

Our Ref: 007/14

January 2014

Dear Parent/Carer,

We write to inform you of a new pupil conduct monitoring policy which has been implemented this term in order to maintain the highest standards at St Margaret's. This card is an upgraded version of, and will replace, the uniform card that was in place for monitoring uniform only.

On the first day of this term your son will have been issued with a school 'Conduct card'. They will be required to carry this green card with them **at all times**. We suggest this is kept in the blazer inside pocket. If a member of staff needs to speak to a student about their uniform or any other rules within the school code of conduct, they will initial their card. This is known as *strike*. If the student receives three strikes within a half term, which means he has ignored the two previous warnings, he will receive a 30 minute after-school detention. If a student fails to produce his card, he will receive a 30 minute detention. We recommend that if a student leaves his card at home, he should ensure he is wearing the correct uniform and abiding by all school rules, in which case he will **not be asked to produce his card**.

If your son does receive three strikes and a 30 minute detention on his initial green conduct card, he will then be issued with an **amber conduct card**. The same rules apply for this card, however if he continues to break school rules and receives three further strikes on this card he will be issued with a **45 minute detention**.

Again, if your son receives three strikes on his amber conduct card he will be fast-tracked to a **red conduct card**. If he receives three strikes on a red card within the same half term he will be issued with a **60 minute detention**.

Each half term the students will receive a new green conduct card and be given the chance to have a fresh start.

The majority of students will complete the half term with a totally clean card. These students' names will be placed in a prize raffle, so they can be rewarded for their consistently high standards within school.

We are very proud of our students, our supportive ethos and our reputation in the community. We hope that you will support us in our efforts to maintain these standards. We ask that you consider the general uniform and code of conduct guidance overleaf; this will give you the opportunity to make sure your son complies with the school regulations.

Yours faithfully,

Mr R Lawton
Assistant Principal

Miss N McRory
Project Co-ordinator

Miss L Draper
Project Co-ordinator

Miss S Lalgee
Project Co-ordinator

Uniform and conduct guidance – Years 7 to 11

Shoes	Plain black shoes (NOT TRAINERS/CANVAS/BOOTS) should be worn around school (except PE lessons).
Hair	If hair hangs below the collar it must be tied back and not covering the face. Extreme styles will not be tolerated.
Shirt	Plain white or grey – patterned shirts are not permitted. Shirts should be properly tucked in at all times.
Ties	Regulation House tie or Cross Guild tie. Ties must be worn at full length and top buttons must be properly fastened.
Pullover	School pullover or plain grey/black V-neck only. Crew neck not permitted.
Blazer	Plain black. This must be worn at all times throughout the school day unless permission is given in lessons to temporarily remove it.
Socks	Sober coloured only. Not white or bright colours.
Badge	Must be worn. Regulation House badge or Cross Guild badge.
Jewellery	No jewellery should be worn in school. Any items of jewellery may be confiscated, to be returned upon receipt of a note from parents.
Coats	Should be dark in colour and plain. They should not be worn moving around school.
Electronic Devices	Any mobile phones, IPods/MP3 players must be switched off at 8:40am and should not be seen for the rest of the school day. No speaker wires should be visible from electronic devices. Expensive items should not be brought into school. Any students using their mobile phone/electronic device during the school day will have the item confiscated, to be returned the next school day upon receipt of a note from parents.
Trousers	Tailored dark grey or black trousers should be worn, not denims/cords.
Litter	No littering should be occurring within the school grounds.
Punctuality	Pupils must be on time for every lesson. If for any valid reason they are late they must have a note in their planner.
Corridor behaviour	Pupils must have respect for all others within the corridors and line up
One way system	Pupils must comply with the schools one way systems at all times.

Failure to comply with any of the rules above will result in pupils getting their conduct card signed.