

CODE OF CONDUCT

last update: March 2009

GENERAL

This Code provides the minimum framework necessary for the School to live, work and play together in harmony, efficiency and safety. Within the framework it is expected that each one of you will conduct yourself with a regard for the feelings and reasonable interests of others.

You are reminded that you must:-

- OBSERVE THE PRINCIPLES OF COMMONSENSE AND COURTESY AT ALL TIMES, WHETHER AT SCHOOL OR ELSEWHERE;
- RESPECT PEOPLE AND PROPERTY;
- MAINTAIN THE GOOD ORDER AND TIDINESS OF THE SCHOOL GROUNDS AND PREMISES;
- TRY TO ENHANCE THE SCHOOL'S REPUTATION AND HELP OTHERS TO DO SO.

This Code applies to you whenever you are wearing school uniform - or are otherwise associated with the School. As you would expect, you are subject to the Law of the Land on the school premises.

- You must wear the prescribed school uniform when travelling to and from School, and at School. This uniform must also be worn when representing the School in matches against other schools. School uniform need not be worn when attending School functions as a spectator, as part of an audience or at other specified occasions. Common sense and discretion in the choice of dress must be exercised on these occasions.
- Beyond the school grounds you should obey the Highway Code. At the bus stop you should form an orderly queue, and on buses and other public transport you should behave courteously.
- Always be prepared to welcome and assist visitors to the School. They should be escorted to the Main Office.
- Food and drink must not be consumed whilst walking about the school buildings or in classrooms.
- Any food or drink purchased in the school Dining Hall must be eaten there.
- On the School premises, or when in school uniform, you are not permitted to smoke, consume alcohol or gamble. Materials intended for these purposes are not to be brought on the premises.
- Chemical or natural substances given the legal title "narcotic substances" are not permitted for use, consumption or sale on the school grounds or school properties at any time of the day or night.
- Detentions – Senior Leadership detentions take place on Fridays in Room 2 between 3.40pm – 4.40pm. Department detentions are arranged by subject teachers and take place both at lunchtimes and after School. At least one day's notice will be given. You will not be excused detention without the permission of the teacher setting the detention, or a letter from your parent/guardian to the Duty Teacher. The third senior leadership detention will be held at the weekend and the sixth leads to exclusion.
- Exclusions will also be used for serious breaches of this Code of Conduct including theft or possession of drugs. In the case of drugs, permanent exclusion will be used for trafficking or repeated use.

ATTENDANCE

- The School day begins at 8.30am. The School Governors are not able to undertake responsibility for your well-being and safety before 8.10am (9.10am on Thursdays).
- You must be punctual at all times. If you arrive late you must explain to your class teacher, who will record you as late. A note or email, sent to your form tutor, is required from parent/guardian to explain any absences or occasions when you miss part of the School day.
- Lunch break is from 12.40pm – 1.50pm. If you are in the 6th Form, you may leave the school grounds during lunch-break. In years 7-11 you must remain on the school site unless a letter from your parent/guardian has been shown to the Director of Learning and, as a result, permission has been granted for you to go out for a specified lunch-break.
- Your attendance is required on Sports Day, Founders' Day and other school events. Your attendance is also required when you are selected to represent the School, or your House, in any activity, and this must take priority over other arrangements.

As a student in the 6th Form, with permission from parent or guardian, you may leave School after your teaching has finished in the afternoon. This is a privilege which may be withdrawn in certain circumstances. You must attend rehearsals or practices, if required.

SCHOOL GROUNDS AND BUILDINGS

The preservation and care of the school grounds, buildings and all property are your responsibility. All damage should be reported immediately to a member of staff.

- Furniture and other fittings must not be removed from rooms or their normal siting for unauthorised use (e.g. as football goal posts).
- You must move from place to place in the School quietly and with care; think of others; take your turn through door-ways; for safety reasons bags should not be carried at shoulder level.
- Some areas of the School have obvious risks associated with them, in particular the stage and balcony of the School Hall, the kitchen and where cars are parked; please keep away from these areas. Laboratories, Computer rooms, Design Technology, Art and store rooms may be entered only when a member of staff is present.
- No games may be played on the path between Elmfield and the Sports Hall.
- No ball games may be played on the School premises before morning school.
- Only 'Air-flow' balls may be used for games in the playground. (These may be purchased from the School Shop).
- Use paths wherever possible in the school grounds, avoiding the use of grass and the school field. The school field is for organised practices and Games only.
- The central staircase in Elmfield is available for emergency use only.

CARS, MOTOR CYCLES AND CYCLES

If you cycle to school:

- Once in the school grounds you must dismount and walk, pushing your cycle.
- Your cycle must be left in the place provided.
- You must not leave cycles on the premises overnight.
- You are not allowed to bring a car or motor cycle onto the school premises. Any pupil found doing so will be fined £10.00.

The School has no insurance to cover loss or theft of bicycles. This must remain the responsibility of the owners.

PERSONAL BELONGINGS

The safeguarding of personal property is your concern.

- You must have all personal belongings clearly marked with your name. You should not bring valuable articles to School. If you require safe-keeping for anything you must deposit it with the teacher i/c the activity at the time. (This action does not change the eventual position held on loss or damage).
- You must not sell or exchange personal property, nor should you be in the possession of property belonging to others.
- Personal audio, audio visual systems and mobile phones may not be used or worn on school premises.
- You must not bring anything to School that is actually or potentially dangerous to others.

No insurance is held by the Governors or Head to cover loss of, or damage to, property brought to School and to all school activities. They accept no responsibility for losses or damage sustained by individuals or School Societies under any circumstances.

This Code of Conduct may be amended from time to time by staff and Governors. Its interpretation is at the discretion of the Head.

You should be familiar with this Code, and you are expected to conform to it whilst a pupil at the School.

[Amended and approved by Governors March 2009](#)