

# **St Aidan's CE Primary** **School**

## **Pupil Code of Conduct**

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## Statement of intent

**St Aidan's CE Primary School** believes that in order to facilitate teaching and learning, acceptable behaviour must be displayed in all aspects of school life.

We are committed to:

- Promoting desired behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect.
- Ensuring equality and fairness of treatment for all.
- Encouraging and rewarding good behaviour.
- Challenging and disciplining bad behaviour.
- Providing a safe environment; free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging a positive relationship between the school and parents to develop.
- Developing relationships with our pupils which ensure early intervention is possible.
- A shared approach which involves pupils in the implementation of the school's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all pupils can achieve.

Signed by:

_____	Headteacher	Date:	_____
_____	Chair of governors	Date:	_____

## 1. General conduct

- 1.1. The school expects pupils to:
  - Be polite to all members of the school community and to all visitors to the school.
  - Always be ready to offer help to others, if necessary.
  - Not keep their hands in their pockets when talking to an adult.
  - Move around the school in a quiet and orderly manner.
  - Attend all lessons and other school activities punctually and always arrive in good time for commitments.
  - Take pride in the school environment and keep it tidy.
  - Not spit or chew gum – chewing gum is not allowed.
  - Not swear or use offensive language.
  - Not engage in gambling or games of chance.
  - Not damage or disfigure the school premises, either inside or outside the buildings.
- 1.2. Vandalism and graffiti on school premises is strictly forbidden.
- 1.3. Damage should be reported immediately to a member of staff, by the person responsible the person who discovers it.
- 1.4. The school is a working environment; therefore, public displays of affection are not appropriate during lessons, nor during break and lunchtimes, or while on school trips where you are representing the school.
- 1.5. All forms of sexual discrimination, including sexual harassment, gender-based bullying and sexual violence, are forbidden. Acts of sexual harassment and violence will be considered and dealt with in line with the school's **Behavioural Policy**.
- 1.6. Smoking, drinking alcohol and the taking of drugs are forbidden and it is an offence to have smoking materials, alcoholic drinks or drugs in your possession. This includes the times when pupils are travelling to and from school.
- 1.7. There is zero tolerance for bullying at the school; this includes, but is not limited to, racist bullying, homophobic bullying, transphobic bullying, sexist bullying, or sexual bullying and harassment.

## 2. In the classroom

- 2.1. Pupils must not:

- Be disrespectful, argumentative, rude, confrontational or intimidating.
- Lie or answer back to teachers.
- Disrupt a class or make it difficult for others to learn.
- Leave the classroom or school premises without permission.
- Disobey a reasonable request from a teacher.
- Miss lessons.
- Intimidate other pupils.

### 3. Attendance

- 3.1. Full time attendance and attendance at all lessons is mandatory. Pupils must only be absent from lessons if the absence has been authorised or they are unwell.
- 3.2. The school day runs from **08:55** to **15:25 (KS1)/15:30 (KS2)**. Pupils are required to remain on the school premises during these times, except where the pupil has an appointment, there is a school trip, or the pupil has been granted permission by a member of staff to leave the premises.
- 3.3. In the case of pre-arranged appointments, the school must be informed in advance and in writing wherever possible.
- 3.4. If selected for a school team, pupils are expected to attend punctually and if they are unable to take part due to injury or illness, ensure that the school is informed at the earliest possibility.
- 3.5. Holidays during school time are not permitted except under very exceptional circumstances. No teacher or senior leader may authorise holidays during school time. Permission in exceptional circumstances must be sought from the governing board.

### 4. Lateness

- 4.1. Pupils must arrive punctually for morning registration.
- 4.2. If a pupil arrives late, but before **09:30**, they should report to **the school office** and sign in with an adult on the electronic system.
- 4.3. If a pupil arrives late, and after **09:30**, they should report to **the school office** and sign in with an adult on the electronic system. This will be classed as an absence.
- 4.4. Pupils must arrive punctually for afternoon registration.

## 5. Illness whilst at school

- 5.1. If pupils are involved in an accident or feel ill during the school day, they must report it to the class teacher or welfare assistants (if at lunch time) in the first instance. No pupil may go home without permission from the **class teacher** who will contact the pupil's parents.
- 5.2. If given permission to go home with due to illness or injury, pupils must sign out at **the school office**.

## 6. Appearance

- 6.1. The school uniform, detailed separately, is compulsory. This includes for the journey to and from school.
- 6.2. No jewellery or rings are to be worn at any time in school.
- 6.3. Nail varnish and make-up are not allowed.
- 6.4. Hair is to be clean and tidy. Long hair must be tied back. Hair should be of a natural colour. Unnatural coloured hair or various coloured hair is not allowed.
- 6.5. Pupils are reminded that they are representatives of the school.

## 7. Property

- 7.1. Pupils are responsible for their own belongings.
- 7.2. Exercise books, planners, text books, electronic equipment, stationary and folders issued by the school remain the property of the school and should be treated as such.
- 7.3. Pupils are responsible for replacing lost or damaged school property.
- 7.4. PE is a compulsory part of the curriculum and pupils must attend with appropriate kit at every lesson.

## 8. Mobile technology

- 8.1. The school accepts that personal mobile phones are often given to pupils by their parents to ensure their safety and personal security. These should be handed in to the school office for safe keeping during the school day.
- 8.2. In addition, the school acknowledges the increasing use of mobile technology as part of the curriculum.
- 8.3. Parents should be aware if their child takes a mobile phone to school.
- 8.4. The school accepts no responsibility for replacing lost, stolen or damaged personal mobile devices either at school, or travelling to and from school.

## 9. Items barred from school premises

### 9.1. Fire lighting equipment

- Matches, lighters, etc.

### 9.2. Drugs and smoking equipment

- Cigarettes
- Tobacco
- Cigarette papers
- Electronic cigarettes (e-cigs)
- Alcohol
- Solvents
- Any form of illegal drug
- Any other drugs except medicines covered by the prescribed medicines procedure

### 9.3. Weapons and other dangerous implements and substances

- Knives
- Razors
- Catapults
- Guns (including replicas and BB guns)
- Laser pens
- Knuckle dusters and studded arm bands
- Whips or similar items
- Pepper sprays and gas canisters
- Fireworks
- Dangerous chemicals
- Items that can be used to hit, e.g. hammers

### 9.4. Other items

- Liquid correction fluid
- Chewing gum
- Energy drinks
- Offensive materials (i.e. pornographic, homophobic, racist etc.)
- Aerosols including deodorant and hair spray

## **10. Non-compliance**

- 10.1. Failure to comply with the school's Pupil Code of Conduct will lead to sanctions as detailed in the school's **Behavioural Policy**.

## **11. Monitoring and review**

- 11.1. This code of conduct will be reviewed on an **annual** basis by the **headteacher** and any changes made will be communicated to all pupils and staff at the school.
- 11.2. All pupils will be provided with a copy of this code of conduct when their attendance at the school begins and will be required to familiarise themselves with the procedures and guidance outlined.



