/ Subject Teacher	Repeated inappropriate communication Poor behaviour outside classroom Disruptive or disrespectful behaviour (which affects the learning of others) Missed detention Kissing of teeth Persistent cussing Lack of respect for the school environment (e.g. damage to resources) Persistent lack of equipment Persistent lack of classwork/homework Refusal to follow instructions Possessing banned items(not weapons) Destroying/damaging the work of others	Removal to shadow timetable and 1 hour detention OR Community Service for a week
3	HOL/HOY Headteacher	Serious inappropriate communication – e.g. swearing at someone Over aggressive behaviour (including throwing items) Challenging/ defiant behaviour Persistent uniform violation Truancy - in school/leaving class Missed detention Persistent lateness to school Bullying including cyber bullying Gambling Selling on site (e.g. food) Failure to attend HOL detention	2 Hours
4	HOL/SLT Headteacher	Persistent challenging/ defiant behaviour Fighting/Assault Blocking exits/doors Lack of respect for the school environment (graffiti/deliberate damage to resources) Failure to attend HOD/HOL detention Offsite truancy from lesson or school Stealing Refusal to hand over banned items Aggressive response to staff Harassment/Serious bullying (including Social Media) Serious inappropriate communication(Racist/Sexist/Verbal offence to staff/ homophobic )	Internal/Fixed Term Exclusion
5	Headteacher	Assault on pupil-targeted attack Fireworks Illicit substance Assault on staff Sexual misconduct Persistent breach of school Behaviour Policy following interventions Bringing the school into disrepute Other serious breach of school Behaviour Policy	External/Permanent Exclusion