

Holy Cross College – POLICY DOCUMENTS

**CODE OF CONDUCT**

<b>Code of Behaviour</b> ( <i>Students will</i> )	<b>Reason</b> ( <i>because</i> )
Provide written explanation for absence from college	This will allow staff to monitor attendance and welfare of students
Ask out of class only in exceptional circumstances and will obtain a pass from the class teacher	This will help students to avoid missing important work
Respect others by the use of proper language	This will help others to feel respected

<b>Our Behaviour</b> ( <i>students will</i> )	<b>Reason</b> ( <i>because</i> )
Wear a proper uniform	This will help students to feel and look smart as part of the college community
Walk, quietly and in an orderly way on the right in corridors	This will prevent accidents and allow people to move more easily
Take care of all college property and equipment. Graffiti on books or planners is not permitted	This will help to ensure that all students will enjoy the facilities in the college
Only eat at break and lunchtime and will not chew gum	This will help to encourage a healthy and clean college environment
Respect the property of others	This will help others to feel respected

<b>Our Work</b> ( <i>students will</i> )	<b>Reason</b> ( <i>because</i> )
Attend college every day except in exceptional circumstances	This will help students to keep up with work
Co-operate with teachers by completing class and home work	This will help students to develop skills and knowledge
Bring their Student Planner to all classes and use it properly	This will help students to organise their work and help with home/college communication

<b>Our Safety</b> ( <i>students will</i> )	<b>Reason</b> ( <i>because</i> )
Remain within the college grounds unless they have been given permission to leave	This will ensure that students will remain safe and supervised
Enter classrooms only when a teacher is present	This will ensure that students will remain safe and supervised
Dispose of litter in the appropriate bins/recycle containers	This will help to keep the college safe and clean. It will help the wider environment
Not bring to college any product which may pose a health risk to themselves or others (cigarettes, matches, lighters, solvents, aerosols, drugs, fireworks)	This will help all students to feel safe
Students are not permitted to switch on or use mobile phones in the college	This ensures safety, respect and privacy for all students and staff

Signed \_\_\_\_\_ (Principal) \_\_\_\_\_ (Chair, Board of Governors) Date \_\_\_\_/\_\_\_\_/20\_\_\_\_