

SWANMORE COLLEGE OF TECHNOLOGY

Good Conduct Policy

We want you to make Swanmore College a welcoming place to be proud of. High standards of behaviour enhance the good reputation of the college. All pupils are expected to uphold these high standards by following the Code of Conduct:

- be polite, kind and considerate at all times;
- be proud of your achievements;
- act in a responsible manner: show respect and expect respect;
- tell a teacher if you are being bullied or see someone else being bullied
- never swear or use abusive language either in anger or in conversation;
- wear correct uniform at all times;
- attend school regularly;
- not bring any of the following items to school:
 - chewing gum
 - cigarettes
 - lighters/matches
 - illegal substances/items
 - electronic games/personal stereo equipment/laser pens
 - sprays
 - correction fluid
- mobile phones are in college at pupils' own risk. They are **NOT** to be used around the college and **NEVER** in lessons. They will be confiscated if they are seen during the college day;
- keep the college site neat, tidy and litter free.
- never leave college without permission.

TO AND FROM COLLEGE

- behave sensibly and respectfully on your journey to and from college. Be polite to all members of the public;
- always walk on pavements where possible;
- cyclists must always follow the Highway Code and wear a helmet. Permits must be obtained from reception to use a bicycle for travel to and from college;
- whilst travelling on a bus it is very important not to cause danger by distracting the driver or other road users;
- smoking on the bus is forbidden: it is illegal as well as unhygienic;
- don't be late, but if you are, remember to sign in at reception.

DURING LESSONS

- always arrive on time (before the second bell following breaks);
- assemble quietly for lessons as directed by the teacher
- do not talk while the teacher or another pupil is talking; be quiet and listen;
- be ready to work with bags and coats out of the way;
- work sensibly without distracting or annoying other members of the class;
- always follow the teacher's instructions;
- always try to do your best and work towards targets set;
- ask your teacher for help if you have a problem;
- write homework and any other information in your planner and hand homework in on time;
- before leaving a classroom make sure that the area is tidy;
- be equipped with a pen, pencil, ruler and other equipment specified by subject departments.

AROUND THE SCHOOL BETWEEN LESSONS

- move to lessons quickly and quietly and keep to the right; do not block exits
- do not stop to gossip with friends;
- never jostle or shout;
- keep snacks for break times and do not eat in the corridors;
- put litter in the bins and recycle where possible.

DURING BREAK TIMES

- remove coats when in a tutor base;
- for the comfort and safety of everyone keep the room free of litter and use furniture properly, i.e. do not sit on desks;

IF YOU WANT TO “LET OFF STEAM” → GO OUTSIDE!

PARENTS:

Please make sure your child:

- is appropriately dressed and abides by uniform regulations;
- arrives at school punctually and has a good record of attendance;
- has the correct books and equipment to bring to school each day;
- has their planner signed each week and their homework checked;
- has notes to explain any absences;

It is also helpful if parents keep the school informed of any circumstances likely to affect their child's behaviour or performance. Also let us know of out of school achievements so we can reward your child.