



## Pupil Code of Conduct 2021-22

### Reception to Year 13

The purpose of the code of conduct is as follows:

- To protect our ethos of care and respect for every individual within the community
- To instil in the young people in our care habits that will benefit them throughout the rest of their working and social life
- To maintain a working environment that enables everyone to progress to the best of their ability
- To maintain a clean, safe and healthy physical environment
- To ensure that the School is always represented positively to the surrounding community and the outside world

It should be read in line with the School's Rewards and Sanctions Policy and the Sanctions Grid. It should also be remembered that no list is ever exhaustive.

#### The 5Ps

The School uses 5Ps to help and remind pupils of the general expectations of behaviour. These are displayed in all classrooms. There are slight changes between the Prep and Senior 5Ps both of which can be found in Appendix 1.

#### Lessons

- Lessons for all students up to the end of Y11 will have a formal beginning and ending. That is, the class will stand and greet/say thank you to the teacher when directed. For appropriate subjects (sciences, D&T etc.) students will queue outside the classroom and wait to be invited to enter by the teacher.
- Pupils are expected to stand up and greet a member of SLT when they enter the room.
- If a student is late to a lesson, they will apologise on entry to the classroom and give a brief and to-the-point explanation. If requested by the teacher, they will stay at the end of the lesson to give a fuller explanation
- Shouting out answers in class is not permitted
- When the teacher is speaking to the whole class, he/she has the right to expect complete silence.
- If a student feels upset by something a teacher has said or done (or failed to say/do) in a lesson, then they have a right to express their feelings. However, they must not interrupt the lesson. They should wait until the end of the lesson and then arrange a time to speak with the teacher concerned. If they feel that their grievance has not been responded to reasonably by the teacher concerned, they should then take the matter to their Head of Key Stage
- All students are allowed only water in lessons, if it is stored in an appropriate drinking flask/bottle. No drinks are ever allowed near electrical equipment Sixth formers are allowed hot drinks in lessons in suitable containers.
- No students are allowed to consume food in lessons (unless curriculum related.)
- Rules on food and drink also apply to students in any room for private study
- Where lessons are 30 or 60 minutes in length, **students in Y3 and above are expected to go to the toilet outside of lesson time. Students may be allowed to go to the toilet in lesson time if they have a relevant medical condition or at the discretion/judgement of the teacher concerned, but it will be standard practice to be asked to wait until the next interval between lessons. Where lessons are 90 minutes long a toilet break should be allowed if requested**



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*The Sanctions Grid will be used if:*

- *Any direct challenge to a member of staff, in the form of explicit rudeness, swearing or shouting at a member of staff, or leaving a class without permission, will be judged a 'serious breach' of the code of conduct.*
- *Failure to meet work deadlines, or obvious and repeated failure to apply reasonable effort to work are both punishable under School rules.*

#### **Around the School and Loughborough Schools Foundation**

- Students must travel quickly and quietly between lessons and ensure that they have the correct kit/equipment for every lesson
- Running in corridors or along busy external walkways is not permitted
- During break times eating and drinking is allowed in the common rooms and other designated areas only. At lunchtimes eating is only allowed in one of the designated areas, i.e. the refectory or the yellow dining room. Students who bring packed lunch rather than purchasing meals on-site are still expected to eat their lunch in one of the designated areas. The only exception to this rule is if a student has two extra-curricular activities during the same lunchtime, in which case they should seek permission from the relevant member of staff to eat their lunch during one of the activities
- Preparatory School students are expected to eat healthy snacks at break time (i.e., fruit, cereal bars etc.) Parents are advised not to provide chocolate bars, crisps or sweets as daytime snacks for Preparatory School students
- During good weather in the summer months picnicking on the main lawn is allowed only with the permission of the headmaster, but students must remember that they are responsible for clearing away all resulting litter
- Students are expected to hold doors open/give way to staff or to any other adults on-site
- Listening to headphones is not allowed in lessons, unless the activity is curriculum related and permitted by the teacher. Listening to headphones in the Library or any other private study areas is not permitted. Sixth formers are allowed headphones in the study area.

*The Sanctions Grid will be used if:*

- *There is any use of bad language*
- *When leaving/entering the School students are expected to observe basic rules of politeness and road safety. The Sanctions Grid will be used if these are not upheld.*

#### **Uniform (see separate Sixth form uniform policy)**

- All students are expected to always adhere to the uniform code when on-site. The only exception to this would be when special permission has been granted for the wearing of non-uniform (e.g., a non-uniform day or leaving for a field trip later in the day)
- The wearing of obviously artificial hair colour is not permitted for any student
- School scarves may be worn when the weather dictates, including during movement between lessons.
- Likewise, student bags should be either school bags or plain black, navy blue
- School hats/caps are part of uniform in the Preparatory School and, as such, should be worn to-and-from school every day



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- No student up to and including Y11 may wear any make-up, nail varnish or false nails on-site, unless required to do so for a particular activity such as a Drama event
- No jewellery is permitted for students up to and including Y11 with the exception of an inexpensive watch, one pair of silver or gold stud earrings (one earring per lower lobe) and recognised religious symbols of appropriate size worn beneath uniform
- Parents are strongly advised (given the earring rule above) that students should not pierce their ears unless it is the start of the long summer holiday
- All jewellery, including stud earrings, must be removed for physical education lessons and sporting activities
- No student should be on School premises with an exposed midriff, a low-cut neckline, UGG boots, flip-flops, very high heels (more than about 5cm) or any other obviously inappropriate item or manner of dress – even on non-uniform days
- On hot days senior leadership will advise that the wearing of school ties is not compulsory, but students should bring blazers / jackets to School on all days.

*Pupils should be aware that the School can administer appropriate sanctions extends to any breach of rules by a student in uniform when off School premises. For example, eating and drinking in the street while in uniform, or rudeness to a member of the public.*

#### **Mobile Phones**

- For safety reasons all students are allowed to bring their phones to-and-from School. However, the use of phones is not allowed in any area of the School site, by any students up to and including Y11, between 08.30 until the end of the working day.
- Pupils in the Senior School hand them in to their Heads of Year.
- Pupils in the Preparatory School hand them into their class teacher.
- The school accepts no responsibility for the loss or damage of any mobile phone.
- Sixth formers are allowed their phones in the common room and do not need to hand them in. This is a sixth form privilege. Phones may be used in the study room is used to aid their learning.

*Failure to hand in a phone is considered a break of the Code of Conduct and appropriate sanctions are taken.*

#### **Property**

- The School discourages valuables being brought on-site and bears no responsibility for loss or damage. This includes toys in the Preparatory School. Monies must be kept upon the person or brought to the School office for safekeeping.
- Students are expected to take care of their own property.
- In the Senior School they should keep belongings padlocked in their locker. Spare locker keys may be given to form teachers or to the School office.
- No items are to be left on top of lockers or anywhere other than inside lockers any items found outside of lockers will be removed and taken to lost property
- If staff are investigating the contents of an individual, group or year group's locker(s), bags or other personal equipment they must (i) first notify a member of the Senior Leadership Team, and (ii) conduct any search in a group of two. Male staff should not undertake any searches on female students
- Any property issued to a student, and any uniform or PE kit purchased for a student, must be labelled with their name and has to be replaced by the student's parent/guardian if lost or damaged
- Any deliberate damage to School property must be rectified at the expense of the student and/or their parent/guardian

*The Sanctions Grid will be used if:*



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- *A pupil borrows or tampers with another person's belongings without their permission wherever they are on the school site. Theft of anyone else's property is not tolerated under any circumstances.*
- *Anyone is caught littering.*

### Other

- No student is allowed to sell any item on the School premises, unless agreed by the School for charitable purposes
- During term time, pupils are expected to be on sight during the School Day. Any absence is expected to be called in by parents or pre-arranged by parents.
- If a student is discovered to be absent without prior permission or contact from parents/carers, the parents/carers will be asked to attend a meeting to explain the situation
- No student up to the end of Y11 is allowed into classrooms during lunch break or short breaks unless supervised by a member of staff
  - The Sanctions Grid will be used if:*
  - *Bullying and harassment of other pupils takes place. It is not tolerated under any circumstances (this extends to any such behaviour carried out via social media)*
  - *The physical assault of any other student, member of staff or visitor to the School site occurs*
  - *The consumption of tobacco, alcohol or any illegal drugs in School-time, in uniform, or while under the care of the School on a trip*
  - *Chewing gum, matches, lighters, solvents or permanent felt tip markers (this includes Sharpies) are not to be brought into School by students under any circumstances*
  - *Pupils are not allowed to carry any object made, adapted, used or intended to be used as an offensive weapon on School premises.*

This policy was approved by SLT

Date: August 2021

Review date: August 2022

Point of contact (Reviewer): Mrs T Demetriou



Appendix 1

The 5Ps – Prep



## The 5Ps



### *Amherst Preparatory School Rules:*

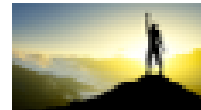
#### Play

We go to the toilet and fill up our water bottle at break or lunch.  
We play nicely together.  
We use kind hands and kind words.



#### Pride

We always try our best but it is okay not to know an answer.



#### Presentation

We always have an underlined date and use our neatest handwriting.  
We wear our full school uniform.



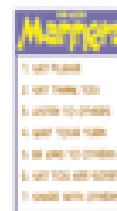
#### Personal Responsibility

We stay focused on our learning in lesson time.  
We keep our school tidy.



#### Politeness

We use: 'sorry', 'thank you', 'excuse me' and 'please'.  
We always listen.  
We do not argue with adults.  
After playtimes, we wait stand behind our chairs in silence and wait to be told to sit down.  
Whenever an adult enters the room, we stand up.





The 5Ps – Senior including Sixth Form



# The 5Ps



*Amherst School classroom expectations for all lessons:*

## 1. Preparation

- Bring the correct equipment for all lessons.
- Homework should be completed on time.
- Go to the toilet and fill up your water bottle *at break or lunch*, not the start of a lesson.



## 2. Punctuality

- Always be on time for lessons.
- If you are late for a genuine reason, don't disrupt when you enter.



## 3. Presentation

- Always have an underlined date and title for all work.
- Be in full school uniform.



## 4. Personal Responsibility

- Let your teacher know if you have not understood anything.
- Help to clear up the room.
- Keep your attention focused on learning throughout a lesson.



## 5. Politeness

- Lessons will have a clear start: be in silence from this point.
- Teachers are addressed as Miss/Sir. Some may prefer Dr/Mrs/Miss/Ms/Mr X (their surname) and will let you know.
- Use: 'sorry', 'thank you', 'excuse me' and 'please'.
- Never argue with a teacher during a lesson.
- Always listen carefully to anyone addressing the class.
- Only pack away when your teacher tells you to.

