



CODE OF CONDUCT

King's College is a community where every individual has the right to learn as effectively as possible and to make the very most of their time within the school. We therefore have expectations of each member:

Core Principles

Never give less than your very best
Make the most of opportunities offered by the school
Always be polite and listen to the views of others
The community will not tolerate bullying or anti-social behaviour of any nature
Respect all members of the school community, the school and its environment
Whether on campus or off, be an ambassador for the school
Understand that all your actions have consequences

In General

Do not bring expensive or dangerous items into school
Mobile phones, MP3/4 players etc are not to be used in school
We take pride in our appearance and so observe the school uniform code at all times
We do not accept any kind of physical violence, or abusive/violent language

Outside the Classroom

We should conduct ourselves in a calm, courteous and respectful manner at all times
We strive to be helpful to, and mindful of, others
We respect other people's property

In the Classroom

Arrive punctually and sit down quietly in your seat
Ensure you are fully prepared for the lesson mentally, behaviourally and in terms of resources
It is important to work hard and respect the right of other students to learn and the teacher's right to teach

Core Values That We Strive For

Dedication
Initiative
Independence
Integrity
Tolerance
Honesty
Kindness
Open-mindedness

We believe these values to be at the very heart of achieving success, in its widest sense, as a scholar in our community and as a person more generally

School Rules

Introduction:

This document works in line with, and supports, the King's College Code of Conduct, the Primary Department Golden Rules, the Behaviour Policy and the Rewards and Sanctions Policy. The principles and Core Values of the Code of Conduct underpin the philosophy of the School Rules.

The main rationale for the existence of the School Rules is to create a culture and environment that first and foremost keeps all pupils at the College safe from harm of any sort. We expect every student to show respect to all members of the school community, the school and its environment, to make the most of the opportunities offered by the school and to allow every individual their basic right to learn as effectively as possible during their time with us.

Students should understand that decisions made by them not to follow the Code of Conduct or the School Rules have consequences as laid out in the Rewards and Sanctions Policy.

The rules listed below set out the expectations of the College in the main areas of school life, but it is by no means an exhaustive list. Students should exercise common sense in areas where they are unsure of the school rule.

Attendance:

All students are required to be in school on all school days unless prevented by ill health or other unavoidable cause. Any request for a student to have Leave of Absence from school must be made by a parent in writing in advance. This should be made to the Headteacher. Term dates are published in advance, and parents should not expect permission to be given for family holidays during term-time.

Absence:

Parents are asked to email or telephone the School Office on the morning of the day of absence to confirm that their child will not be attending. Following absence, due to illness or other unavoidable cause, students must hand in a note explaining their absence, clearly showing their name and form and parental signature, to their Form Tutor at the earliest opportunity.

All students are expected to attend punctually; they must be on school premises by 9.20 a.m. at the latest, in readiness to register at 9.25 a.m. If they are late, they must sign-in at the School Office. No pupil should arrive before 8.30 a.m. unless participating in a supervised school activity.

Students must attend assemblies (unless an alternative arrangement has been agreed with parents), all timetabled periods and other school commitments throughout the term. They are expected to attend rehearsals and practices for those activities in which they are involved.

During normal school hours students are only allowed to leave the school premises with a letter signed by their parents and then counter signed by their Tutor, Pastoral Coordinator or Head of School.

Arrival to School:

Students are expected to be in full uniform from the moment they leave home to the moment they arrive at home after school. This applies to all students whether or not they come to school on the bus, by car or by foot. Students are expected to be ambassadors for the College throughout their journey to and from school and any behaviour that is deemed inappropriate may be punishable. For the purposes of safety, no ball games are to be played on the green area or in the porch before school.

Leaving School:

Students should leave school at 4.30pm unless they are involved in an organised school event or activity. Those on buses should go directly to the bus at 4.30pm to ensure the bus can leave on time. No ball games are to be played after school on the green area or in the porch.

Secondary Registration:

All students are expected to be in their tutor room between 9.25am and 9.40am every morning when they are not attending assemblies. All students are expected to fully participate in all activities that take place during registration.

Primary Registration:

All pupils must be lined up and ready by 9.20am to enter the school building ready for registration in their own classroom at 9.25am (apart from Nursery children who may go straight to their rooms from 9.00am).

In School:

All students should walk around the interior of the school keeping to the right at all times and taking care to hold doors open for other students and visitors to the school.

Students should not chew gum and must use the bins provided for all litter.

Before Secondary registration, students should use the bathrooms if necessary and collect all books and materials required for periods 1 and 2. After registration students should move quickly to period 1. At break-time students should go to their lockers to collect the books and materials they need for periods 3, 4 and 5 and then quickly go outside. They should leave their bags either in their lockers or in the wooden lockers assigned to their year group. At lunchtime students should go to their lockers to collect the books and materials required for periods 6 and 7 and then quickly go outside. At 4.30pm students should collect all books and materials required for homework and then leave school.

Break-time and Lunch-time:

All students are expected to go outside at break-time and lunch-time and to follow the Dining Room timings for their year group. Secondary students may stay in the area in front of the Auditorium if there are no exams or shows. All Primary students must remain in the outside areas and may not enter the school building unless authorized by the teachers on duty. When going to eat all students should line up on the left at the entrance to the Dining Room. They should enter the Dining Room in a civilised manner when told to do so by the duty staff. After eating, all students should clear away their trays and leave the Dining Room to make their way outside. All food from the dining room must be eaten in the dining room.

In Lessons:

All students should enter the classroom and take out all books and materials they need for that lesson and wait for the lesson to begin. At all times students should follow the expectations of the teacher in that lesson. When the bell sounds students should wait to be dismissed by the teacher.

Bullying:

The school exercises a zero tolerance approach towards bullying behaviour of any sort. We are committed to strategies which are aimed at recognising bullying behaviours, preventing the occurrence of bullying, dealing with it fairly and effectively when it does occur, and supporting both the victims of bullying and the bullies themselves.

The school considers all forms of bullying including gesture, verbal, physical, exclusion and cyber bullying to be wholly unacceptable and expects all members of the school community to work together to prevent them. Strategies and sanctions for bullying are outlined in the College's Anti-Bullying Policy.

Appearance (see Uniform Policy in Appendix):

Appearance must be smart and tidy at all times. The students must endeavour to follow the Uniform Code both at school and between home and school. The winter uniform dress begins the first school day after 12th October and the summer uniform dress begins the first school day after 2nd May. Please use common sense and discretion regarding hairstyles, but note that no dyed hair colours are permitted and that boys' hair should be neat and shorter than collar-length. Students may wear a maximum of one wrist bracelet, necklaces should not be visible, scarves and coats should not be worn indoors and senior girls' make-up should be very subtle and discrete. Girls may wear one pair of plain gold or silver ear studs, otherwise visible piercings and tattoos are strictly prohibited.

Primary children are not allowed to wear any form of jewellery with the exception of plain gold or silver ear studs. Primary girls may only wear dark blue, dark green or black hair accessories.

Health and Safety:

Health and Safety Regulations form part of the School Rules and students are expected to act responsibly and to exercise common sense at all times.

Students must comply with the rules in regard to health and safety in the Science laboratories at all times. Students must not enter areas such as the kitchens, swimming pool, sports areas, maintenance areas or climb on to the roofs or walls of the school buildings.

All students are expected to:

1. exercise personal responsibility for the safety of themselves and fellow students.
2. use and not wilfully misuse or interfere with any equipment provided for their general safety.
3. not bring to school at any time substances, equipment or materials which could endanger their own health and safety or that of others.
4. observe the safety rules of the College and in particular instructions of teaching staff given in an emergency.
5. observe the safety rules as given in particular by a member of staff in certain teaching situations.

Possible examples of safety hazards:

- Do not leave bags on the floors in corridors.
- Do not run in corridors.
- Do not interfere with fire extinguishers.
- Do not use any personal electrical equipment in school, excluding calculators or lap-tops when given permission by a teacher.
- Do not fail to register on arriving late as in the event of a fire registers must be accurate.

The above are only to be taken as examples. The key words must be SAFETY FIRST.

Property:

Property should be clearly marked with the student's name and form group. They are expected to take responsibility for all their own property whilst they are in school and where appropriate to ask a member of staff to look after valuable items for them. Students are encouraged not to bring valuable or expensive items to school such as mobile phones, mp3 players and lap-tops etc. All students are provided with a locker or hook which they should use to look after their property. The College cannot insure against the loss of, or damage to, students' property during the school day or in transit as a result of theft. The College's policy covers loss by fire and every effort will be made to secure students' property against theft as far as possible.

Primary pupils should not bring mobile phones, electronic equipment, money or any other valuables to school.

In PE lessons all valuables should be given to the PE teacher at the start of the lesson. Theft is considered a very serious offence and the Rewards and Sanctions Policy reflects this.

ICT Use and the Internet (see Appendix for Primary advice):

The school has an Acceptable Use of ICT Policy that all students are made aware of. Students are expected to behave with responsibility regarding the Internet both in school and out of school. It is important that individual users of the Internet understand that they are responsible for any sites which they view and for any e-mail or other message which they send or post. Access must only be made via the user's form group account and password, which should never be disclosed to any other person outside of the form group. Students must log-out on completion of an activity at a workstation.

Students should not attempt to access inappropriate sites. Students must not send any material which may cause offence to any person. Circulating any inappropriate material about a member of staff over the Internet is a serious offence and is likely to result in exclusion from school. Students must be careful when texting, sending e-mails or communicating through social network sites to ensure that they operate safely and within the law and the School Rules. The College has the right to impose a school sanction on any misuse of the Internet or misuse of an electronic device, whether it is used inside or outside school, if the use affects other students or staff from King's College, students from other schools or brings the school into disrepute.

Taking photographs or film in school using a camera, smartphone or any other electronic device is not permitted except with the specific permission of a member of staff. Obtaining information about another pupil, member of staff or about the school by deception, including through electronic communication, is extremely serious and is likely to result in exclusion.

Irresponsible use of the Internet, including e-mail, Facebook, Tuenti and any other social networking sites or profiles may, at the very least, result in the withdrawal of the privilege of Internet access at the school and could result in further sanctions. It is expected that no information or material is kept on College premises which would be considered inappropriate.

Mobile Phones:

Secondary students are allowed to bring mobile phones to school, but they are not to be used in school and should remain switched off during the day. Primary pupils should not bring mobile phones to school.

Bounds:

There are certain areas in the school that are considered out of bounds to the pupils. Pupils are not allowed in the following areas except under the supervision of a member of staff: All Staff Rooms and offices, the swimming pool, science laboratories, store rooms and preparation rooms, the Gym, the Astro-Turf Pitch, and the ICT Suites. Years 7-11 are not allowed into the 6th Form facilities. Secondary students may not use the stairs designated for the Primary pupils.

The areas by the front Reception, staff car park, by the stables and any outside area where maintenance equipment or building materials are kept are only accessible under staff supervision. Pupils, day or boarding, are not allowed to visit Tenbury House, or the surrounding areas, between the hours of 9.15am and 4.30pm, nor are they permitted to play in any areas beyond the main car park/playground area during first break or lunchtime.

All school premises are out of bounds to all pupils after 5.30pm, unless they are taking part in a school activity supervised by a member of staff.

Banned Items:

Pupils must exercise common sense when deciding upon whether an item can be acceptably brought to school or not. Clearly, there are certain items which are very strictly prohibited including any items that

may physically hurt the bearer or another (such as pen-knives etc.) and banned substances such as alcohol, tobacco and mood-altering drugs of any sort (please refer to the College's Drugs Education and Banned Substances Policy).

Exams:

All students must be aware of the College's Examination Policy and follow the regulations laid out within it particularly in regard to timetables, equipment required, plagiarism and cheating.

Library:

All students have the right to use the Library at their allocated time. Students must accept the rules and regulations of the Library and adhere to them at all times.

Notice-boards:

All notices must be put on a noticeboard and not onto the walls or doors. Students must check with a teacher before putting up a notice. Defacing any notice-boards, displays or notices is considered a serious offence.

Nurse:

Pupils should visit the nurse during their break periods wherever possible and, if returning to a lesson late, must request an explanatory note from the Nurse to present to their teacher. The Primary students may only visit the nurse with the direct permission of their teacher.

Sanctions:

Students who choose to act against any of the school rules can expect to have it recorded on the College's information system (ClaSS) and to receive an appropriate sanction (in line with the College's Rewards and Sanctions Policy) depending on the student's previous record and on the seriousness of the offence.

Appendix 1: King's College Uniform Policy

Pupils must be smartly and appropriately dressed in the regulation school uniform at all times including the journey to and from school. This includes:

- ✓ Clean black shoes to be worn by all. Boots, booties, yacht shoes, or trainers are not permitted.
- ✓ Boys' trousers should be tailored and be made of wool, polyester or a wool/polyester mix. Cotton trousers of any type are not allowed, e.g. jeans, chinos etc. Girls' skirts must be the official College design purchased from the School Shop.
- ✓ Girls must wear their skirts at an appropriate length. The term 'appropriate' assumes the skirt to be at, or close to, the knees in length. Members of staff are the sole judges of what is, and what is not, appropriate. They may wear black tights or the official knee-length socks.
- ✓ During 'Winter Uniform' boys must wear a blue King's College tie done up to the neck with the shirt's top button fastened. Boys' shirts and girls' blouses should be tucked into trousers or skirts respectively at all times.
- ✓ During 'Winter Uniform' all students must wear a school blazer at all times unless given permission by a member of staff to remove it.
- ✓ No coloured T-shirts or those with coloured designs should be worn under the shirt or blouse.
- ✓ Jumpers must be navy blue, v-necked and have the school badge.
- ✓ Jewellery must be worn discretely. Earrings are not permitted for boys and in the case of girls, only one pair of simple studs is permitted. Necklaces, if worn, should not be visible and only one wrist bracelet is permitted. Make up and nail polish, if worn, should be subtle and discrete.
- ✓ Hair should be natural in colour (the bleaching or dying of hair with bright colours is not permitted). Boys' hair must be tidy and shorter than collar length; they may not wear beards or sideburns.

Appendix 2: Specific Primary Rules and Guidance

Behaviour

- Bullying is never tolerated
- Always respect others
- Behave as an ambassador for the school when out on a school trip
- Never throw any object out of a window
- Use acceptable language at all times
- Do not remove, or cause damage to any school property either indoors or outdoors, and always respect the displays around the school
- Behave appropriately at all times on the bus

Citizenship

- Always arrive on time for school
- Always open a door for an adult and then stand to one side to allow the adult to pass through
- Be courteous and polite
- Be prompt for all lessons
- Stay within the designated areas
- Do not touch anyone else's property without their permission
- Do not drop litter in any part of the school

General Rules

- No children or parents should enter the indoor school premises after 4.30pm unless supervised by a teacher or if they have a scheduled appointment
- No mobile phones / electronic equipment or any valuables are allowed in school
- No Primary pupil should bring money to school unless specifically requested by the school
- Always WALK on the right hand side of the corridor
- Do not chew bubble gum or chewing gum
- No football games are allowed before or after school on the main playground area. Football should be played in the designated area only
- Primary pupils may only visit the nurse with permission from their teacher
- Ensure that the correct uniform is worn at all times in a tidy manner

Appendix 3: ICT Safety within Primary

Pupils at King's College Primary School use ICT in a way which takes into account online safety in and out of school. Pupils are protected from unsuitable content reaching their computer screen in school by the use of a firewall. Any undesirable content that does manage to get through this filter is further policed by the intervention of class teachers. The use of an email system in the Primary department is not in place; however, pupils and parents can email staff using the secure school email system. Teachers only make their 'King's Group' email available in the public domain.

Accounts are protected through a staff-only password and are only to be used under the supervision of a teacher. Pupils are not allowed to take photographs in school unless requested by a teacher for a specific reason or have been given permission. Social networking sites are discouraged to pupils by staff and if the matter arises, the dangers are made explicit. Facebook, Twitter, Whatsapp and other social networking sites are purposefully blocked in school. The classwork of the pupils is available for teachers to view via online platforms including google drive.

Further details of ICT rules and guidance may be found in the King's Group ICT policies.

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