

Rules and Code of Conduct

i. General

- a) Before the school can begin to achieve its aims, it has to establish a business-like and purposeful atmosphere and so there must be rules and regulations, courtesy and respect. A high standard of behaviour is expected at all times.
- b) School rules are based upon the simple principle of “consideration for others and respect for self”; they are designed for the protection of the pupils. A copy of the rules is displayed in each room, is also issued to all new parents and appears on the Website.

ii. Attendance and Punctuality

- a) All pupils are expected to attend school regularly and arrive on time for the start of each session and lesson.
- b) Parents’ co-operation is essential to ensure good attendance and punctuality.
- c) A letter or a telephone call to the Attendance Officer is required when a pupil is absent through illness or other reason.
- d) No holidays will be sanctioned during term time unless the circumstances are exceptional in line with Government guidelines and at the discretion of the Headteacher.

iii. Respect for People and Property

- a) Pupils and staff should show mutual respect for each other.
- b) Good manners are essential and necessary.
- c) The school buildings, books and equipment belong to the community and should be treated with care and respect, as should the property of staff and other pupils.
- d) Any pupil causing wilful damage to property will be responsible for the cost of repair or replacement.
- e) All personal property should be clearly marked.
- f) Everyone should take special pride in keeping our school clean. Litter should be placed in the litterbins or waste paper baskets provided.
- g) Mobile phones should be switched off on entry to the school, then kept in pupils’ bags and not used anywhere on the school site.

iv. Movement in and around School

- a) For ease of movement, pupils should walk on the left-hand side of the corridor and stairs. School Reception is out of bounds except for pupils meeting parents or going to see the Headteacher, to Main Reception or if called for. The Main Door is for staff and visitors only.
- b) While waiting outside a classroom, pupils should line up in a quiet and orderly fashion.
- c) Pupils should arrive at lessons with all necessary equipment and books, which will normally require them to have a school bag.

- d) A pupil must not leave the school grounds without permission. If permission is given by the Executive Head, Headteacher, Deputy Head or Assistant Headteachers, the pupil must sign out at Reception before leaving and back in on returning to school.

v. *Items banned*

- a) Drugs, alcohol, solvents and stimulants put lives at risk and on no account may they be brought into school. Pupils under the influence, possessing or dealing will be excluded from school.
- b) The possession and use of knives and other offensive weapons will be severely punished.
- c) Cigarettes endanger health and have no place in school or on the way to/from school. E-cigarettes and vapes etc. are also banned from the premises.

vi. *Lunch Time and Toilets*

- a) All pupils will remain on site at lunchtime.
- b) All food bought from the café must be eaten in that area, or outside on the quads and hard play areas.
- c) Pupils are expected to use the toilets in their free time. Pupils should not expect to use the toilet in lesson time. Should a toilet visit be necessary in lesson time, pupils should get the permission of the teacher and a pass before leaving the lesson.

vii. *Pupils access to the School Premises outside Lesson Time*

- a) Before and after school, at morning break and dinnertime, pupils have use of the hard surface and grass areas around school. (In case of poor weather conditions the Headteacher may close the School Field.)

viii. *Personal Appearance*

- a) Pupils are expected to wear school uniform in a smart, tidy fashion. Other items, such as jeans, cult or fashion garments must not be worn.
- b) In the interest of safety, jewellery must not be worn, although a single set of studs or small rings in each ear is permissible. No alternative body piercings are allowed. Eye make-up and lipstick should only be worn discreetly.
- c) Training shoes are not to be worn except in the sports area.

ix. *Disciplinary Procedures*

- a) For breaches of School Rules, a pupil may be set extra work, detained during break or lunch time put in detention or placed on daily report.
- b) For serious or continuous breaches of School Rules pupils may be isolated in school, excluded from school for a fixed number of days or excluded permanently. Parents are always informed.
- c) In all these matters, parents' support and co-operation is expected.

x. Insurance

- a) The school cannot accept responsibility for the loss of personal property, as insurance cover is not available. Parents should consider taking cover under their own insurance policies.

School Rules

General Rules	<ul style="list-style-type: none">• Be polite, considerate and respectful and follow staff instructions straight away.• Wear correct School uniform at all times.• Always bring in the 'Super 6'.• Care for School facilities.• Do not bring dangerous items into the School e.g. pointed or sharp objects.• Do not use mobile phones or similar devices while in school. (This includes taking these items out for any reason)• Do not bring drugs, alcohol or smoking materials including vapes into the School.• Keep to the left on corridors and staircases.• Behave sensibly around the School e.g. no running/shouting.• Remove outdoor clothing before entering the building.• Do not eat, drink, or carry food in the corridors.• Do not drop litter.
Before and during lessons	<ul style="list-style-type: none">• Line up outside the classroom quietly until the teacher asks you to enter.• Stand behind the desk in silence until the teacher gives permission to sit• When your teacher talks to the whole class, remain silent and concentrate.• If the class is asked a question, do not call out answers.• Work sensibly with your peers.• Do not eat or chew. Drinking water is acceptable when allowed by the teacher.• Do not play or ask to play music or use headphones.• Do not leave or ask to leave class for drinks/toilet etc. (These should be done during break times)
End of lessons	<ul style="list-style-type: none">• Pack away only when your teacher tells you to do so• Stand behind chairs in silence until the teacher dismisses the class• When leaving the classroom ensure it is clean and tidy and leave only when directed by the teacher• Always leave the room in an orderly manner
Co-operation	<ul style="list-style-type: none">• Breaking any of these rules will have consequences for you.• Consistently following these rules and contributing to the School community will bring rewards.

