

PUPIL CODE OF CONDUCT 2018/19

REVISED ANNUALLY BY KJD

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No set of rules can cover every point of school discipline and organisation, but the following are designed to act as a guide to all pupils as to what is expected in the way of conduct in and out of school hours. Any breach of common sense or common courtesy is a breach of the School Rules. A breach of the law of the land is clearly a serious breach of school rules. The School's aim is to promote a positive attitude and approach, based on the principles of mutual respect and consideration for other people, the community and the environment.

Students' Responsibilities

Attendance

1. Except for illness, permission for absence from school must be obtained beforehand using the online form. Permission will be granted only for special circumstances or for educational reasons.
2. If a pupil is absent from school through illness, or other emergency, the School should be informed by telephone and a note brought or email sent to the Form Tutor on returning to school. The School must be informed immediately in the event of any infectious disease. If a pupil has an appointment during the normal day then a note or email from parents must be brought/ sent to school in the morning and the pupil must then sign out at reception before leaving. The pupil should have an off-site card, issued by the Form Tutor, Head of Year or Second Master. Similarly, the pupil should sign back in on their return.
3. Anyone feeling unwell at school or suffering an injury on the School premises must first report to a member of the teaching staff and then to the Matron and may not be sent home until this has been done. Any contact with home will be done by the Matron.
4. All pupils must be in their form rooms by 8.40am and are expected to be on school premises until 4.20pm. This rule also applies to Lower Sixth pupils. However, prefects may sign out from 3.20pm (Monday-Thursday) if they have a study period for that lesson.

Work

5. Textbooks should be looked after carefully and must have their owner's name inside. Any books misused or lost will be charged for.
6. Prep times should be strictly adhered to and pupils should consult Google Classrooms for information on prep set.
7. All items brought into school, as per the list of minimum requirements, must be named.
8. Pupils must abide by the School's Academic Honesty Policy.

Extra-Curricular Expectations

9. Pupils are expected to contribute fully to the extra-curricular life of the school. Younger pupils are expected to try a range of activities whilst older pupils may follow more specific interests.

Years 7-9:

10. Pupils are expected to regularly participate in at least two extra-curricular activities per week (one of which may be a prep club). This is monitored by Form Tutors and if necessary Heads of Year.

Year 10:

11. All pupils are expected to participate either in the Bronze Duke of Edinburgh's Award, CCF (some may choose both) or Community Service.
12. In addition pupils are expected to show an ongoing commitment to the extra-curricular life of the School.

Year 11-Upper Sixth:

13. Pupils are expected to show ongoing commitment to the extra-curricular life of the School and will be increasingly expected to take up leadership roles in these areas.

Games and P.E.

14. All pupils take part in school Games and P.E. unless they are excused for medical reasons, or by the Headmaster for any other reason.
15. Anyone wishing to be excused from Games or P.E. for any length of time should bring a letter from his/her parents, and, if required, a certificate from a doctor.
16. Anyone excused from Games or P.E. must report to the member of staff in charge before the lesson.
17. Day pupils must take their games kit home at weekends for checking and cleaning. Wet games kit must be taken home that day.
18. All pupils must change completely for Games and P.E. and must always have all their kit available when required.
19. Any injury must be reported to the member of staff in charge and to the School Matron.

Property

20. All school property must be treated with care and used only for its proper purpose. Books must be kept in the lockers provided except when required for use.
21. No unauthorised person must touch any school audio-visual equipment and anyone required to move it should do so with care.
22. Pupils must not interfere with any electrical installation in the School.
23. No pupil may interfere with anyone else's locker, bags or property.
24. Pupils should not leave bags or property on the bag racks at the end of the School day.
25. Any damage occurring in a form room must be reported at once to the Form Tutor and Second Master. Damage elsewhere must be reported at once to the Second Master. Wilful or careless damage will be charged for.

26. Pupils are warned against bringing large sums of money or valuable items to school and especially against leaving valuables in locker rooms and unlocked lockers. Such items may be left with the Second Master for safe-keeping: the School will not be responsible in the event of losses.

Travel

27. Pupils travelling to school by public transport must observe the highest standards of behaviour.
28. Cycling is not allowed in the School grounds.
29. Pupils should not eat or drink in the street when in school uniform.

Bounds

30. The following places are out of bounds: staff desks, the staff car parks, staff rooms, all boiler rooms, wooded areas, locker rooms and the changing rooms except before and after school and when changing for Games and P.E., the DT rooms, the Pavilion and Sports Hall store rooms. Sixth Form rooms are out of bounds to other years.
31. Pupils should strictly observe the School's boundaries and must not interfere with any fences or hedges of adjoining property.
32. Pupils should use the steps to reach the playing fields and must not climb up and down the banks at any point.
33. Pupils should use the paths and keep off lawns and gardens.
34. The Theatre, Pavilion, Sports Hall, Studio, Laboratories and the Design Centre are out of bounds unless a member of staff gives permission to enter.
35. Sixth Form students may leave the School grounds at morning and lunch breaks. Pupils in Years 9, 10 and 11 may only leave School grounds at lunchtime with the permission of their Head of Year. Pupils in Years 7 and 8 will not be allowed to leave the School site at any time without parental permission. This includes the after school period. Pupils in Years 9-11 and Sixth Form may leave the School grounds during the after school period and prefects during study periods. In all cases, pupils must sign out at reception.
36. School prefects may leave school grounds during their private study periods but must ensure that they sign out at the main reception. This is a privilege and is dependent on the prefect's academic grades and can be suspended or removed at the discretion of the Head of Sixth Form.

General

37. The School will take a particularly serious view of any incident of bullying, harassment or racial abuse.
38. In moving around the School pupils should walk in a quiet and civilised manner.
39. No borrowing of money, clothing or equipment is allowed.
40. Pupils must follow the School's Behaviour Policy relating to alcohol.
41. Litter should be placed in the bins provided and every effort always made to keep the School grounds neat and tidy.
42. Pupils must not use headphones or earphones whilst in the School. They should also not be used whilst walking around school and they can only be used in lessons or prep with the permission of the teacher or supervising adult. Headphones or earphones must be hidden from view when not use, e.g. not protruding/dangling from the collar.
43. Permission should be sought from the Headmaster before any activity which involves the collection of money from other pupils (e.g. sponsorship, sale of private belongings etc).
44. Permission should be sought from the Headmaster before any contact is made with members of the Press on any matter relating to the School.
45. It is expected that pupils and parents will support the School in ensuring that any commitments to sports teams or other school activities are adhered to. Pupils should take a full and active part in extending hospitality to visiting teams, and are expected to attend "tea" after matches. Should they need to leave early they should obtain permission from their coaches.
46. The consumption of food and drink (except water) is not permitted in classrooms unless permission has been given by a teacher.

Mobile Phones and the Internet

47. Pupils in Year 7 are not permitted to have a mobile during the School day. Pupils bringing a phone into school must hand it in at reception and collect it at the end of the day.
48. Pupils may not use their phones in school corridors, the Dining Room, the far end of the Library or the Wessex Quadrangle. These are "mobile-free zones".
49. Pupils must ensure that their mobile devices are switched off or on the "silent" or "standby" setting and must not be used during lessons unless a teacher gives explicit permission.
50. Pupils must be discreet when using their mobile telephones to make calls in public areas.
51. Pupils must abide by the School's Email and Internet Acceptable Use Agreement when accessing the internet via the School's or boarding house(s) wireless network.
52. Devices are for personal use only and must not be shared with other pupils.
53. The recording of audio or video clips or the taking of photographs with any device (including mobile phones) is strictly forbidden during the School day, whether on or off the

School premises, when travelling to and from school or on a school activity or trip, unless permission has explicitly been given by a Head of Year, the Deputy Head or the teacher in charge of the School activity or trip.

54. No information or material connected with the School may be placed on social websites, such as Facebook or YouTube or other public websites, or supplied to the media, without the permission of the Headmaster.
55. On trips and overnight stays pupils in Years 7 and 8 will only be allowed mobile devices at the discretion of the trip leader and will be expected to hand them over to staff overnight.

Code of Conduct within the Boarding Houses

1. Each member of the House is responsible for keeping it tidy.
2. Personal belongings must not be borrowed without permission (If you have valuables or money then it is advisable to store these in your combination safe).
3. Buying or selling of personal possessions is not permitted (unless sanctioned by a member of the boarding staff).
4. Music may be played, but at a reasonable level so as not to disturb other members of the community.
5. We embrace many different cultures in the Houses; however, all pupils are expected to communicate in English at all times.
6. No pupil is allowed to enter a study or bedroom area (other than their own) without permission (please always knock before entering). Girls are not allowed in boys' bedrooms, nor boys in girls' rooms.
7. Bedroom posters must be inoffensive to staff, visitors and other pupils.
8. Mobile telephones should not be used during prep, meal times, or after bedtime.
9. All pupils are expected to remain on Boarding House grounds unless they have obtained permission to leave by a member of the House staff.
10. All pupils are required to sign in and out of the Houses in the book provided (even when going to other areas of the grounds). The House notice boards show areas which are within bounds.
11. All pupils should be aware of the fire instructions, which are posted for all to see.
12. Pupils must go to the Dining Hall for all meals unless excused by a member of staff.
13. Pupils must attend all roll calls unless excused by a member of staff.
14. For health and safety reasons, footwear is to be worn at all times.
15. Pupils may make simple snacks in the House kitchen providing the kitchen is left tidy.
16. Pupils are responsible for ensuring the dishwasher is stacked/emptied as required.
17. Pupils must not travel in vehicles driven by other pupils unless permission has been

granted by the Director of Boarding.

18. Pupils are required to declare any medicines brought onto campus (whether originating overseas or in the UK). Such medication is for personal use only, and however well meant, must never be given to other pupils.
19. Showers must not be taken before 7.00am or after 10.40pm.
20. Pupils must not wear headphones/earphones in the Dining Hall.
21. Any visitors to the Boarding House must report to the member of staff on duty.

Banned Items and Substances

Pupils are not allowed to bring any of the following into school or the boarding houses:

- Illegal substances
- Illicit substances
- Alcohol
- Fireworks
- Pornographic images
- Smoking materials, including matches, lighters and electronic cigarettes
- Correction fluid, diluter and similar products
- Solvents
- Chewing gum
- Any kind of knife or weapon
- Laser torches

A search may be conducted if a member of school staff has reasonable grounds to suspect that a pupil has any of the above items in his/her possession, including in his/her locker/belongings or on an electronic device. This includes suspicion of his possessing stolen items.