



BEECHWOOD

Sacred Heart School

BEECHWOOD CODE – SENIOR SCHOOL FOR PUPILS AND PARENTS

High standards of behaviour are expected at Beechwood throughout all Divisions. The School prides itself on the friendliness and politeness of its pupils. Beechwood is a community where anti-social behaviour of any kind is not tolerated.

At all times pupils are expected to respect their environment and to show thoughtful and appropriate consideration for each other and for all staff, both academic and domestic. The following rules support this expectation and infringements of these rules will result in reprimand and discipline as outlined in the separate Behaviour, Rewards and Sanctions document.

The Beechwood Code applies to all students in all Divisions, *but where distinction and change occurs between the Divisions it has been clearly identified*. Junior Division consists of years 7 & 8; Middle Division of years 9, 10 & 11; Senior Division of years 12 & 13.

1. CODE OF BEHAVIOUR

Consideration for others and working towards a civilised community.

Pupils should be aware that every member of our Community is valuable in and of themselves; as such they are entitled to respect. We are all obligated to treat everyone in our Community with the respect and dignity they deserve. We should always seek to work together co-operatively for the benefit of all in our Community.

Politeness: At all times, pupils must follow social rules of politeness such as holding doors for others, saying 'please' and 'thank you'. Pupils are requested to stand when the Head or another adult enters the classroom.

Lessons are to begin with students standing quietly behind their chairs and waiting to be addressed by the teacher. This also applies to Registration.

When attending Chapel Services, SILENCE is to be maintained so as to respect the fact that it is a place of worship (where Christ is present) for the School Community.

Punctuality: Lateness in most cases is unnecessary and is impolite. Pupils should make every effort to arrive punctually for the start of lessons and for morning and afternoon Registration. You should expect the same from your Teachers.

Lateness to lessons or to Registration will incur a Friday Detention. Persistent lateness will require contact with home either from your Tutor, your Head of Division or from the Deputy Head.

Language: English is the common language of the school and, as such, should be spoken at all times throughout the day. Coarse and vulgar language (swearing) is unacceptable and unnecessary.

When bad language is directed at another it causes hurt and upset; in this context it is a form of bullying (see the Anti-Bullying Policy) and, again, is unacceptable at Beechwood. Pupils who have been caught using unacceptable language in school will receive a Friday Detention with the Deputy Head or Head of Division.

A repeat offense will result in a Saturday Detention. Any subsequent offence will result in parents attending a meeting with either the Deputy Head or the Head to discuss more severe sanctions which could well include temporary or permanent exclusion.

The Environment:

I. The Bag Room, Form Rooms and the 6th Form Common Room

Strive to be mindful of your environment as it is a place that we all share and in which we all seek to flourish.

The Bag Room is a very busy place and your co-operation and care is required. You are asked **not to** use the Bag Room during change of lessons **or** to use it as an informal common room area.

You are asked to put your books in the lockers provided and no-where else. You are asked to place your PE Kit in the sports lockers provided and no-where else.

Please make every effort to keep it tidy and challenge those who are not treating it with respect.

Form Rooms are first and foremost classrooms and serve as *your* learning environment. Be considerate when you are in these rooms and particularly when you leave these rooms. Check that they are tidy and ready for the next class.

At no point is food or drink to be taken into the Form Rooms or any classroom.

The 6th Form Common Room is a communal working and relaxation area and all who use it have a collective responsibility in how it is kept. Again, consideration of others – which includes our cleaners and ancillary staff – rests with all of us.

If the 6th Form Common Room is found to be in an unacceptable state, it will be closed.

Library, the ICT Rooms and the Media Room: The Library is an area for quiet/silent Study. No food or drink is to be taken into the Library or ICT Rooms.

No headphones or musical devices are to be use in these rooms unless at the direction of staff. Other rules relating to the use of these areas are posted in each room and should be adhered to at all times.

The Media Room **is not** to be used during Break and Lunch.

Boarding area: Monday to Friday, the Boarding Houses are closed from 8.25am until 4.00pm each day. Apart from Year 13, boarders are **not** allowed back into the boarding area during the school day.

During study leave for Public Examinations, Sixth Formers and Year 11 may return to their rooms for Private Study at the Head of Boarding's discretion. No girls are allowed in the boys' boarding areas, and no boys are allowed in the girls' boarding areas **at any time**.

Outside: Our grounds are beautiful and should be respected and treated with respect. Litter is to be put in the bins provided.

2. HEALTH AND SAFETY

Consideration for ourselves and others to make our Community safe.

Drugs: Illegal drugs and ‘legal highs’ are forbidden. Any pupil found in possession or using such drugs can expect to be excluded from School, either temporarily or permanently. Such measures rest at the discretion of the Head who will act as required being in receipt of the facts following an investigation of the circumstance. The Head may liaise with Kent Police or other external agencies as required. Parents will always be informed. The School reserves the right to search as per its **Drugs Policy** and following the protocols as set out in the **Guidance on Conducting a Room Search**. The Beechwood policy relating to Drugs is in the Form Folder and all students are requested to have read it.

Hazardous items: Items such as knives, flares, laser pens, fireworks, BB guns and similar potentially offensive weapons/hazardous items must not be brought on to school premises.

Alcohol: Alcohol is forbidden on the School premises. Any pupil under the influence of alcohol will face serious disciplinary action.

Smoking: Smoking or ‘vaping’ is not allowed **anywhere** in the School. Similarly, you should not be smoking off the School site when in School uniform. Apart from damaging health, smoking in the School buildings is a fire risk and therefore a danger to everyone. Anyone found smoking will be sent to the Deputy Head who will administer the appropriate sanction(s) and fine.

Students are to read about sanctions in their Form Room Folders and in particular the Smoking Sanctions. Matron will advise any pupil wanting to give up smoking.

Chewing gum: Chewing gum is not allowed in School at any time. Chewing gum whilst in uniform is not allowed at any time. Chewing gum will result immediately in a Friday Detention.

Lunch: Attendance at lunch is compulsory. The Lunch Rota is in place to keep the queue orderly and to ensure it runs to time. You are asked to follow the Rota and not to seek early lunch when you are not entitled to do so. To cheat the system is selfish and falls short of our expectations. No food, crockery or cutlery should be taken from the Refectory. Pupils should follow the healthy eating guidelines given and should be courteous to Dining Room staff at all times.

Leaving school premises: No pupil should leave the school premises during the day (8am until 6pm) without bringing a note from their parents (Junior/Middle Division) or gaining the permission of a member of the boarding staff (boarders).

Any Sixth Form pupil wishing to leave the premises outside the agreed times must first seek the approval of the Head of Division or the Deputy Head. If permission has been sought and given, pupils must always remember to ‘sign out’ in the Front Hall.

Sixth Formers may leave the School premises at lunchtime only. They must sign out and in again in the Front Hall.

Illness: A pupil wishing to leave a class to see the School Nurse should obtain permission from the class teacher and then report to the **Front Office** where the Secretary will call the School Nurse. The School will contact parents if a day pupil needs to go home. Pupils **are not** to call home to arrange early collection from School.

Out of bounds: Pupils should not enter at any time the following areas unless invited by or supervised by a member of staff:
All offices; Staff room;

Kitchens, stores and wash-up;
Laundry;
Boiler rooms;
Administrative corridor (except Sixth Form);
The Orchard;
The wooded areas behind the Music Department; The back gate and beyond the Paddock Area; Lower Games Pitch;
Pony Walk;
PE Store Room;
Music Room;
Design Technology Room;
Science Labs;
Media Room;
Stuart House and its grounds;
The Terrace above Fountain Lawn
Boarding Areas: no boys in girls' boarding area; no girls in boys' boarding area

Property: Files and books should be carried in a suitable bag, which should then be stored in your book locker. Bags and books left in a way that could cause an obstruction to corridors or any other public area will be confiscated and a sanction imposed. Lost property can be reclaimed from the *Lost Property Cupboard*.

Games kit should only be stored in your Games Locker. The safety of valuables including money, mobile phones and any personal electrical equipment is the responsibility of pupils. Pupils are expected to follow the rules relating to items such as mobile phones as set out below.

Electrical equipment: As a general rule, personal stereos, iPods, MP3 players and similar items are not to be brought into School. Boarders should leave them in their bedroom safe deposit boxes.

Mobile Phones are a convenience and not a necessity for your day to day activities at School. The rules for the use of a mobile phone are as follows:

I. As a general rule, for ALL Divisions, day pupils should keep their mobile phones **in their lockers** during the school day, boarders use their safes; they should not be seen or used around the School. For the Junior and Middle Division, to be seen using it without permission will result in its confiscation for 24 hours. A subsequent offence will require your parents to come into School to collect your phone. For Sixth Form, discretion is encouraged.

II. The School Day begins at 8am and finishes at 6pm. Use of your mobile phone during this time is not allowed and your phone will be confiscated.

III. When in Study, parents are not to 'text' to alert you that they are in the Car Park. Parents are to come into the Foyer and ask the Office Staff to phone the Study Room.

IV. Mobile phones are not to be used as a means of listening to music in lessons.

V. You are asked not to contact parents without permission, e.g. when feeling sick.

If you are found using a mobile phone or music device without permission it will be confiscated for 24 hours. A repeated offence will ensure that your parents are contacted and asked to come in to School to collect your phone.

Public areas: There should be no running along corridors or any excessive noise in any public area.

Alarms: If the fire alarm goes off during the day, everybody must leave the School swiftly and quietly by the nearest exit and go to the **Paddock Lawn**. Pupils should line up in forms, alphabetically, to be registered by their Form Tutor.

Two-minute bell: This is an emergency procedure other than for fire. If the School bell is rung **continuously** for two minutes, all pupils must go to the Auditorium. A member of staff will then explain the problem and any necessary action that has to be taken.

3. UNIFORM REGULATIONS

Your presentation matters. It matters to us and it should matter to you. Our uniform makes a very clear statement to the public about who we are and what we represent as a School. We ask that you adhere to the Uniform/Dress Code as it appears below **at all times**.

Personal appearance: Pupils are expected to be neatly dressed during the School day in the appropriate School Uniform, as specified in the Form Room Folder and as specified for their Division.

Hair: Long hair should be tied back. Pupils are not allowed to adopt unnatural hair colours or extreme hair styles.

Boys are expected to be clean-shaven but Sixth Form boys may wear a neatly trimmed beard,

Make-up: No make-up is to be worn by pupils in Years 7, 8, 9 & 10.

Subtle and discreet makeup may be worn in Years 11, 12 & 13. Your Tutor or Head of Division's decision is final. Nail Polish may be worn by girls in the Sixth Form only.

Jewellery: Only those neck chains bearing a holy cross or holy medal may be worn. Wrist watches, school badges, medic-alert bracelets are also allowed. Girls may wear **one** pair of gold or silver sleeper ear studs in the ear lobe.

Year 12 and Year 13 pupils are allowed to wear jewellery that compliments the dress code. No other body piercing is allowed such as nose studs. You will be asked to remove a nose stud or other piercing that contravenes the Beechwood Code. Tattoos, temporary or permanent are not allowed.

All jewellery is the responsibility of the owner and must be removed for PE lessons. The School cannot accept responsibility for its loss or damage.

Checks for Girls:

A modest skirt length (just above the knee)

Leather shoes with a clearly visible heel (no pumps, flats, high-heels) No make up for girls in Year 7 to 10

Hair tied back and of a natural colour

No jewellery except for the items stated in the Form Folder Outdoor coats are plain black or blue

No hoodies

Blazers are worn to, in and from School and jackets in the Sixth Form.

Checks for Boys:

Charcoal grey (dark) trousers that are loose fitting

Leather black shoes (not trainers pretending to be shoes) Plain leather belt (black)

Tie set at the right length (just above the belt line) Top button done up

No extreme hairstyles

Outdoor coats are plain black or blue No hoodies

Blazers are worn to, in and from School

Boys must be clean shaven but neatly trimmed beards are allowed in the Sixth Form.

Boys are not permitted to wear earrings.

Clothing and property Given the amount of Lost Property we accumulate it is really important that all items of clothing are clearly labelled.

PE clothing and equipment may not be borrowed.

Our expectations of Parents

At Beechwood we value our strong relationship with parents and carers. Together this helps us achieve the very best for the children in a mutually supportive partnership between parents, class teachers and the school community. As a partnership, our parents understand the importance of a good working relationship to equip their children with the necessary skills for adulthood. For these reasons we continually welcome and encourage parents or carers to participate fully in the life of our school. To truly create the best outcomes for children requires the relationship between home and school to be based on the principles of care, integrity, trust and mutual respect. The maintenance of this relationship is important to ensure that a child or children are safe (please read our Safeguarding Children policy) and not open to undue distress and anxiety.

Parents, carers and visitors are reminded:

- To respect the caring ethos and values of the school.
- That both teachers and parents need to work together for the benefit of their children.
- Approaching school staff for help to resolve an issue is done in an appropriate manner. If a pupil relays an issue or concern at home, especially about another pupil or a lesson, it is important that the parents contact the school first to discuss the matter. Contacting other parents or asking other pupils can lead to confusion, misinformation and sometimes unnecessary conflict. The class teacher, the Form Teacher or the Head of Division should be the first point of contact in this instance.
- All members of the school community are treated with respect using appropriate language and behaviour.
- The school needs to work with a child in order to clarify their version of events in order to bring about an appropriate solution to an issue.
- To correct their child's actions especially where it could lead to conflict, aggressive or unsafe behaviour – both on and off the school premises.
- To use other strategies rather than using 'staff' as threats to admonish their children's behaviour.
- Staff will normally respond to emails within 24 hours during school terms. It is important to remember that teaching and child supervision are the priorities in a school's working day. Face to face contact is encouraged and welcomed to build the relationship and aid communication.

In order to support a peaceful and safe school environment the school will not tolerate parents, carers or visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with any of the schools operation or activities anywhere on the school premises.
- Any inappropriate behaviour on the school premises.
- Using loud or offensive language or displaying temper.
- Threatening, in any way, a member of school staff, visitor, fellow parent/carer or pupil.
- Damaging or destroying school property.
- Sending abusive or threatening e-mails or text/voicemail/phone messages or other written communications to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school in any media including social media sites.
- The use of physical or verbal aggression towards another adult or child.
- This includes physical punishment against your own child on school premises.

- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child.
- Smoking, taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorised events).

Should any of the above occur on school premises or be contained within communications listed above then the School may feel it is necessary to take action by contacting the appropriate authorities and/or sadly, consider withdrawing their child's place with immediate effect.

Thank you for abiding by this policy in our school. Together we create a positive and uplifting environment not only for the pupils but also all who work and visit our school.

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