

## Code of Conduct and School Rules

Issue number	2.1
Name and appointment of owner / author	Stuart Bachelor, Deputy Head
Review Body	SLT, Academic & Personnel Sub-committee, Full Board of Governors
Last updated	21 <sup>st</sup> January, 2019
Reason for update	minor amendments
Last reviewed by SLT	December 2018
Last reviewed by Governors	19 <sup>th</sup> January, 2019 (Academic & Personnel Sub-committee)
Next SLT review due	October 2019
Next Governor review due	February 2019
Where available	Staff Handbook, Parent Handbook, pupil planners

The purpose of this Code, and the Rules that go with it, is to outline what is expected from each member of this School if our communal life is to be both orderly and pleasant. The School expects to work in conjunction with parents to encourage pupils to observe it fastidiously. It is hoped that, with this guide, and within the framework of these rules, each may find a way to make his or her special contribution, while at the same time preparing to live as a worthwhile citizen in the world outside. This document relates to other documents such as the School's Computer Network Acceptable Use Policy for Pupils, the Behaviour Policy, the Anti-bullying Policy, the Attendance Policy and Uniform Requirements.

### The Code of Conduct requires of you:

1. **Honesty and truthfulness.** In the classroom this rules out cheating, copying another pupil's work, and all manner of false pretences. In the School at large it means respect for the possessions of others, and a readiness to own up and accept the blame when you know it to be yours.
2. **Self-Control.** This is the foundation of civilised behaviour, and means that you must learn not only to govern your own reactions, but to make a real effort to understand the other person's viewpoint.
3. **Readiness to take responsibility.** Throughout your school life opportunities will occur for you to take on duties for the benefit of other pupils in class, House, or in the School at large. Whatever form these responsibilities may take you should try to maintain a tradition of loyal service - and do your best.
4. **Courtesy and self-respect.** Good manners and pride in a neat and clean appearance are vital. Not only does the School's reputation very largely depend on the public image presented by its pupils but the cultivation of these qualities is important in individual character development.
5. **Concern for others.** Be helpful to one another both within the School and the community outside. Show concern and be ready to give assistance where it is needed to the very best of your ability.

## Rules

You should aim to gain a working knowledge of the rules as quickly as possible. Your common sense should indicate that these rules are not exhaustive and any breach of good sense or manners will be treated as a breach of rules. The rules apply throughout the working day, whenever you are inside the school grounds, whenever you are on a School trip or gathered in the name of the School and when you are travelling to and from school or awaiting private or public transport. Particular care must be taken not to do anything that could bring the School's name into disrepute.

The Headmaster, in consultation with staff, may find it necessary from time to time to make additions or amendments to these rules.

### 1. Attendance

- Registration is at 8.35 am Monday to Friday and you must arrive in School in time to register. However, if you are late arriving you must report to the Secretary in the Junior School (Junior School pupils) or to the Receptionist in the Haywood Centre (Senior School pupils) immediately on arrival in order to sign the Late Book. Pupils in U3-U6 who fail to sign the Late Book generally receive a Behaviour Warning. Intentionally missing Registration is regarded as truancy and will generally be met with a Head of Year Detention.
- You may not be absent without leave from any class or Assembly during the working day.
- The school day ends at 4pm and you may not leave before that time without permission from a member of teaching staff. Members of the Lower 6 may leave School if they have no lessons after 3pm and Upper 6 pupils may leave if they have no lessons in the afternoon. Sixth-Formers may **walk** to Ashted village between 1.00pm and 2pm.
- If you need to leave school during the school day, you must wait at Junior Reception to be picked up (if you are a JS pupil) or hand a permission slip signed by your Form Tutor to Reception (Senior School). You must sign out at Senior / Junior Reception whenever you leave school during the school day unsupervised by a member of staff. If you return during the same school day, you must sign back in. Failure to sign in/out is generally met with a Behaviour Warning.
- If selected to represent the School in any activity, you are expected to attend practices and fixtures after School and at weekends.

- Games, for all, is compulsory, unless you are attested unfit by a medical certificate or parent's letter which should be handed to the Head of Upper School or Sixth Form in the case of Senior pupils and to Form Tutors in the case of Junior School pupils.
- You may not remain on the premises after lessons have finished for the day unless you are taking part in a recognised School activity, are a boarder, are waiting in Homework Club for parents, studying in the Senior Library, Sixth Form Centre, or are watching a School or House match.

## 2. Absence

- If you are too ill to come to School, a parent or guardian is required to telephone the School before 8.15am on the first and subsequent days of absence. If you are absent for more than five days, the School may request a medical certificate which should be sent to the Head of Junior School, Head of Upper School or Head of Sixth Form as appropriate.
- If there is urgent necessity for requesting leave of absence on other than health grounds, your parents or guardians must request permission by letter to the Head of Junior School, Head of Upper School or Head of Sixth Form as appropriate.
- If you are taken ill at School you may not leave the premises without permission from the School Nurse on duty, one of the Deputy Heads, Head of the Junior School, Head of Upper School or Head of Sixth Form or their deputies. Except in an emergency, you should not go to the Medical Centre unless given permission to do so by a member of staff.
- It is not appropriate to miss School for holidays unless there are exceptional circumstances; such absences should be agreed by the Headmaster, with the relevant Head of Section also informed of the request.

## 3. Truancy

- This is a serious offence and is treated as such. Failure to attend lessons or Registration without permission or a very good reason is also treated as a form of truancy.

## 4. Fire alarm procedure

- You must move swiftly and in silence at the sound of a continuous alarm to the assembly point and follow the instructions of members of staff.

## 5. Transport

- The School's permission must be obtained before you are allowed to cycle or drive to School. Forms are available from Form Tutors.
- Bicycles: These must be well maintained with good brakes and lights. Interference with anyone's bicycle, or dangerous riding in or outside School, will result in you being forbidden to ride to School. The wearing of cycle helmets is compulsory, and the wearing of an item of fluorescent clothing is strongly advised when cycling in the dark. Each rider is responsible for securing his/her own property. Bicycles should be secured in bike racks during the day.
- Mopeds, motorcycles, cars: Students in the Upper Sixth, having passed the driving test, may drive cars to and from School and park on site if they have obtained permission from the Headmaster. Such students will be issued with a parking sticker for use in the overflow car park. Vehicles may not be driven in any other part of the School grounds. Students must not accept passengers without the express consent of the parents of both drivers and passengers. Students may not drive off the School premises during the School day without permission from the Head of Sixth Form. Failure to adhere to these simple guidelines will result in disciplinary action.
- You are not allowed to take driving lessons at any time during the school day, nor are learner drivers allowed to drive in the Park.

## 6. Dress and Appearance

- School uniform and appearance, as identified in the School Uniform List, must be adhered to at all times unless a variation has been authorised.
- Uniform must be neat and tidy. Shoes must be sensible. Hair must be a natural colour and must be kept clear of the face. Boys should be clean-shaven. Boys' hairstyles must not be very short and must also be off the collar. Below the Sixth Form, girls with long hair must wear hair-bands or slides or tie their hair back. Blazers/jackets must be worn at all times outside classrooms unless hot weather dress has been declared or staff give permission.

## 7. Anti-social behaviour

- Damage or defacement to walls or buildings, fittings, desks or furniture, as well as to School books, or the property of other pupils is forbidden. Offenders must expect to pay repair costs and to be punished.

- Pupil planners, notebooks, textbook books, hymn books and notices on boards must also be treated with respect.
- Ball games may only be played in designated areas and on the understanding that if damage, such as broken windows, is caused the culprit must own up and pay for the cost of repairs.
- The chewing of gum is not permitted at any time in school.
- Roller skates, heelies or skate-boards should not be used on School premises.
- Running or sliding inside School buildings is not allowed.
- You are expected to clear any litter from classrooms, cloakrooms or in the grounds into the receptacles provided.
- Eating and drinking should take place in designated areas only, not between lessons and not in corridors or classrooms.

## 8. Out-of-bounds

You may not:

- climb on the balustrade to the Italianate Garden or in front of Main House;
- go into the designated out-of-bounds areas;
- go into the boiler houses, kitchen, serving room, or groundsmen's compounds;
- walk through the kitchen courtyard;
- go into public houses, off-licences, betting shops during the School day;
- go into shops that have been declared, by the Headmaster, as out of bounds;
- enter by the front door of Main House between 9.00 am and 4.00pm except when specifically directed to do so;
- allow non-boarding pupils into the sleeping accommodation in the boarding house. In addition, girls and boy boarding pupils must not visit each other's bedrooms.
- Boys and girls may not enter each other's changing or cloakrooms without staff permission.

## 9. The following are forbidden:

- drugs of a non-medical nature. These are not to be brought onto school premises nor may you indulge in their use at any time whilst a pupil at this School;
- matches, lighters, cigarettes, e-cigarettes, e-liquids, tobacco, alcoholic drinks, illegal substances, solvents, nitrous oxide and fireworks;
- pornography;
- sexual misconduct;
- offensive weapons or replica offensive weapons of any kind including firearms, sheath, flick or 'Swiss Army' knives (including pen knives), slings, catapults, water pistols or laser pens;
- water bombs and stink bombs;
- fighting or any form of misconduct or disrespect shown to others, whether in School, on the streets or on public transport;
- bullying of any kind via any media;
- taking digital images of any kind without the permission of the subject;
- the use of the School name, images or logo on social networking sites;
- the use of offensive language;
- bringing medicines into School without informing your Form Tutor;
- consuming alcohol on the School site without permission from teaching staff, or being under the influence of alcohol as a result of consumption off-site;
- any action which might bring the name of the School into disrepute.

All of the above will be treated with the utmost seriousness and serious disciplinary sanctions will be applied up to and including permanent exclusion.

## **10. Property**

You are expected to look after your own property and the School advises you to exercise particular care and attention over valuable items such as iPods, iPads, laptops, mobile phones and musical instruments. The School will take no responsibility for their loss, so you should consider additional insurance for these items. The following rules are of particular importance:

- All uniform, games clothes and personal equipment, as well as outdoor garments, must be clearly marked with your name.

- Whenever possible, names should be engraved on watches, calculators, digital devices and any other expensive items.
- Money and valuables must not be left in cloakrooms or classrooms. They should be handed to staff for safe keeping or secured in the lockers provided.
- Any loss must be reported to the nearest member of staff immediately it is discovered since this offers the best chance of recovery.
- Anything found must be promptly handed to a member of staff, or taken to the Junior School Office or Reception in the Haywood Centre.
- You may not use School equipment (gymnastic, fitness, laboratory, musical, etc.) without the permission of a member of staff.
- You may not borrow other people's books, or equipment or clothes, without their permission; this is theft. You must not be involved in buying, selling or exchanging goods on the School premises without staff permission; this includes eBay trading.
- You are not allowed to be in possession of any keys to any parts of the School buildings or to any storage units within them, apart from your own locker.
- Mobile phones need to be used appropriately. In class they should be switched to silent and can only be used with permission. They should not be used in the Dining Hall, assemblies or during activities. In the Junior School, pupils may only bring a mobile phone to School if their parents have written to the Head of the Junior School seeking permission and the phone may only be used with permission of a member of staff.

## 11. The Libraries

- Regulations are posted governing their use, the most important of which are that you should be quiet in there and treat books, newspapers, journals, computers, CDs, DVDs and the premises with respect.
- The proper procedures for removing and returning of books, CDs and DVDs must be followed.
- No food or drink is to be consumed in the Libraries.

## 12. Examinations

- There are annual academic examinations. Pupils are expected to take these seriously, to make adequate preparations and to adhere to instructions at all times.



- Attempts to cheat will be treated very seriously and serious disciplinary sanctions may be used.
- The code of conduct for public examinations (GCSE and A levels) is published to all participating pupils every year.
- Cheating or attempting to cheat in a public examination will be dealt with by the examination boards and may lead to a pupil being disqualified from all subsequent papers.

### **13. Rewards and Sanctions**

- Full details can be found in the Behaviour Policy on the School's website. An abbreviated version can be found in your planner. It is important that you familiarise yourself with at least the latter.