



The Federation of Spixworth Schools

Pupil Code of Conduct

Agreed by Governing Body: Autumn 2023

To be reviewed: Autumn 2024

Group Responsible: SLT

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Statement of intent

The Federation of Spixworth Schools believe 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 unacceptable 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.
- 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.

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.
- Promote an inclusive and tolerant environment.
- Report any incidents of bullying or sexual harassment to a member of staff.
- Accept the school's sanctions in line with the Relationship and Behaviour Policy.
- Wear the school uniform correctly at all times.
- 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 bring to school any items banned by the school, including weapons, drugs or alcohol.
- 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.
- Show consideration for school property and the property of others.
- Adhere to this code of conduct any time they are representing the school, including when wearing uniform off the premises.

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 for 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 Behaviour 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. Classroom Behaviour

Pupils will always try their best in the classroom and ask for help when needed. Classwork and homework must be completed on time.

2.1. Pupils must:

- Be Ready, Respectful and Safe
- Be peaceable, polite, amicable and approachable.
- Be honest.
- Support a calm class where all members can learn.
- Leave the classroom or school premises only with permission.
- Obey a reasonable request from a staff member.
- Be punctual.

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. All pupils will be expected to arrive at school on time and be present for morning registration. All absences will need to be authorised.
- 3.3. Pupils are required to remain on the school premises during opening hours, 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.
- 3.4. In the case of pre-arranged appointments, the school must be informed in advance and in writing wherever possible.
- 3.5. 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.

- 3.6. 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 executive Headteacher by the Head of School.

4. Punctuality

- 4.1. Pupils must arrive punctually for morning registration.
- 4.2. If a pupil arrives late and the gates are locked they should report to the school office and sign in.
- 4.3. 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 this to an adult. No pupil may go home without permission from the head of school who will contact the pupil's parents or delegate a member of staff to do this on their behalf on a case by case basis.
- 5.2. If given permission to go home due to illness or injury, pupils must be signed out at the school office with a parent/carer.

6. Pupil-pupil relationships

- 6.1. The school promotes and supports diversity, and will not tolerate bullying of any form, including sexist, homophobic and transphobic bullying. Pupils are encouraged to speak to a member of staff immediately if they witness, or are a victim of, bullying.
- 6.2. The school takes a zero-tolerance approach to all forms of sexual harassment, sexual violence and harmful sexual behaviours.
- 6.3. Pupils are taught to understand what harmful sexual behaviour is in an age-appropriate manner.
- 6.4. Pupils are taught about relationships in an age-appropriate manner.
- 6.5. Pupils are taught about what constitutes a healthy relationship, and about wellbeing and health in accordance with the school's Relationships and Health Education Policy.
- 6.6. All pupils understand that they can speak to any staff member if they have any concerns or questions relating to their relationships.
- 6.7. All staff members operate an 'open-door' policy for pupils wanting to report any concerns relating to themselves or their peers.
- 6.8. Staff members handle concerns from pupils, raise concerns and act in accordance with the school's Child Protection and Safeguarding Policy at all times.

7. Appearance

- 7.1. The school uniform, detailed separately, is compulsory. This includes for the journey to and from school.
- 7.2. No jewellery other than one pair of stud earrings are to be worn at any time in school.
- 7.3. Nail varnish, make-up and tattoos are not allowed.
- 7.4. Hair is to be clean and tidy. Long hair must be tied back. Hair should be of a natural colour.
- 7.5. Pupils are reminded that they are representatives of the school.
- 7.6. Shirts and blouses should be tucked inside of trousers or skirts.
- 7.7. Skirts must be no more than 5cm above the knee.

8. Property

- 8.1. Pupils are responsible for their own belongings.
- 8.2. All books, folders, stationary and electronic equipment issued by the school remain the property of the school and should be treated as such.
- 8.3. Pupils are responsible for replacing lost or damaged school property.
- 8.4. PE is a compulsory part of the curriculum and pupils must attend with appropriate kit at every lesson.

9. Mobile technology

- 9.1. The school accepts that personal mobile phones are often given to pupils by their parents to ensure their safety and personal security. These will only be allowed to be brought into school by pupils within years 5 and 6 where essential to safe travel to and from school.
- 9.2. Parents and the school should be aware if a child needs to bring a mobile phone to school. Any devices are required to be taken for safe keeping to the school office before school and collected after school finishes so this does not interrupt learning time.
- 9.3. The school accepts no responsibility for replacing lost, stolen or damaged personal mobile devices either at school, or travelling to and from school.
- 9.4. Acceptable use
 - Mobile devices should be switched off and kept out of sight in the school office during lessons, unless using the device as part of a lesson with the permission of their class teacher.
 - Mobile phones should only be used for voice calls with the express permission of their parents and teachers, and for emergencies only.

- Outside lessons, pupils should use soundless features such as text messaging, answering services, call diversion and vibration alert to receive important calls.
- Mobile phones should not be used in any manner or place that is disruptive to the normal routine of the school.
- Pupils are responsible for protecting their own personal information including their phone number.
- Unless express permission is granted, mobile devices should not be used to make calls, send SMS messages, iMessages or emails, take photos or use any other application during lessons and other educational and pastoral activities.
- Files should not be sent between mobile phones, and Bluetooth and Wi-Fi functions should be disabled whilst on school premises.
- Any pupil who has a device on them, that has not been handed to the office, can be subject to a spot check. A member of staff can ask them what they are doing on their phone. Pupils are required to comply with any request to disable the screen lock function of their phone and show any staff member what they are doing.

10. Items barred from school premises

10.1. Fire lighting equipment

- Matches, lighters, etc.

10.2. Drugs and smoking equipment

- Cigarettes or tobacco
- Cigarette papers
- Electronic cigarettes
- Alcohol
- Solvents
- Any form of illegal drug
- Any other drugs except medicines covered by the prescribed medicines procedure

10.3. Weapons and other dangerous implements and substances

- Knives, razors or any other blade
- 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

10.4. Other items

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

11. Non-compliance

11.1. Failure to comply with the school's Pupil Code of Conduct will lead to sanctions as detailed in the school's Relationship and Behaviour Policy.

12. Monitoring and review

12.1. This code of conduct will be reviewed on an annual basis by the senior leadership team and any changes made will be communicated to all pupils and staff at the school.

12.2. 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. The next scheduled review date of this policy is Autumn 2024.

13. Acceptance

Returning the home school agreement is seen as acceptance of the contents of this code of conduct.

