

# ST BEDE'S COLLEGE CODE OF CONDUCT

St Bede's is a Catholic college and we wish to educate all pupils in a caring Christian environment.

We should all behave in the St Bede's Way which recognises that each one of us is a unique and special part of God's creation.

We aim to **work hard, be kind** and **do the right thing**.

We should set ourselves high standards of behaviour if we are to expect the same of others

Our Christian values should affect our own behaviour and the way in which we treat others.

Each individual has a part to play in making sure that they contribute to the success of our College.

## Work Hard

### Preparation and quality of work

Produce work of the highest quality by making sure that.....

- ..... you bring all the necessary books and equipment to lessons – (pen, pencil, ruler and eraser)
- ..... you check your timetable and pack your bag on the night before college.
- ..... you make full use of 'Class Charts'.
- ..... your class work and homework are completed to the best of your ability.
- ..... your work is neat and tidy.

### Behaviour in class

Show respect for one another by remembering to...

- ..... enter the classroom quietly and in an orderly fashion.
- ..... listen to instructions carefully and follow them.
- ..... do as you are instructed first time.
- ..... put your hand up if you wish to ask a question-never call out.
- ..... get on with your work.

## Be Kind

### Relationships with others (pupils/staff/visitors)

Show respect at all times by treating others as you would like to be treated yourself. Do this by....

- ..... being polite at all times.
- ..... being thoughtful and considerate in your actions.
- ..... being helpful.
- ..... accepting others as they are.
- ..... avoiding violence, unkind words, bullying, swearing and rudeness.

### Behaviour inside and outside of the College building

Show good behaviour inside and outside of the college building at all times by ...

- ..... settling arguments peacefully.
- ..... setting a good example to others.
- ..... moving through the building in an orderly fashion.

## Behaviour on the way to and from College

Show pride in yourself and your college by....

- ..... being polite and courteous to all people you travel with.
- ..... treating coach drivers and prefects with respect.
- ..... having coach passes available for inspection at all times.
- ..... keeping the coach clean and tidy.
- ..... never behaving in such a way which would bring you or the college a bad name.

## Behaviour in the dinner hall

In the dinner hall, please...

- ..... queue in an orderly fashion at the correct time and at the correct hatch.
- ..... remember your table manners.
- ..... always clear away properly after you have eaten.
- ..... respect the dinner staff at all times.

## Do the Right Thing

### Uniform

Be smart, neat and tidy by wearing the correct uniform. Remember...

- ..... keep your shirt tucked in.
- ..... wear your tie properly.
- ..... don't wear any makeup.
- ..... don't wear trainers.
- ..... you may wear two ear studs (one in each ear lobe) and a watch – no additional jewellery.
- ..... no nail varnish.
- ..... no hair product which can cause health and safety concerns e.g. in Science.

### Attendance at College

It is very important to attend College every day. You should...

- ..... be on time for College and lessons.
- ..... always report to the College reception if you are late.
- ..... inform your tutor if you know you are going to be away.
- ..... complete the absence form for any planned absence at least three weeks prior to departure.

### The College environment

Respect your environment so that it is a pleasant place to work in.

Do this by...

- ..... keeping the College clean and tidy.
- ..... taking care of the facilities.
- ..... creating a pleasant atmosphere.
- ..... keeping to the permitted areas.
- ..... avoiding litter, vandalism, chewing gum and graffiti.