

## CODE OF CONDUCT (403)

- We treat others the way we would like to be treated ourselves
- We respect the differences between people
- We are fair and treat people equally
- We respect other people’s beliefs and opinions
- We respect other people’s property and possessions
- We respect the environment we work in
- We are kind, polite, courteous, patient and approachable with all members of the school community, in person and online
- We are honest and truthful but we take care not to hurt other people’s feelings
- We are positive in our dealings with others
- We celebrate success and never put other people down
- We offer support to those who need it
- We are friendly and take care to include everyone
- We know that any form of bullying is unacceptable
- We cooperate with each other and settle disputes by discussion rather than aggression
- We are well organised and prepared for lessons
- We are punctual
- We are not intimate with each other in school or during school activities
- We complete our work to the best of our ability
- We create a positive impression of the school when we are in the wider community
- We take our turn in a queue and do not push in
- We follow the uniform dress code
- We follow the online safety policy
- We have our phones switched off and stored away in a locker or school bag during the school day
- We focus in lessons and do not distract others
- We do not disrupt learning in lessons
- On the school site we do not have drugs or alcohol, we do not smoke, we do not vape, we do not chew gum.

**Staff** are provided with these documents in the Staff Handbook and these are regularly reinforced in training and briefings. The expectations in the Code of Conduct are explained to all new staff in their induction to the School. School will provide appropriate training for staff with regards to the behaviour of students with additional needs.

**Students** receive instruction on the Code of Conduct from their parents before they begin Year 7 and by the Year 7 Form Tutors or Head of Year during Pupil Induction. Classroom Expectations are displayed in each teaching room and form room. Expectations are reinforced in the Head’s assemblies, reminder emails from the Head and Head of Year / Head of Wellbeing/Deputy Heads’ assemblies.

**Parents** receive a curriculum guide for each academic year. This contains the Code of Conduct and parents are asked to read through this with their daughter. The Head’s newsletters reinforce specific aspects of this code from time to time and, where specific instances arise, letters home to all parents to reiterate expectations.

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Last reviewed	September 2024	Author/Lead	DH: Pastoral