

## **Student Code of Conduct (Years 3-13)**

**This code of conduct includes the following:**

- 1) General principles
- 2) Behavioural expectations in the class room
- 3) Behavioural expectations outside of the class room
- 4) Dress code
- 5) Rules on phones and other electronic devices
- 6) Rules on student property
- 7) Other rules

**The purpose of the code of conduct is as follows:**

- To protect our ethos of care and respect for every individual within the community
- To instil in the young people in our care habits that will benefit them throughout the rest of their working and social life
- To maintain a working environment that enables everyone to progress to the best of their ability
- To maintain a clean, safe and healthy physical environment
- To ensure that the School is always represented positively to the surrounding community and the outside world

### **(1) General principles**

- **POLITENESS** – everyone within the community is expected to be polite, courteous and considerate towards others at all times. Dishonesty of any kind is considered a form of discourtesy to others
- **PUNCTUALITY** – everyone within the community is expected to be punctual to all lessons, events and other appointments
- **PREPAREDNESS** – everyone within the community is expected to be prepared for lessons, events and other appointments
- **PRESENTATION** – everyone within the community is expected to present themselves appropriately during the working day, and for all events outside the working day. For students up to Y11 uniform rules apply. For Sixth Formers business dress codes apply
- **PERSEVERANCE** – Given that the School is a work environment in which people are judged by performance targets and their performance depends on the effort of others, the repeated refusal to attempt certain tasks or sustained and obvious lack of full effort will - unless there are clear mitigating circumstances - be treated as a breach of School rules

Any scenarios typed **in red** in this code of conduct would constitute what our sanctions grids refer to as a 'serious breach' of the code of conduct.

### **(2) Behavioural expectations in the class room**

- Lessons for all students up to the end of Y11 will have a formal beginning and ending. That is, the class will stand and greet/say thank you to the teacher when directed. For appropriate subjects (sciences, D&T etc.) students will queue outside the class room and wait to be invited to enter by the teacher
- If a student is late to a lesson they will apologise on entry to the class room and give a brief and to-the-point explanation. If requested by the teacher they will stay at the end of the lesson to give a fuller explanation
- Teachers will wait no longer until one minute after the start-time of a lesson to begin, regardless of whether some students have not arrived
- Shouting out answers in class is not permitted
- When the teacher is speaking to the whole class he/she has the right to expect complete silence
- If a student feels upset by something a teacher has said or done (or failed to say/do) in a lesson then they have a right to express their feelings. However, they *must not* interrupt the lesson. They should wait until the end of the lesson and then arrange a time to speak with the teacher concerned. If they feel that their grievance has not been responded to reasonably by the teacher concerned they should then take the matter to their Head of Key Stage
- Any direct challenge to a member of staff, in the form of explicit rudeness, swearing or shouting at a member of staff, or leaving a class without permission, will be judged a 'serious breach' of the code of conduct
- Failure to meet work deadlines, or obvious and repeated failure to apply reasonable effort to work are both punishable under School rules
- All students are allowed water in lessons, as long as it is stored in an appropriate drinking flask/bottle. Students up to and including Y11 are not allowed any other form of drink in lessons
- Sixth Formers are allowed coffee/tea or soft drinks in lessons (with the consent of the individual teacher concerned), as long as their drink container has a lid. Sixth Formers are responsible for returning their drink containers to the Sixth Form area and washing them. Likewise, they are responsible for any litter. No drinks are ever allowed in close proximity to electrical equipment
- No students are allowed to consume food in lessons (unless curriculum related.)
- The above rules on food and drink also apply to students when using IT rooms or libraries for private study
- Where lessons are 30 or 60 minutes in length, students in Y5 and above are expected to go to the toilet outside of lesson time. Students may be allowed to go to the toilet in lesson time if they have a relevant medical condition or at the discretion/judgement of the teacher concerned, but it will be standard practice to be asked to wait until the next interval between lessons. Where lessons are 90 minutes long a toilet break should be allowed if requested

### **(3) Behavioural expectations outside of the class room**

- Students must travel quickly and quietly between lessons and ensure that they have the correct kit/equipment for every lesson
- Running in corridors or along busy external walk ways is not permitted

- During break times eating and drinking is allowed in the common rooms and other designated areas<sup>1</sup> only
- During lunchtimes eating is only allowed in one of the designated areas, i.e. the refectory or the yellow dining room
- Students who bring packed lunch rather than purchasing meals on-site are still expected to eat their lunch in one of the designated areas
- The only exception to the rule above is if a student has two extra-curricular activities during the same lunchtime, in which case they should seek permission from the relevant member of staff to eat their lunch during one of the activities
- Preparatory School students are expected to eat healthy snacks at break time (i.e. fruit, cereal bars etc.) Parents are advised not to provide chocolate bars, crisps or sweets as daytime snacks for Preparatory School students
- During good weather in the summer months picnicking on the main lawn is allowed only with the permission of the Headmaster, but students must remember that they are responsible for clearing away all resulting litter
- Any use of bad language by anyone on-site is punishable as detailed in the sanctions grid
- Uniform rules apply equally whether in lessons or between lessons
- When leaving/entering the School students are expected to observe basic rules of politeness and road safety. Staff continue to exercise 'in loco parentis' authority regarding any breach of rules they witness outside the School site
- Students are expected to hold doors open/give way to staff or to any other adults on-site
- Listening to headphones is not allowed in lessons, unless the activity is curriculum related and permitted by the teacher. Listening to headphones in the Library or any other private study areas is permitted as long as it does not cause a distraction to those studying in the same area.

#### **(4) Dress code**

- All students up to and including Y11 are expected to adhere to the uniform code at all times when on-site. The only exception to this would be when special permission has been granted for the wearing of non-uniform (e.g. a non-uniform day or leaving for a field trip later in the day)
- Students are expected to wear blazers when moving between lessons in the Senior School
- All students up to and including Y11 are expected to wear their hair fully tied-back at all times, unless directed to do otherwise by staff (e.g. for a Drama rehearsal). The only exception to this rule is if a student's hair is too short to tie back
- If health-and-safety requires (e.g. in a lab or the food room) Sixth Formers may also be told to tie their hair back
- The wearing of obviously artificial hair colour is not permitted for any student
- School scarves may be worn when the weather dictates, including during movement between lessons.

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<sup>1</sup> Designated areas being the refectory and the yellow dining room – allow picnicking on the main lawn is allowed in appropriately warm and sunny weather

- Likewise, student bags should be either school bags or plain black, navy blue
- School hats/caps are part of uniform in preparatory school and, as such, should be worn to-and-from school every day
- No student up to and including Y11 may wear any make-up, nail varnish or false nails on-site, unless required to do so for a particular activity such as a Drama event
- No jewellery is permitted for students up to and including Y11 with the exception of an inexpensive watch, one pair of silver or gold stud earrings (one earring per lower lobe) and recognised religious symbols of appropriate size worn beneath uniform
- Parents are strongly advised (given the earring rule above) that students should not pierce their ears unless it is the start of the long summer holiday
- All jewellery, including stud earrings, must be removed for physical education lessons and sporting activities
- Sixth Formers are expected to adhere to reasonable business dress codes.
- Sixth Formers may wear make-up and nail varnish in a manner appropriate to the context of a working environment
- No student should be on School premises with an exposed midriff, a low-cut neckline, UGG boots, flip-flops, very high heels (more than about 5cm) or any other obviously inappropriate item or manner of dress – even on non-uniform days
- Skirt length for all students should be no shorter than just above the knee and never shorter than 5cm above the knee. Rolled waist or body contour skirts must not be worn
- On hot days senior leadership will advise that the wearing of blazers is not compulsory, but students should bring blazers to School on all days
- In the unlikely event that a Sixth Form student has a tattoo, it must remain covered at all times when on the School site and when attending any events as a representative of the School
- Although we expect all students to be a credit to the School by complying with the full uniform requirement, for EYFS/Foundation children there has to be a degree of flexibility when considering outdoor activities such as attending the Forest School

#### **(5) Rules on phones and other electronic devices**

For safety reasons all students are allowed to bring their phones to-and-from School. However, the use of phones is not allowed in any area of the School site, by any students up to and including Y11, between 08.30 until the end of the working day.

#### **Arrangements for a phone-free school**

All pupils from year 7 – 11 hand their phones in to reception at the start of every day into name-labelled storage boxes. These are then locked securely all day.

Year 7 pupils collect their phones from reception at the end of the day.

All pupils in yrs 8, 9, 10, 11 go to the back of the main hall at 15:55. It is obviously imperative that all staff are there just *before* 15:55.

Wendy & Jo G collect the phones for years 8, 9, 10, 11 at 15:50 each day and take them to the back of the main hall and set out on 3 tables.

Staff below then take one year group each and ensure that each pupil gets back their own phone.

PE staff at lunchtime will take mobile phones of any year group who has PE in the afternoon to hand them back at the Sports Hall at the end of period 10.

Reception to flag to Head of Year anyone who hasn't handed in their phone each morning.

Once a Sixth Former has had their phone confiscated for use anywhere outside of the common room at break / lunch, this must be reported to Chris G and they should then hand their phone in each morning to reception for the ensuing two weeks and needs to be flagged to Chris Gallagher if they don't.

	<b>Mon</b>	<b>Tues</b>	<b>Weds</b>	<b>Thurs</b>	<b>Fri</b>
<b>Yr 7</b>	Reception	Reception	Reception	Reception	Reception
<b>Yr 8</b>	Jo Gillett	Jo Gillett	Jo Gillett	Jo Gillett	Jo Gillett
<b>Yr 9</b>	Wendy Spencer	Wendy Spencer	Wendy Spencer	Wendy Spencer	Wendy Spencer
<b>Yr 10</b>	Grace Davies	Grace Davies	Grace Davies	Grace Davies	Grace Davies
<b>Yr 11</b>	Grace Davies	Grace Davies	Grace Davies	Grace Davies	Grace Davies
<b>6Form*</b>	Reception	Reception	Reception	Reception	Reception

*\*only after being caught once*

- Sixth Formers may use their phones during break and lunchtime within the Sixth Form common room
- If any student is found using their mobile phone in School hours, it is sent to reception until the end of the day
- No member of the community – student or parent – is allowed to walk around the site while using a mobile phone
- If a student needs to contact a parent/guardian during the School day (e.g. because they are ill) they should report to reception to make the call
- The rules outlined above apply to any other electronic devices

- The use of a phone or any other similar device to (i) photograph another without their permission; (ii) send or receive sexually explicit material; (iii) indulge in bullying or harassment will be judged a 'serious breach' of the code of conduct

#### **(6) Rules on student and School property**

- The School discourages valuables being brought on-site and bears no responsibility for loss or damage. Monies must be kept upon the person or brought to the School office for safekeeping. It is the responsibility of each student to ensure that their locker is locked when it contains any personal possessions
- Students are expected to take care of their own property. In the Senior School they should keep belongings padlocked in their locker. Spare locker keys may be given to form teachers or to the School office. **No one may go into the bag, desk or locker of a student and borrow or tamper with their belongings without their permission.**
- **Theft of anyone else's property is not tolerated under any circumstances and will result in a serious sanction**
- No items are to be left on top of lockers or anywhere other than inside lockers (e.g. in the veranda) any items found outside of lockers will be removed and taken to lost property
- If staff are investigating the contents of an individual, group or year group's locker(s), bags or other personal equipment they must (i) first notify a member of the Senior Leadership Team, and (ii) conduct any search in a group of two. Male staff should not undertake any searches on female students
- Any property issued to a student, and any uniform or PE kit purchased for a student, must be labelled with their name and has to be replaced by the student's parent/guardian if lost or damaged
- Any deliberate damage to School property must be rectified at the expense of the student and/or their parent/guardian
- Littering by anyone on-site – students or parents – is not permitted

#### **(7) Other rules**

- **Bullying and harassment of other students is not tolerated under any circumstances and will result in a severe sanction (this extends to any such behaviour carried out via social media)**
- **The physical assault of any other student, member of staff or visitor to the School site is not tolerated under any circumstances and will result in a severe sanction**
- **The consumption of tobacco, alcohol<sup>2</sup> or any illegal drugs in School-time, in uniform, or while under the care of the School on a trip is not tolerated under any circumstances and will result in a severe sanction**
- The authority of the School to administer appropriate sanctions extends to any breach of rules by a student in uniform when off School premises. For example, eating and drinking in the street while in uniform, or rudeness to a member of the public

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<sup>2</sup> Sixth Formers may – at appropriate events – consume a small amount of alcohol with written parental permission

- Apart from the Sixth Form, students are not allowed out of School at lunchtime. If a student needs to leave School at lunchtime for an unavoidable reason (e.g. a medical appointment) a letter from the student's parent/guardian should be presented at reception. Upon presentation of the letter the student will be granted a pass. On return the student must sign back in at reception. Preparatory school children are never allowed off the School premises unless collected by a parent/guardian
- If a student is absent a parent/guardian should phone the School immediately. Any absence is expected to be accompanied by an email (or some other form of written explanation) from parents/guardians at their earliest opportunity.
- If an absence is planned in advance (e.g. for a medical appointment or for a holiday) a parent/guardian should send a letter to the School requesting absence as far in advance as they are able. The School strongly discourages parents from withdrawing their children for holidays during term time, but recognises that – on occasion – family circumstances make such requests unavoidable
- If a student is discovered to be absent without prior permission or contact from parents/guardians, the parents/guardians will be asked to attend a meeting to explain the situation
- No student up to the end of Y11 is allowed into class rooms during lunch break or short breaks unless supervised by a member of staff
- Chewing gum, matches, lighters, solvents or permanent felt tip markers are not to be brought into School by students under any circumstances
- No student is allowed to sell any item on the School premises, unless agreed by the School for charitable purposes
- Pupils are not allowed to carry any object made, adapted, used or intended to be used as an offensive weapon on School premises