

THE CODE OF CONDUCT FOR NEW HALL SENIOR DIVISIONS

(Please also refer to the Safeguarding & Child Protection Policy and Procedures, Anti-Bullying including Anti-Cyber Bullying Policy, Behaviour Policy, Acceptable Use of Technology Policy and Online Safety Policy)

New Hall School was founded in 1642 by the Canonesses of the Holy Sepulchre. They live a community life that is based on the rule of St Augustine of Hippo. There is much in this way of life that is still at the heart of all that we stand for today in the school community. Prayer is central to all we do. Hospitality and service to others mark the community we wish to be.

As stated in the School's Mission & Ethos statement:

*New Hall, a Catholic boarding and day school, provides
the best start in life, enabling students
to meet confidently the challenges of the wider world.*

*Here **academic excellence** is achieved in surroundings
where relationships are based on
care, trust and respect.*

*We **welcome** students from many traditions,
building a Christian **community** that has at its heart
prayer and **service** to others.*

The distinctive nature of New Hall is that its life is based on the vision of Christ in which all learning, growing, service, freedom and relationships are seen as part of a growth in the knowledge, love and experience of God. Our School should therefore be characterised by mutual trust, respect and concern if we are to teach students to learn, to serve, to forgive and to care.

All who attend, work and live at New Hall will aim to uphold these ideals.

We will work to produce a community of:

- trust
- honesty
- respect for all
- respect for the environment
- service and care for others

In our community, we see Christ in everyone we meet so that:

- every student is treated as an individual
- students are able to grow and develop their potential, free from fear and bullying
- there is a partnership between home and school
- teachers are able to educate in an atmosphere of learning and co-operation

To ensure that the School fulfils these aims, good discipline is essential. The best discipline is always unobtrusive; it is part of the background of good teaching. It enables the individual students to learn and to take responsibility for their own ideas, values and actions. Discipline requires a positive atmosphere based on a sense of community and shared values. There must be the highest possible

degree of consensus about standards of conduct among staff, students and parents. We aim to create an atmosphere where students accept responsibility for their own actions by creating opportunities for students of all ages to take on appropriate responsibilities.

Discipline within the School is backed by a system of rewards and sanctions. Rewards are necessary to acknowledge the achievements of students in all areas of School life. Sanctions will be used for conduct which is in any way inconsistent with the aims of the School and the qualities expected of students.

We value very highly the support offered by parents and we wish to communicate closely with parents in cases where their children's behaviour or happiness is a matter of concern. However, all implementation of sanctions at School is a matter for the School to decide. The most robust sanctions will usually be determined by the Head of Girls' & Boys' Divisions (Years 7-11), Vice Principal (Co-curricular & Boarding) or the Head of Sixth Form.

Students are rewarded for notable achievement. Achievements are recognised verbally, by Green Cards, Boarding Reward Cards and on a more formal basis at Certificate Assemblies and the annual Distribution of Prizes. Certificates, cups and prizes are awarded for effort, achievement and progress in all areas of School life. Students who gain the highest number of Green Cards are rewarded at the end of the Trinity Term. In the Sixth Form, when a student displays excellent conduct, above and beyond our high expectations of good conduct, they can be awarded a Sixth Form Praise notification.

For persistent breaches of the Code of Conduct, repeated failure to hand in study, poor academic performance or poor behaviour, a student may be put on a Tutor/Head of Year (HoY)/Head of Boarding (HoB) Report or issued with a written warning.

1. Permanent Exclusion and Suspension

The circumstances which may lead to suspension or permanent exclusion (or required removal as an alternative to permanent exclusion) include but are not limited to:

- Supply/possession/use of solvent and illegal drugs or their paraphernalia or substances intended to resemble them, and alcohol and tobacco
- Theft, blackmail, physical violence, intimidation, racism or persistent bullying (including cyber-bullying)
- Offences of a sexual nature; supply and possession of pornography
- Obscene language and/or use of obscene language/imagery on the internet
- Possession/use of unauthorised firearms or other weapons, which may include replicas
- Vandalism
- Computer hacking or other breaches of the *Acceptable Use of Technology Policy*
- Persistent attitudes or behaviour which are inconsistent with the School's ethos, such as on-going disruption of lessons and learning of others
- Other serious misconduct towards a member of the School community, including defamation of staff, or which brings the School into disrepute (single or repeated episodes) on or off School premises.

Investigation of a complaint or rumour about serious misconduct will normally be co-ordinated by the Head of Year, and its outcome will be reported to the Principal and Head of Division. Parents will be informed as soon as reasonably practicable if a complaint under investigation is of a nature

that could result in the student being Permanently Excluded or Removed from the School. *(Please see the Whole School Permanent Exclusion & Required Removal Policy).*

A student may be required to leave if, after all appropriate consultation, the Principal/Head of Division is satisfied that it is not in the best interests of the student, or of the School, that they remain at the School. *(Please see the Whole School Permanent Exclusion & Required Removal Policy).*

Students who repeatedly breach the Code of Conduct are not agreeing to the ethos of the School and so are jeopardising their right to remain in any of the divisions of the School; the Girls' Division (Years 7-11), the Boys' Division (Years 7-11), or Sixth Form Division (Years 12 & 13). This also applies to transferring between any of the divisions of the School, including the Sixth Form.

A suspension can be given whilst a serious incident is being investigated and can happen with immediate effect; parents/guardians will be expected to arrange collection of the student as appropriate.

2. Girls' & Boys' Divisions Rewards and Sanctions

2.1 Sanctions

The table below summarises the minimum level of sanction that can be expected for certain types of behaviour. This is not an exhaustive list but seeks to provide illustrations of behaviour. Individual incidents will be dealt with at a level proportionate to their seriousness.

Type of Behaviour	Detention Level
Possession of pornography	Level 3
Sexual Harassment	Level 3
Racism	Level 3
Coercion to send youth produced sexual imagery (nudes)	Level 3
Creating and sending youth produced sexual imagery	Level 3
Physical violence	Level 3
Supply/possession/use of smoking materials (e.g. vapes) and/or alcohol	Level 3
Obscene language	Level 3
Intimidation	Level 3
Theft	Level 3
Persistent Bullying	Level 3
Being out of bounds/unauthorised absence	Level 3
Lying	Level 3
Vandalism	Level 3

Litter	Level 2
Rudeness	Level 2
Misuse of technology	Level 2
Lack of respect	Level 2
Inappropriate language	Level 2
Persistent Lateness	Level 2
Answering back	Level 2
Talking/chatting in lessons	Level 1
Running in corridors, blocking corridors	Level 1
Ignoring staff instructions	Level 1
Lateness	Level 1
Poor attitude to learning	Level 1
Inappropriate public displays of affection	Level 1
Chewing gum	Level 1
Using the loo as an excuse to miss lessons	Level 1
Persistent uniform infringements	Level 1

2.2 Senior Leadership Team Detention (Level 3)

The student will be reprimanded and issued with a 1 hour after school detention to be ideally served in the same week as the offence. An accumulation of 10 yellow cards in an academic year will also lead to a Level 3 SLT Detention.

The behaviour should be recorded on iSAMS with a Red Card by the relevant HoY/HoB/SLT member and a member of SLT should supervise the detention. An accompanying email will be sent from the relevant Head of Division to parents in advance, informing them of the details of the behaviour and sanction. If behaviour in a lesson is at a Level 3 category, a member of SLT should be contacted to remove the student from the lesson.

2.3 Head of Year/Head of Boarding/Head of Department Detention (Level 2)

The student will be reprimanded and issued with a 30-minute after School detention to be ideally served in the same week as the offence.

The behaviour should be recorded on iSAMSs with an Amber Card by the relevant HoY/HoB/HoD and the issuing member of staff should supervise the detention (supported by department/pastoral team as required). Parents will be notified via Firefly and an accompanying email will be sent from the relevant HoY/HoB/HoD to parents in advance, informing them of the details of the behaviour and sanction.

2.4 Departmental/Pastoral Detention (Level 1)

The student will be reprimanded and issued with a 15-minute break or lunchtime detention to be served on the day of the offence.

The behaviour should be recorded on iSAMSs with a Yellow Card by the relevant member of staff who should also supervise the detention (supported by department/pastoral team as required). Parents will be notified via Firefly.

If the poor behaviour continues, further Yellow Cards should not be given. Instead, the matter should be escalated to the relevant HoD or HoY/HoB (see HoY/HoB/HoD Level 2 Detention).

2.5 Study Detention (Level 1)

Missing, incomplete or sub-standard study is recorded with a Study Card and the student is issued a 15-minute break or lunchtime Level 1 detention to be ideally served on the day of the offence to complete the missed work. Mitigating circumstances will be taken into account when deciding whether or not to sanction. Examples of this are:

- Illness
- Evening School commitments such as drama and music
- Overnight School trips
- Known personal issues
- Notes from parents explaining why the study was not able to be completed
- Firefly issues (E.g. Study not put on Firefly or technical problems)

Students are encouraged to speak to their teachers before the work is due in if they foresee any issues with handing it in on time.

2.6 Rewards

To recognise achievement, staff reward students with Green Cards in recognition of their achievements in the following categories:

- Study
- Progress
- Classwork

Green cards are issued for consistent achievement over a period time and not for one-off studies or pieces of classwork. As a guide, Green cards are issued for 3 pieces of good work and are not issued to the whole class at a point in time. Green cards are not to be issued for good behaviour in class, as this should be the minimum expectation for all students.

Every 10 green cards accrued in an academic year results in a certificate which is issued in assembly or presented in tutorial. Every half term, HoY/HoB will send postcards home to the students receiving the highest number of green cards to congratulate them on reaching set milestones.

In the Trinity Term, students receiving the highest number of rewards in each year group will be invited to a formal meal for their efforts during the course of the academic year.

3. Sixth Form Rewards and Sanctions

3.1 Sanctions

The table below summarises the minimum level of sanction that can be expected for certain types of behaviour. This is not an exhaustive list but seeks to provide illustrations of behaviour. Individual incidents will be dealt with at a level proportionate to their seriousness.

Type of Behaviour	Detention Level
Possession of pornography	Level 3
Sexual Harassment	Level 3
Racism	Level 3
Coercion to send youth produced sexual imagery (nudes)	Level 3
Creating and sending youth produced sexual imagery	Level 3
Physical violence	Level 3
Supply/possession/use of smoking materials and/or alcohol	Level 3
Obscene language	Level 3
Intimidation	Level 3
Theft	Level 3
Persistent Bullying	Level 3
Being out of bounds/unauthorised absence	Level 3
Lying	Level 3
Vandalism	Level 3
Litter	Level 2
Rudeness	Level 2
Misuse of technology	Level 2
Lack of respect	Level 2
Inappropriate language	Level 2
Persistent Lateness	Level 2
Answering back	Level 2
Talking/chatting in lessons	Level 1
Running in corridors, blocking corridors	Level 1
Ignoring staff instructions	Level 1
Lateness	Level 1
Poor attitude to learning	Level 1
Inappropriate public displays of affection	Level 1
Chewing gum	Level 1
Using the loo as an excuse to miss lessons	Level 1
Persistent uniform infringements	Level 1

3.2 **Senior Leadership Team Detention (Level 3)**

The student will be reprimanded and issued with a 1 hour after school detention ideally to be served in the same week as the offence. A member of SLT should supervise the detention. An accompanying email will be sent from the Head of Division to parents in advance, informing them of the details of the behaviour and sanction.

3.3 **Sixth Form Poor Behaviour Detention (Level 2)**

Staff will issue Sixth Form Poor Behaviour detention when a student's conduct can be seen to be falling below the School's expectations of what a New Hall student should be displaying. A Poor Behaviour Notification will automatically trigger a meeting with a member of the Sixth Form Team and, following further investigation, will typically lead to a Sixth Form detention which will be held after school for 30 minutes.

3.4 **Sixth Form Attitude to Learning Notification (Level 1)**

Staff can award Sixth Form Attitude to Learning Notifications where a student's conduct **in relation to their studies** can be seen to be falling below the School's expectations of what a motivated student should be displaying. By itself, a Sixth Form Attitude to Learning Notification is not a sanction, rather a means of flagging more widely an issue involving the student's motivation and/or organisation; the teacher who is giving the Notification may well issue an accompanying sanction (e.g. a departmental detention or some work to complete).

Where possible, warnings will be given before a Sixth Form Attitude to Learning Notification is issued; however, this is at the teacher's discretion. The award of such a Notification will prompt an email to a wider audience, including the student's Tutor and Head of Year.

If a student receives a fourth Sixth Form Attitude to Learning Notification in a term, this will prompt a meeting with a member of the Sixth Form Team, followed by communication with home about the meeting. If problems persist with insufficient progress in addressing the issues, this will lead to a formal meeting with the Head of Sixth Form to which parents will be invited. Students should be aware that escalation to this point will initiate a review of their compatibility with progressing into Year 13 (if they are a Year 12 student).

3.5 **Rewards**

Staff can reward students with a Sixth Form Praise Notification in recognition of their outstanding achievements in the following categories:

- Study
- Progress
- Classwork
- Contribution to School Life (e.g. Chaplaincy, New Hall Values, NHVS)

4. General Conduct during the day

4.1 **Within lesson time**

Students should:

- typically queue quietly outside the classroom until directed in by the teacher
- always be punctual to lessons and if delayed should apologise
- come to lessons with the right equipment
- sit as directed by the teacher

- stand when there are visitors to the classroom
- show respect for other students and for staff

4.2 **In the School corridors and around the School site**

Students should:

- respect the environment and take care of the building
- always be aware of other people around the School and should not walk in large groups or in a disorderly fashion
- be quiet around the School and aware that some lessons/examinations may be taking place
- always hold doors open for others
- walk on the left in corridors and staircases
- ensure only one student enters a toilet cubicle at any time
- not eat inside School buildings other than the refectory and boarding houses
- be aware that, for allergy reasons, we aim to be a nut free zone

4.3 **During registration and tutor time:**

Students should always be punctual to registration and play an active part in tutorial activities

4.4 **During study:**

- after school, students should always be in either an official and supervised School activity, or in study sessions in designated areas
- students should not wait around the School site and should only be in supervised areas of the School

5. Conduct in places around School

5.1 **The Chapel**

The School Chapel is at the heart of the School. It has been a place of prayer and worship for over 200 years. The Blessed Sacrament is held in the Chapel. This is a place of quiet and reflection, so everyone entering the Chapel should do so in silence and show the respect that they would show in any place of worship. No food or drink should be brought into the Chapel.

5.2 **The Library**

No food or drink should be brought into the Library except bottled water. The inner Library should be silent at all times.

5.3 **The Refectory**

Students should at all times show good table manners. Students should not run and must be directed by the staff and prefects on duty. They should show courtesy and respect to the catering staff at all times. Students are encouraged to eat a balanced meal. Students must wear either full school uniform or a full school tracksuit whilst in the refectory.

5.4 **Out of bounds**

(See *Control Student Access to Risky Areas Policy*). Students should remain on site during the School day unless they have permission to leave the premises from a member of staff. They must always sign out at the School Reception Office. There are some areas of the School

grounds that are out of bounds to students, unless authorised by a member of staff. These include:

- The Wilderness and the Cemetery
- The Barn garden and pond
- The storage and maintenance area behind the indoor sports facilities
- The roof of any school building
- The Games/PE areas except during lessons and practices or arranged activities
- The area behind the Sports Hall

Please note that surveillance cameras are in effect around the site and on the School bus service.

5.5 **Driving on Site**

Sixth Form students are only allowed to drive a vehicle on site after discussion with the Head of Sixth Form and after having completed the Sixth Form driving application form. They are required to drive with due consideration for others, and in accordance with the Highway Code. The privilege of having their vehicle at School may be removed if it is abused. Sixth Form students should only park in those areas designated for them. Currently this privilege is reserved for Year 13 students only, and capacity is limited.

6. Off-site conduct

Although the School will neither take responsibility for the actions of any New Hall School students off-site, nor the effects of such actions, the School reserves the right to take action against students whose conduct is judged by the School as being inappropriate and/or where such actions result (or risk resulting) in bringing the School into disrepute. The following are given as examples of actions which could be deemed as fulfilling the criteria for judgements which could lead to action being taken, but do not constitute a closed list:

- Conduct alongside the boundaries of the School site within sight of the front barrier which falls below the expected standards of conduct as listed in our Code of Conduct;
- Conduct on coaches (or other modes of transport) used by the School which falls below the expected standards of conduct
- Conduct on fixtures, trips and events.
- Conduct and/or communication on social media sites, which fall below the School's guidelines.