



Montgomery High School

Code of Conduct

Approved by the Student Welfare Committee under powers delegated by the Governing Body
23/06/11

Review Period: 3 years

Our mission is to create a challenging and relevant educational environment, in which all students develop a strong sense of the world around them. We want our young people to become confident, happy and fulfilled individuals, who are successfully learning for life. In order to achieve our mission the school has the following expectations of our students, who should:

- Show care and consideration for others and treat everyone with courtesy and respect
- Respect the right of everyone to learn without disruption or threats from anyone
- Take care of the school and wider environment
- Come to school prepared to work hard and learn
- Be on time for lessons during the day

Set out below is key information about rules and procedures which help to ensure that the above principles are met:

1. The school day

8.40 – 8.45am	Student arrival at Registration
8.45 – 9.05am	Registration period
9.05am	Period 1
10.00am	Period 2
11.00am – 11.20am	Break
11.20am	Period 3
12.15pm – 1.45pm	Period 4 (during which ½ hour will be allocated for lunch)
1.45pm	Period 5
2.45pm	End of school day

Students must arrive in their tutor base for registration between 8.40 and 8.45 in the morning. Students who are late without good reason will be detained, whilst persistent latecomers will be referred to their Progress Manager for further sanctions. All requirements regarding behaviour and uniform apply to journeys to and from school, which constitute part of the school day.

2. Break and lunchtime

All students spend their free time during breaks and lunchtimes in the playground or at organised activities in school. During bad weather, year groups should remain in their allocated dining room and/or allocated space as advised.

- **Lunchtime Policy:** Students must stay in school for the half hour lunch break, eating either a packed lunch from home or a lunch from the school dining room.

3. Attendance

When a student is absent a parent should telephone the Attendance Officer and explain the reason for absence on the morning of the first day of absence. A note should be sent to the Group Tutor on the child's return to school. Parents should note that it is school policy to contact parents directly whenever the school is not informed about a child's absence. This is in the interests of personal safety and to ensure that there is no opportunity for students to mislead either parents or the school with regard to truancy.

When it is necessary to keep a child away from school for reasons other than sickness, a letter to the Group Tutor before such absence is required. The school strongly advises that students should **not**

be taken out of school during term time and does not authorise holidays when the school is in session.

4. Uniform

Students must observe and meet the requirements of the uniform list as published. If parents have any concerns about uniform please contact the school for help and advice. All items of clothing and personal property should be clearly marked with the owner's name.

5. Equipment

When you come to Montgomery in September you will be required to bring the following equipment:

- a non-smudging pen (blue/black ink)
- a pencil and sharpener
- a rubber
- a ruler
- a protractor or angle measurer
- a pair of compasses
- a scientific calculator

6. Presentation of written work

Students should follow these presentation rules:

- Date each piece of work
- Title/heading/Learning Objective/Outcome underlined
- Write in pen, draw in pencil (pencil can be used for written work as directed by the teacher e.g. in Mathematics or to annotate diagrams)
- To correct a word/phrase, draw **a single line** through the incorrect word
- Neat handwriting
- Rule off after a piece of work
- Use a pencil **and a ruler** to draw straight lines
- Illustrate class work and homework with CW or HW (in margin respectively)
- Please do not use:
 - Correction fluid
 - WordArt in presenting electronically or word processing
 - Fibre tipped (felt tip) pens and/or gel pens to write text

7. Personal possessions and valuables

The school cannot accept responsibility for students' personal possessions and valuables unless individual arrangements are made with a member of the teaching staff. This would only be done in special circumstances. Money must not be left in changing rooms or classrooms. Only necessary money should be brought to school and large sums in payment for visits, other events or purchases should be deposited at the QA collection point. The school is in use at evenings and weekends and no responsibility can be accepted for personal belongings left overnight. Students should note that they may bring mobile phones into school **but the school can accept no responsibility for them if they go missing**. Mobile phones must not be used during or in transit between lessons (see Portable

Digital Device Policy) unless part of planned learning activity. Students are not allowed to bring personal music players, such as MP3s and Ipods, to school and mobile phones with this as an integral feature must not be used in this way. Headphones are not allowed in school. Cigarettes, lighters, matches and knives are absolutely forbidden. Instructions are issued about other items as and when necessary.

8. Movement in school

Students must walk on the left hand side of corridors and stairs in a quiet, orderly manner.

9. Cycles

Cycles are brought to school entirely at the **owner's risk**. Students are advised that bicycles should be securely locked when not in use. Cycles must keep in a roadworthy condition. Motorcycles may not be brought onto school premises without special permission. Students coming to school on their bikes should wear a cycle helmet and we would very much appreciate the co-operation of parents on this matter.

10. Sweets and chewing gum

Sweets are not to be eaten during lessons. **Chewing gum must not be brought into school.**

11. Interventions

Students may be detained after the end of the school session on disciplinary grounds. Parents will be given written notice of at least 24 hours if their child is in detention for more than 10 minutes. The purpose of the notice will be to inform parents why their child has been given a detention and will also contain details of how long the child will have to remain in school.

12. Rewards

Students are able to collect 'Monty Points' for the work they do in school. Teachers and admin personnel will award points following the Rewards Charter which is published around school, which includes points for outstanding work in lessons, homework, extra curricular activities, attendance, community service etc. Points are totalled each cycle and prizes awarded to top tutor groups and individual winners within each year group.