

Pupil Expectations

Pupil Code of Conduct

The pupil code of conduct is part of the St. Anne's School Agreement which all pupils sign at the beginning of the academic year

In the Classroom

Pupils should:

- Listen carefully and follow instructions
- have their Study Agenda present, displayed and up to date
- The lesson objective should be written completely and neatly in their Study Agenda
- Have a full set of stationery equipment appropriate to each lesson.
- Be responsible for the effective use and security of their bags which should never be left unattended and never around the dining room.
- work quietly without disturbing their classmates
- always tell the truth
- always do their best

Around the School:

Good behaviour outside the classroom is just as important as inside if we are to have a happy school and one in which we can all feel safe and secure.

Pupils should:

- arrive at school and lessons on time
- wear full school uniform correctly. One bracelet is permitted, earrings should be studs, skirts should be knee length and long hair should always be tied back. Only religious necklaces are permitted and should be worn discretely under the shirt or blouse.
- walk quietly on the right hand side of the corridors
- behave considerately towards others, whether in the school playground or when travelling to and from school
- speak and use appropriate language.
- have their mobile telephone in their locker and turned off during the whole of the school day.
- Lockers to be kept tidy, ordered and locked.

Respecting the Environment

A pleasant and clean environment can only be achieved if all pupils show respect and pride in their school.

Pupils should

- Arrive and leave in school uniform.
- Respect school materials
- keep classrooms clean and tidy
- respect all wall displays
- keep buildings and grounds free of litter by placing all rubbish in bins
- not bring chewing gum to school
- not cause damage to any school property
- keep the school free of graffiti

Registration

- All secondary pupils enter the school through the side entrance
- When the bell rings at 8.55, Years 7 to 11 go directly to their line in the playground and line up in register order, to be registered.
- On wet days registration will take place in the tutor base.
- The register is a legal document and must only be taken by a teacher. It is filled in in blue/black ink, A.M. /, P.M. \. An absence is marked by a zero and, when justified, will be coloured in red.
- A late arrival will be marked L. Late pupils should sign in and reception will fill in the late arrivals. Two Lates in a week— Lates Sanction.
- Registers should be returned to Reception.
- When a parent justifies an absence by phone, the student must bring in a signed note the following day.
- Those students who leave the building during school hours (e.g. medical appointments) will need a note from parent/guardian to be signed by the tutor.

Punctuality

- Punctuality is essential at all times during the school day.
- Students who arrive after 8.55 go to their line in the playground to be registered and then straight to class, those arriving after this time go straight to the Reception Office at the main door and sign in late.
- Once a student has accumulated 2 lates in a week, parents will be informed by the Platform and a sanction given.

Order in classrooms

- The classroom should always be kept in order. Staff should neither enter a classroom in disorder nor allow students to leave it in disorder.
- Books, folders etc. not in use should be kept in the lockers allocated to each student. All lockers should be kept in order and secured by a lock.
- When students leave the classroom, desk-tops should be cleared, and chairs should be placed under tables.
- No personal possessions of any value are to be left unguarded in any part of the school and are the sole responsibility of the owner.
- The use of mobile phones is forbidden during the school day.
- The teacher is the last person to leave the classroom at break, lunch and end of school day and should check that lights, fans are switched off.
- Classrooms will only be used during break-times when the weather does not permit outside play and will be supervised in the classrooms.
- Recycling bins should be properly used and emptied regularly.

Order inside the building

- Changes of class are to be carried out as quickly and quietly as possible. When waiting outside a classroom, keep the noise level down and form a line.
- Students should go up and down the stairs in order, and always keeping to the right and not blocking the way.
- Students should only be in bathrooms during breaks. Obviously, in an emergency, a student may leave the classroom to go to the bathroom.
- Students feeling unwell should be accompanied by a pupil to find Miss Marie José and await treatment. All incidents will be registered by the nurse and if students have frequent illness, parents will be informed.
- The computer room will be in use during class-time and students will always be accompanied by staff. Those students who wish to work on a computer at break-times can only do so if an accompanying member of staff is available.
- The library is an area for silent study.
- Classes will go to the dining-room in groups at allocated times to avoid long queues and blocking of access to and from dining area.
- The main hall and staircase is an office area, which should be kept clear as much as possible. Students should pass through this area quietly.
- The secretary's office and the reception area are out of bounds to students, unless he/she specifically requires a student's presence.