

CODE OF RESPECT

Last Review:	October 2022
Reviewed and Approved by Board:	October 2022
Next Review:	October 2025
Policy Owner:	Deputy Principal

Loreto College Charters explain what students can expect from the staff. The Code of Respect describes students' responsibilities as pro-active members of the college community: -

- what students can expect from each other; what staff can expect from students;
- how the tutorial system of the college will develop, support, mediate and, in the last resort, enforce this code for the good of the college community;
- the procedures that will be followed – supportive and punitive when this code is not observed by Loreto students.

This Code is about students playing an active part in shaping the Educational Community and themselves giving expression to love, freedom, justice, sincerity, excellence, internationality and joy. The Code of Respect is a guide to their active participation in creating the Loreto Community.

If students follow the code, they should never be charged with a breach of our Behaviour Policy. Loreto College aims to provide all students and staff with:

- the chance to create and be a part of a college community sharing the values of Loreto Colleges and schools world-wide;
- a college where everyone shows each other respect, care, consideration, friendship and loyalty.
- an atmosphere in which individuals support and encourage each other and show special concern for those with different talents and special educational needs.
- a college environment and a place to learn that is safe, calm, non-threatening, pleasant and clean.
- For this reason, members of the college are expected to observe the following Code of Respect.

RESPECT FOR STUDENTS AND STAFF

1. All members of the college should treat other members of the college and authorised visitors with respect, courtesy and good manners. Courteous behaviour and respect require that no-one should intimidate anyone else in any way, spoken, written, on-line, physical or any other form. Consideration should be given to how we treat others.
2. All members of the Loreto community should respect the beliefs, rights and feelings of others as identified in the College Equal Opportunities Policies.
3. Harassment or Bullying in any form will not be tolerated at Loreto. The Anti-Harassment and Anti-bullying Policies explain how the college will respond if harassment or bullying occurs. Harassment may consist of unwanted conduct, an act or series of actions directed toward an individual. Bullying is behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. Bullying can take many forms (for instance, cyber-bullying via text messages or the internet), and is often motivated by prejudice against particular groups, for example on grounds of race, religion, gender, sexual orientation, or because a child is adopted or has caring responsibilities.
4. Physical violence including fighting is forbidden. If students are involved in any such incident they will face permanent exclusion.

RESPECT AND CONDUCT IN THE CLASSROOM WORK AREAS

The College wishes to continue to be an environment conducive to learning and personal growth. In order to realise this, appropriate behaviour is expected.

1. Students have the right to learn to the best of their ability. Lessons must be free from disruption and all students should be punctual.
2. Staff must be treated with courtesy and good manners. Confrontational behaviour is not permitted.
3. Please respect the silence in the Library. Students failing to do so may be banned from the Library.
4. Remember that in the Study Centres people are working and students are asked to keep the noise from discussions to a minimum.

RESPECT ACROSS CAMPUS

The College welcomes the variety of appearance brought by individual student styles and choices.

1. The wearing of items arising from particular cultural/ religious norms (including, for example, saris, turbans, skullcaps, hijabs and kippahs) is seen as part of this welcome diversity. COVID-related face masks are permitted as part of the College's approach to health and safety. Other items which cover the face, such as niqabs or balaclavas are not permitted.
2. Students are expected to remove caps, hats and coats inside classrooms.
3. Loreto College is a professional place of work. We do not insist on any particular dress for its employees or students, except where there are health and safety or security concerns, or where a job or placement requires a uniform or protective clothing to be worn.
4. We do expect students to wear appropriate clothing in line with helping them to develop key employability skills. 'Hoods' are not to be worn inside the College buildings and clothing with slogans or symbols that could cause offense should not be worn.

RESPECT FOR THE ENVIRONMENT

1. Loreto College does not allow alcohol on the College premises nor the consumption of it in college hours or on college visits. Possession of alcohol and the consumption of alcohol is forbidden at Loreto and will likely result in permanent exclusion.
2. In the interests of health students are not permitted to smoke within the college buildings - only in the designated area. Vaping is not allowed on site.
3. Loreto College has an anti-drugs policy and procedures. Possession of drugs and use of drugs is forbidden at Loreto and will result in permanent exclusion.
4. Students will find written safety procedures in all places which are potentially hazardous, e.g. Workshops and Laboratories. Teachers will discuss precautions which need to be taken. Please read and listen carefully. Failure to follow these procedures may put yourself and others at risk.
5. In the interests of the college community students are not allowed to have visitors on site.
6. Everyone is entitled to a safe and ordered environment and all members of the College Community should respect the property of others. Dangerous and expensive objects should be left at home.
7. Loreto is committed to protecting the environment. Please take pride in having a clean and tidy college, including cafeterias.

RESPECT OUTSIDE OF COLLEGE

1. Loreto students are asked to act courteously in public to preserve the good name of the college.
2. Students are asked to show respect for the local community and the local environment, this includes putting any litter in the bins provided or bringing it back to College.
3. If dropped off outside College, being mindful of road restrictions and not idling.
4. Fighting or physical violence in the area of the college will result in permanent exclusion.

DISCIPLINARY PROCEDURES

The college has disciplinary procedures in order to have a high standard of conduct, which is in the interests of everyone at Loreto. The procedures are used if staff have concerns about a student's progress, attendance, work rate, attitude or behaviour. It is anticipated that throughout this procedure college staff will offer every support and encouragement to assist any student in changing their behaviour pattern to one that conforms with established rules and code of conduct. The whole purpose of the exercise is to bring to a student's attention the fact that their behaviour pattern is unacceptable and to achieve a change of attitude or performance. It is not in anyone's interest for this procedure to be applied to its conclusion. Where there has been a breach of the Code of Respect or an act of misconduct by a student the following procedures are applied:

1. The student will be referred to their Head of Hall;
2. A letter may be sent home to parents informing them of the incident and action taken;
3. Where there has been a continued or serious breach of the Code of Respect or a student has committed an act of serious misconduct, the student will be reported to their Head of Hall who will refer the matter to the relevant Head of Student Services. The Head of Student Services may initiate the College disciplinary procedures.

NB. The more detailed operational guidelines for the college's disciplinary action are available upon request.