

SCHOOL RULES & PROCEDURES APPERTAINING TO BOTH SITES

1. INTRODUCTION

Our school is a Christian community which we are all part of and have a duty to care for. Each one of us has a responsibility for making our individual contribution towards creating and sustaining a happy, pleasant and harmonious school. The following rules and procedures have been designed to help to make our school a safe, orderly and happy working community. They assist pupils by developing self-discipline so that at all times pupils strive to behave in a safe, sensible, courteous, constructive and Christian manner.

2. RELATIONSHIPS

Pupils must treat each other, visitors and staff at all times with courtesy. Pupils should address staff by their name, or by 'Miss'/'Sir', and stand when a member of staff or visitors enters a room.

The teachers and members of staff at Trinity Catholic High School (Science and Sports College) are dedicated public servants. They will show you respect - we expect the same to be returned. The harassment, or attempted intimidation of a teacher, or any member of School staff, as well as disobedience to their requests will not be tolerated: such actions will lead to permanent exclusion.

A pupil may not hurt another pupil by word, action or gesture. 'Play fighting' and hurtful 'jokes' are forbidden. The bullying of another pupil by word or deed, by an individual or group is strictly forbidden and will always be regarded as most serious misconduct. Bullying can be described as deliberately hurtful behaviour that is repeated over a period of time, and is difficult for the person being bullied to stop. It is important to note that bullying also includes:- the taking of, or deliberate damage to somebody's property, cyber-bullying through the use of defamatory or intimidating messages or images via any form of communication technology in particular social networking sites or any other messaging service, either inside, or outside of School, the harassment of another pupil or person in relation to their age, race, religious belief, special educational needs or disabilities, sexual orientation, gender, gender reassignment, pregnancy/maternity and marriage/civil partnership. If at any time you feel that you are being bullied it is important that you tell someone, so that we can listen to your concerns and take action to ensure that the bullying stops. We understand that telling can be difficult however the following advice should help. You can talk to:- (a) your parents and ask them to contact the school, (b) your Form Tutor or Head of Year, (c) the Director of Site, (d) the Headmaster. You may also use our confidential e-mail address bullyingconcerns.trinity@lgfl.net. You will also have the opportunity to complete a confidential bullying questionnaire. This will allow you to raise any concerns that you may have, or allow you to show responsibility for others, by raising your concern with regard to the bullying of another pupil. Once you have raised an issue relating to bullying we will monitor the situation very closely on a daily basis (if required) for a long period of time if necessary to ensure that the bullying has completely stopped.

Anybody who engages in bullying will face a range of sanctions up to and including permanent exclusion. Students must also realise that aggression of any kind cannot be tolerated. Violence towards another pupil, or the carrying, or use of weapons, or instruments as weapons will lead to permanent exclusion. Please note that laser pens are not permitted in school as their inappropriate use can cause injury to others and may therefore be regarded in such context as a weapon.

Our School takes very seriously anything which may have an impact on School life. Accordingly, any social networking by a Trinity pupil, whatever their age or status in the School, which has a negative impact on this School, it's community, it's vision or ethos or any individual connected to our community, will face permanent exclusion and police intervention.

Religious worship

We are a Catholic community and pupils must therefore show the utmost respect for the prayer life of our school, and in particular behave in an appropriate manner during assemblies, prayer, and school Masses. Any misconduct in relation to such services will be regarded as most serious.

Bearing false witness.

Students must always be careful not to bear false witness against another pupil **or member of staff**, or to misrepresent an incident or information. Bearing false witness always leads to a breakdown in trust, and therefore should not happen and will not be tolerated.

3. PUNCTUALITY AND ATTENDANCE

Excellent punctuality and attendance is required if you are to achieve your full potential at school. You must therefore arrive in school not later than 8.50 in the morning when the bell goes for pupils to move into registration. If you arrive later, you must sign the 'Late Book' and get your journal stamped. When the bell goes, but not before, pupils must move immediately and quietly to registration or lessons.

On your return after an absence from school you must bring, from your parents, a dated and signed letter giving the exact date(s) of absence and the particular reason for absence. On the first day of an absence where no prior notification has been given, a letter from your parents must be sent to the school explaining the absence or they must contact the school via telephone (telephone contact is preferable). Note that family holidays should not be taken during term-time. (See below). Letters from parents regarding holidays during term time, and requests for leave of absence must be sent to the Headmaster.

Except for timetabled lesson, no pupil may leave his or her respective site without the express permission of the Head of Year or Director of Site. If for any reason you need to leave the school early, or during the day, you must bring a signed and dated letter from your parents, obtain the Head of Year's counter-signature on this and bring it to the school office when signing out. If you return the same day you must first report to the office.

Please note pupils in Year 7 to 9 must be collected by their parents in the event of an early departure for Medicals etc. Pupils in Year 10 and 11 can go unaccompanied providing parents give permission in writing.

Pupils should note that we have systems for checking absences, and for attendance to all lessons. Truancy will always be regarded as serious misconduct, as actions of this nature not only disrupt your education, but also place your safety at risk.

Fixed Penalty Notices – The School has adopted the London Borough of Redbridge Attendance Policy. Students not in registration at 8.55am on 7 occasions or more per half term and those taking Leave of Absence without permission (the School can only grant 3 days leave) will receive a Fixed Penalty Notice Fine issued by the London Borough of Redbridge.

4. LESSONS

All specific classrooms and subject rules and a teacher's instructions must be followed. Pupils must not disrupt the learning of other pupils.

Pupils must bring whatever is needed for the particular lesson, plus a Bible (KS3), a dictionary and a reading book. You should not ask to borrow something from a fellow pupil; this disturbs the lesson.

All work must be dated and titled and the appropriate designation (H/S or C/W) entered in the left hand margin.

5. HOME STUDY

Home study set by the teacher must be done and must be handed in as arranged by the teacher.

Pupils should always try their best but when they do have a problem with the homestudy the teacher must be informed prior to the following lesson in that subject.

Home study should be done as soon as possible, preferably on the evening of the day it has been set, so that instructions are not forgotten and work doesn't pile up. When possible do extension work, revision or reading. Make good use of Library facilities.

It is essential to organise yourself for the following day, checking that your bag contains all the books, equipment and special clothing you need for the next day's work.

6. THE JOURNAL

The Journal provides daily communication between pupil, school and parents and is signed each week by parents and Form teachers.

Pupils must have their Journal with them at all times. They must keep it up to date with lesson and homework timetables, emergency information, recording of Discipleship totals, recording of lateness and absences etc. Journal Slip information must be subsequently entered in the Journal. Your Journal must be kept in good condition with a cover. There must be no evidence of graffiti. The condition of your Journal and your use of it will be checked on a regular basis.

7. UNIFORM

In the world of work employers have the right to tell employees how to dress. It is therefore appropriate that your education prepares you for such expectations. Pupils must therefore wear the full and correct uniform to and from school, on school journeys, when representing the school and in school (appropriate to the lesson, as decided by the teacher). Uniform and other property should be clearly marked with the pupil's name.

Note that 'uniform' includes footwear, jewellery, make-up and haircuts, as well as clothing. Shoes should be plain black leather in accordance with the Uniform Policy of our school (see Uniform page). Trainers may only be worn at break-time in the playground and may not be worn to or from school, or when commuting between site. Make-up is not allowed nor is jewellery except ear studs for girls, which must be worn in the lower ear lobe, with a limit of one stud per ear. Girls should have long hair fastened back. Boys should not have long or very short hair. Dyed, tinted or lined hair is not allowed. In these matters the school is concerned with hygiene, safety and a 'professional' working appearance appropriate to the school's ethos.

A letter from parents to the Head of Year must explain any departure from the regulations in matters of uniform, **hairstyles** etc. If in doubt in any of these matters, parents should check with the Head of Year or official school supplier as appropriate. (See the Uniform list.).

8. PROPERTY

No large sums of money should be brought to school (unless money is being paid to the school). All money and other items must be kept with the pupil at all times and must not be left in coats or bags. Electronic games must not be brought to school (Personal stereos/ipods/mobile phones are **only** permitted for Upper Site students) and mobile phones must be insured. Pupils with mobile phones / ipods (Years 10 – 14) must have them switched off during lesson time or they will be confiscated and only returned the following working day at 3.45pm. An administrative fee of £1 for security envelopes will be charged. Pupils are strongly advised not to bring in these items on days when they have PE or Public Exams. On all occasions these items are brought in on the pupils' own risk and the School cannot take responsibility or liability. Uniform and other items should not be left at school overnight or at the end of term.

Any loss should be reported to the appropriate office. If handed in, items are returned to the pupil concerned, where possible; otherwise they are kept for several days in the office, then put into storage, except for P.E. kit which is left for a term in the appropriate changing room. Anything found must be handed in to the office. Unclaimed items may be disposed of. Prior to P.E. lessons pupils must hand in valuable items for safekeeping in accordance with the department's procedures.

9. TRAVELLING TO AND FROM SCHOOL AND ON SCHOOL JOURNEYS

Every pupil is expected to travel to and from school, on school journeys and whenever representing the school, in a safe, sensible and courteous manner which brings credit to the pupil, his or her family and the school. Pupils must queue sensibly for buses and not go onto the road or climb safety barriers. Pupils must follow the instructions of staff on Bus duty. Pupils should not linger on journeys to and from school.

Pupils must not congregate in any area around the crossroads adjacent to the "Castle", nor linger on the cricket green nearby.

When crossing roads, pupils must use subways or pedestrian crossings. This is very important when crossing the High Road opposite the school. When crossing Sydney Road, pupils should cross opposite the pupil entrance. Pupils should never cross or enter any part of the Staff car parks. Parents will be asked to make alternative travel arrangements for any pupil who fails to travel to or from school, or to queue for public transport, in a safe and courteous manner.

A written request from parents is required for a pupil to cycle to school, and the pupil must have completed a Cycle training Course. In addition, pupils must always wear a cycle helmet when

commuting to and from School and have planned and follow the safest route in consultation with their parents.

If you are ever approached to or from school, or whilst travelling between Sites, by a stranger, pedestrian or motorist, you must ignore them and move on quickly. Any incident of this nature must be reported immediately to the school. If you are at all concerned you should return to your nearest school office where you will receive assistance for your journey home. In general if you have any difficulties in obtaining public transport at the end of the day or if you have lost your Oyster Card please return to your site office and seek help from a member of staff. If you notice anything suspicious or if anything disturbing happens you must report it immediately to the relevant Director of Site.

CODE OF CONDUCT ON BUSES/ PUBLIC TRANSPORT

1. You are never to try and board a bus until it has stopped.
2. You are never to try and force the door open by pushing the external emergency buttons.
3. Never run in front, or behind, a stationary bus.
4. Queue, as directed by staff, in an orderly way: there must be no shoving or pushing.
5. Conduct on the bus must be exemplary; no shouting, fighting or smoking.
6. Be courteous to other passengers and, above all, to the driver.
7. Respect, at all times, the property of the Bus Company.
8. Use the underpass to cross Woodford High Road.

Mini bus:- You must always wear your seat belt and observe good conduct whilst travelling in our school mini bus. Students are forbidden to climb into the driver's seat or interfere in any way with the working of the mini bus.

10. TRAVELLING BETWEEN SITES (COMMUTING)

Pupils travelling between sites must use the High Road/Mornington Road route. On no account must either Friary Lane or the Sunset Avenue/Oak Lane routes be used. Pupils must always travel between Sites in a safe, brisk and courteous manner, walking on the pavement and not on the roadway. In Mornington Road you must stay on the Upper Site side of the road and not cross over. Running, playing and shouting is forbidden. Pupils travelling between Sites must not visit any shops; or ice cream vans. Eating and drinking between Sites is forbidden. You must never climb fences or gates. You must use official entrances.

When moving between Sites, pupils must not travel alone. If you are detained or left behind for any reason you must report to the School Office so that **commuting** arrangements can be made. Pupils commuting for a Period 2 or 4 must leave their appropriate site at the beginning of break. Pupils commuting for a Period 3 lesson must leave at 12.40 p.m. Pupils who have commuted for lessons involving periods 2 and 3 must spend lunch on that site and not return to their own site for lunch, without permission of their Year Head.

Lower Site 'Birthday pupils' whose names appear on the daily Student Bulletin, must report to the Lower Site office at 9.05; then go together straight to the Upper Site, where they report to the Upper Site Office.

11. AREAS OUT OF BOUNDS

Lower Site: Except for lessons: all classrooms and music practice rooms. At all times, **the following areas are out of bounds:** the pond, the Pond Area and the Padua Centre; the area between the gymnasium and the Friary wall; except when moving between Sites, the pathway area between the High Road pupil entrance gate and Room 29, the bin storage areas and the Staff Car Park. **Upper Site** Except for lesson times: all classrooms, drama suite and sports hall (unless supervised), the area between the back of the sports hall and No. 12 Mornington Road, the staff parking area, bin store, rear of Sixth Form Block, orchard behind Monteluca House, back and side area of Art Block and all carparks. **General** (Years 7 - 11). All shops at Woodford Green (during school hours). At all times - Friary Lane, Golf Course, adjacent woods, Sunset Avenue, Oak Lane, bottom part of Sydney Road. Pupils must only use designated pupils' entrances/exits to the school.

12. OTHER HEALTH AND SAFETY MATTERS

Sick or injured pupils must report to the office. If appropriate the secretary will contact the parents. If you have a particular medical problem, the school must be informed by your parents in writing.

Pupils should have a meal at lunchtime. All food and drink must be consumed in the dining hall. No flask or glass container may be brought to school. Litter must be put in the bins provided. It is absolutely forbidden to bring to school any of the following:- cigarettes, matches/lighters, any illegal substances or to engage in the misuse of legal substances or prescription medication, any weapon or dangerous implement; any toy weapon, laser pen, chewing gum, correction fluid, any aerosol spray (since these can cause asthma attacks). Students who bring to school weapons, illegal substances or engage in the misuse of illegal, or legal substances, or prescription medication, or commit acts of violence will face permanent exclusion.

All specific classroom Health and Safety Rules must be followed. Fire Alarms or equipment, for emergency use only, must not normally be touched. Fire drill regulations and procedures must be followed.

Bags must not be left on staircases, stairwells, in corridors or in doorways but must be left in a safe and appropriate place where it does not result in a trip hazard to others.

Pupils must not run anywhere inside the buildings: pupils must walk on the right in corridors and on staircases.

The throwing of items to other pupils across classrooms or in the playground in particular coins is most strictly forbidden.

During wet weather pupils may quietly and sensibly recreate in corridor or the annexe (Lower Site), dining hall (Upper Site).

At break-times, tennis/skill balls may only be used in the designated areas. Chasing games, **in and around the School buildings**, are forbidden.

Visitors may not be invited into the school site without the permission of the Director of Site. All visitors must sign in at the office.

The telephone in the Lower Site reception area is for urgent or emergency use only.

Drugs:- You have read in the press and seen on television the dangers posed by drug pushers and those who sell illicit substances, and growing trend of misuse of prescription medicines and solvents. We have always worked at Trinity Catholic High School to be a drug free community and to make you aware of the dangers. Therefore any student who carries or tries to sell illicit substances, prescription medicines or solvents will face arrest as well as Permanent Exclusion by the Governors. **Indecent images:** It is a criminal offence for any student to send or hold any indecent images of students via **any form of technology e.g. the internet/mobile phones etc.** **Such activity can result in permanent exclusion.**

13. CARE OF EQUIPMENT, PROPERTY AND ENVIRONMENT

All school books, equipment and property must be treated carefully. School equipment may only be used with permission. All pupils have the responsibility for the good appearance of our school and must treat the facilities with respect and keep all areas litter free, using the bins provided.

Any loss or damage, accidental or otherwise, to school books, equipment or property belonging to other pupils or to staff, must be made good. Any deliberate damage, including graffiti, will be considered a most serious matter.

Under no circumstances should students have personal websites with any reference to Trinity, Trinity students or images of students. Any violation could lead to the full range of disciplinary sanctions, or the pursuance of Child Protection procedures.

14. SANCTIONS AND REWARDS

Our rules, and the way of living within our school community are supported by a system of rewards and sanctions.

Rewards.

These include:- Discipleship points for contributions to school life.

Head of Year awards. These recognise continued effort, and good work.

Nominations for weekly praise from Dr. Doherty. Your teachers will nominate a selection of pupils each week in recognition of effort and/or excellence in work, behaviour and contribution to our school community.

On a termly basis pupils are nominated by their teachers for Excellence & Effort Certificates. In addition pupils may also be nominated for a higher level Headmaster's Award.

Letters of praise and congratulation are also sent out throughout the year in recognition of:- sporting achievement, contribution to school life, attendance and punctuality, and mid-year/end of year reports.

Sanctions.

It is always hoped that sanctions will act as a deterrent, or when used will cause the pupil concerned to reflect carefully and to modify their future conduct.

Sanctions include the following:- verbal, or written reprimands, to remind pupils of our School rules and expectations. The recording of comments in pupils' Journals for incidents that require a more serious reprimand. The requirement for pupils to complete, or redraft work to a standard that is in accordance with their ability (These sanctions allow the School to respond to incidents of misconduct in a staged manner, allowing pupils the option to make a positive response at any one of the stages indicated.)

Our School also operates a system of lunchtime, and evening detentions. Lunchtime detentions may include a requirement to undertake some form of community service. These can be allocated by any teacher, or Head of Year. Our School also operates a system of evening detentions that may last up to 5.00pm, **for which twenty four hours notice will be given.** Property may also be confiscated for disciplinary purposes in accordance with our School's Policy. It is hoped that pupils concerned will make a positive response at this stage. However, if this is not the case, the School has a system of sanctions that include:- the withdrawal of pupils from lessons, the inclusion of pupils in our School's Hermitage/Cloisters/Ovid provision, the withholding of participation in education visits and the inclusion of pupils **at Saturday School.** The sanctions of lunchtime, fixed term, and permanent exclusion can also be imposed, as can the transfer of a pupil for a fixed period of time to one of our partner Schools. Our rules and procedures indicate where the sanction of exclusion is applicable.

15. ADDITIONAL INFORMATION:-

Library

Each pupil is automatically a member of the School Library. Students may use the library at designated times during the school day: Lower Site students commuting between sites are allowed access to the Upper Site library for study purposes. Silence and good order must be maintained.

Each pupil is responsible for his/her tickets and any book borrowed.

Each pupil must make good any damage or loss to school/library books.

Lost Property

The school will always do its best to help pupils retrieve missing uniform or other items but the school cannot accept responsibility or liability for loss or damage to such items (including musical instruments, mobile phones or other items of electronic property) and parents are advised to ensure that they have appropriate insurance cover.

16. MEDICINES:-

Pupils must not self-administer or carry with them prescription or non-prescription medication, as incorrect use could be harmful to the pupil, or to another pupil into whose hands the medication might fall.

Pupils who require medication in school should ask their parents to contact the school office in the first instance **with the exception of asthma medication which may be carried by pupils for the treatment of this condition.**

17. READING MATERIAL:-

Pupils are required to have a suitable reading book in school at all times. However teenage magazines are forbidden as are all other types of unsuitable reading material. The school's decision as to what represents suitable reading material is final.