



Ormiston **Victory Academy**

**STUDENT CODE OF  
PRACTICE 2017/2018**

## Code of Practice

- All staff are here to help you.
- The rules on the following pages will help you get the best possible learning experience - so follow them.
- Thank you for keeping to these rules. If, however, you break them, SAY SORRY POLITELY.
- Remember, in order to be respected by someone, you must also respect them.
- Courage means never being afraid to make the right choice.
- You are responsible for what you do and for what you say. Be responsible - actions always have consequences.
- Attitude is a little thing that makes a BIG difference. Make sure you always have a positive attitude.
- Let the choices you make today, be choices you can live with tomorrow.
- Tomorrow's success begins today.

## Equality and Diversity Vision

### Our Vision

- Our aim is to mainstream good practice and the principles of inclusion into everything we do.
- Ormiston Victory Academy will strive to provide education for all, acknowledging that the society within which we live is enriched by diversity.
- We will strive to ensure that the culture and ethos of the academy reflects and celebrates the diversity of all members of the academy and wider community.
- We will also seek to ensure that everyone is equally valued and treats one another with respect and fairness. Students and other members of the academy community will be provided with the opportunity to experience, understand and celebrate diversity.
- Our core values are: to encourage mutual respect for all; recognise and work with every diverse group; provide high quality inclusive services and facilities; make sure our policies and practices are fair and challenge harassment and discrimination.
- We will proactively seek to review and restructure the cultures, policies and practices in the academy, so they can be welcoming and responsive to the full diversity of people locally, nationally and globally.
- Ormiston Victory Academy has a duty to 'actively promote', with students, the fundamental **British values** of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs.

## Rules

### At the start of a lesson:

- Arrive on time, in full uniform.
- Enter the room quietly and sensibly.
- Sit in the seat allocated to you as per the seating plan.
- Get out everything you need for the lesson. This will always include a pen, pencil, ruler and your student planner.
- Put your bag away.
- Remain silent while the register is called.

### During a lesson:

- Immediately follow all requests from your teachers. If you feel that something is unfair, speak politely to the teacher at the end of the lesson.
- Remain silent while the teacher is talking to the class.
- If a question is asked put up your hand and wait until you are asked to answer.
- Gum, phones, MP3 players, iPods, headphones, spinners and loom bands are not permitted in the academy. Leave food and drink in your bag. You are allowed to keep a clear bottle of water in your bag and drink from it during lessons other than science. The bottle must contain only plain water. Energy drinks are not permitted.
- Work hard and concentrate on your own work.
- If you are asked to move seats, for whatever reason, move quickly and quietly.
- You will only be allowed to go to the toilet during a single lesson if it is a real emergency. In double periods a teacher may let you go to the toilet. Use morning break and lunchtimes to use the toilet facilities.
- You will not be permitted to go to the toilet just before breaks or lesson changeovers.
- Record all homework set in your Student Planner and check Google Homework regularly.

### At the end of a lesson:

- Pack away only when your teacher asks you to.
- Help to tidy the classroom and pick up any scrap paper. The class should do this as a team, not worrying about who actually used equipment or dropped a piece of paper.
- Leave the classroom only when your teacher tells you to. Leave quietly and sensibly.

**Movement around the Academy Campus:**

- Only wear outdoor clothing when you are outside. Jackets, coats, hats, scarves and gloves need to be removed when you are inside.
- Walk along the corridors. If you run you may cause injury to yourself or others.
- Walk on the left, following the instructions on signs.
- Behave in a quiet and sensible manner.
- Help younger students or those with an injury.
- Students are not permitted to use the lift unless they have been issued with a lift pass.
- Do not use the main central staircase near the atrium. This is a privilege for Year 11. Sixth Form and Staff.
- You must use the student entrance via Stone Breck when arriving and leaving the academy.

**Health and Safety:**

- Smoking is bad for your health. This is a non-smoking campus for all. Any students caught smoking on site will be issued with a fixed term exclusion. Any cigarettes, tobacco, lighters and other such items will be confiscated.
- Only bring roll-on or pump action products if you need to use them after PE or other exercise. Leave aerosol cans at home.
- Energy drinks are not permitted. These have been proven to pose heart risks to teenagers due to high levels of caffeine. Any student with an energy drink will have it confiscated.
- Avoid bringing large bottles of fizzy drink to the academy. These may be confiscated.

**The Academy Environment:**

- Take care of property belonging to the academy and to others. If you cause damage to property belonging to others, either deliberately or by irresponsible behaviour, you will be asked to pay for it or attend Victory community service.
- Keep the academy tidy by using the litter bins provided and encouraging other students to do the same.

**Uniform:**

- Always wear your uniform unless you have a signed note for any non-uniform items from the Behaviour Team. You may be isolated if you do not wear the correct uniform. In most cases you will be given 24 hours to rectify the uniform issue or borrow spare stock.
- If you have a note signed by the Behaviour Team, show it to your teacher at the start of each lesson.
- Notes will normally be for one day and will not be issued for longer than one week. If there is still a problem after one week, see the Behaviour Team to discuss the problem.
- Conform to the jewellery rules, which allow no jewellery, other than a watch and one pair of small plain metallic/diamante ear studs worn in the centre of the ear lobe. If you have any other form of visible piercing it must be left empty during the academy day. If you have a new piercing you will

be expected to remove it or add a clear/flesh coloured retainer. Facial and body piercings are not permitted.

- Medic Alert bracelets are not considered to be jewellery.
- Conform to the academy rules on hair styles and make-up.

#### **Respect for other Students:**

- There are other ways to solve problems than with physical or verbal abuse towards other students. If you are feeling very angry with another student, discuss the problem with your Tutor or the Behaviour Team.
- If you attack another student, expect to be **excluded** from the academy. In serious cases, we may decide to inform the Police.
- Stealing and causing damage deliberately or irresponsibly will always be dealt with very seriously.

#### **Break and Lunchtimes:**

- At break, either go outside or to the dining area.
- At lunchtime all hot food must be eaten in the dining area. Packed lunches or sandwiches must be eaten in the dining area or designated picnic areas.
- You are not allowed to leave the academy premises during these times.
- The lock down room is used to isolate students who cannot behave sensibly and safely at student free times.

#### **Personal Property:**

- We request that expensive, personal property that is not needed in lessons is left at home. If you chose to ignore this advice, personal property must be placed safely in lockers or with PE/PA staff during lessons. The academy will not accept responsibility for personal property or be expected to help find or replace it.
- If you chose to bring in personal property
- If you wear jewellery in the academy or use things like phones, iPods or toys in lessons or around the academy, they will be confiscated. The items will be kept in the main reception until your parents collect them.
- If you are seen with a mobile phone it will be confiscated. This will be kept in the main reception until collected by your parents.

#### **Off-Site Events:**

- Students are expected to abide by the Code of Practice and follow the rules when representing the academy or attending any off-site educational visit/trips, events, sporting fixtures, exchange visits, etc.

#### **Note**

The academy will issue the relevant consequence for any disregard of this Code of Practice.