



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.

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 COMMON SENSE 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.
- Food and drink must not be consumed whilst walking about the school buildings or in classrooms.
- 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.
- Demerits are the record of a sanction given to a student for infringing the expectations the School has of his behaviour. 10 demerits will result in a Senior Leadership Detention
- Detentions – Senior Leadership Detentions take place on Fridays in Room 2 between 3.40pm – 4.40pm. Department and Head of Year Detentions are arranged by the relevant teachers and take place both at lunchtimes and after School. At least one day's notice will be given for detentions after school. (Teachers may detain a student for up to 10 minutes after school, without notice). You will not be excused detention without the permission of the teacher setting the detention. The third Senior Leadership Detention will be an internal exclusion and the sixth leads to fixed term 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.
- An e-mail should be sent to your form tutor and to attendance@tiffin.kingston.sch.uk from your parent/guardian, to explain any absences or occasions when you miss part of the School day. If this is not possible, a letter should be sent to the form tutor.
- Lunch break is from 12.40pm – 1.50pm. If you are in the Sixth Form, you may leave the school grounds during lunch-break. In years 7-10 you must remain on the school site unless you are travelling to rowing. In Year 11, you must remain on school site except on Wednesdays if you are travelling to Games.
- 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.
- Any student leaving school during the day for an appointment must sign out at the School Office. If he returns to school the same day he must sign in at the office. If a student in Years 7-11 is to leave school for an appointment on his own, he must have a parental letter of permission with him that he can show the office staff
- Students in the Sixth Form, may leave School after their teaching has finished in the afternoon. Students in the Upper Sixth do not need to attend school for periods 1 or 2 if they have no timetabled lessons then. These are privileges which may be withdrawn in certain circumstances. You must attend rehearsals or practices, if required.

BEHAVIOUR

Pupils should:

- Be co-operative at all times
- Obey instructions of all Tiffin staff
- Behave with politeness and courtesy to others including staff, fellow pupils, and guests

- Never disrupt learning
- Never use threatening language or behaviour, (including name calling, verbal abuse, intimidation, physical abuse, bullying and harassment, including racist, religious, cultural, sexist and homophobic abuse.)
- Bring all relevant kit and equipment to the lesson
- Follow the 'Rules of the Classroom'
- Always remember the 5 key principles of Appearance, Politeness, Promptness, Learning and Environment (A.P.P.L.E.)
- Always be prepared to welcome and assist visitors to the School. They should be escorted to the Main Office.
- Form an orderly queue at the bus stop and station, and on buses and other public transport you should behave courteously. Beyond the school grounds you should obey the Highway Code.

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.
- 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. Boys are not allowed on the field or in the cricket nets unless specifically supervised by a member of staff.
- 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.
- Cycles must be registered with the school office.
- Your cycle must be left in the facilities provided and must be securely padlocked. A key to the cycle shed (£5) can be obtained from the office.
- All cycles must be security tagged using a recognised system such as that offered by the police.
- You must not leave cycles on the premises overnight.
- Boys riding cycles to School should conform to safety precautions which recommend the wearing of light-reflecting objects. Cyclists must wear helmets.
- No student is to bring a car, moped or motor cycle onto the school premises.

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 any goods, 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 before 3.30, (except by sixth formers in the Sixth Form Canteen.) These items will be confiscated if used, and parents will be required to collect them. Use of this type of equipment by students may be possible where directed by a member of staff as part of the content of a lesson.
- 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.