**CODE OF CONDUCT**

At CVC, we want all our pupils to achieve their full potential. The following points are the expectations the school has of pupils and pupils should have of each other. Following this code means staff and pupils can work together and all can participate positively and effectively in school life.

All members of the college should be considerate of those around them, become involved in school life and aim to achieve their full potential.

**OUR ETHOS**  
CARING: Many acts of kindness everyday   
CONFIDENT: Build-up, don’t put down

CAPABLE: Try and then try again

**ADDITIONAL REWARDS**

1. Tutor Group – two weekly random number generators for merits & uniform respectively– 2-min early breaktime food pass for merits, a similar lunchtime pass for uniform
2. Year team - monthly random number generator for postcards – cake with Mr Law

**REWARDS**

Merits – through Bromcom Behaviour system

E-Postcards – through Bromcom Behaviour system

Communication home – email/phone

**OUR EXPECTATIONS**

* Be prepared - wear the correct uniform and bring the correct equipment for all lessons
* Behave appropriately on the school site and travelling to and from school
* Respond promptly to instructions
* Respect all people and property both on and off site
* Ensure you are in the correct place at the correct time
* Listen carefully, and contribute constructively to lessons
* Complete all classwork to the best of your ability, presenting work well and meeting deadlines
* Place litter in the bins provided

**KEY MESSAGES FOR YEARS 7 TO 11 – 2023-24**

**UNIFORM AND JEWELLERY:** CVC has a detailed uniform policy on our website which pupils are expected to adhere to, including rules on jewellery, wearing skirts to a length that touches the knee and wearing coats/outer layers (with hoods down in corridors and classrooms) over the College sweatshirt. Sanctions ladder for repeat offenders.

**PERSONAL MOBILE DEVICES AND EARPHONES:** Pupils are permitted to bring these to school. However, personal devices should be switched off and KEPT IN BAGS **from arriving on the school premises till the bell at 2:50pm** (unless specifically directed by teachers). If seen your mobile will be confiscated and sent to reception for collection at the end of the day. Each confiscation will be recorded using Bromcom with consequences for repeated offenders. In the event a phone is used to take a picture or video, the device will be confiscated and may be passed on to the Police. Only Year 11 are permitted to use devices until 8:25am, however this is only permitted in their outdoor social area.

**LEAVING LESSONS/TRUANCY**: Pupils should not be allowed out of lessons unless they have a toilet pass. **Pupils should know to go to the toilet during break and lunchtimes BEFORE and BETWEEN lessons when lessons are two single periods.** A pupil is defined as truanting if they arrive after the register has been called (within 5mins of the start of the lesson) or repeatedly arrive around the completion of the class register. This will be recorded on Bromcom registers as late and total minutes included. Pupils leaving the lesson without permission from staff is defiance and should be followed up in department and using Bromcom. For truancy, a pupil will receive an afterschool detention.

**USE OF BUILDINGS:** Pupils should be in their social areas before the 8.25am bell, at break and during lunch. They are not permitted into departmental areas at these times (unless with the specific permission of staff) other than to use and then to leave their own year team toilets. Toilets must be accessed from their own year team social area by the nearest door.

**LOCKERS**: These can be accessed before school from 8.25, the first 2 minutes of breaktime, plus the first 5 minutes of lunchtime. Lockers should not be accessed at any other time during break or lunch, but only after the bell has rung at 10.45am or 1.05pm.

**VERBAL ABUSE:** Swearing and verbal abuse of others is unacceptable at CVC and breaks our code of conduct, behaviour for learning expectations and safer corridors initiative. Behaviour directed at another pupil or student may be regarded, depending on the nature, as ‘Child on Child Abuse’. This inappropriate behaviour will be logged in Bromcom, and appropriate sanctions issued in line with our behaviour policy. The precise way to deal with any such situation will depend upon circumstances.

**LITTER:** CVC aims to be free of litter. The ample provision of litter bins means that there is no reasonable excuse for dropping litter. Any pupil seen dropping litter will immediately be asked to pick it up. Refusal to do this warrants a lunchtime detention**.** (Pupils to wash their hands afterwards).

**LUNCHTIME DETENTIONS CAN BE GIVEN FOR THE FOLLOWING IN CORRIDORS, SOCIAL AREAS AND IN LESSONS:**

* Not being in the correct social areas before school, and at break and lunchtimes
* Accessing school buildings and lockers at the wrong times
* Unsafe behaviour
* Failing to follow an instruction quickly
* Eating outside permitted areas
* Chewing gum
* Dropping litter