



# Pitsford School

## School Policy Document

**Name of Policy:** Code of Conduct (Students)

**Audience:** Public

**Date for Next Review:** Autumn 2023

**SLT Member(s) Responsible for Reviewing and Updating the Policy:** CGW/FMK

### **CODE OF CONDUCT**

**Pitsford School's ultimate school rule is that every member of the School, staff and students, treat one another as they would like to be treated. Everyone is valued and cherished and their achievements and passions celebrated.**

In order to achieve this, students are expected to:

- Work in lessons with diligence and seriousness, committed to learning.
- Act with maturity and care when inside class or out.
- Treat all others with kindness and respect.
- Respect all property and keep the school tidy.
- Obey school instructions with regards to uniform and personal grooming.

The School's rules are designed to ensure the Code of Conduct is followed by all.

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### SCHOOL RULES

Pitsford School is a happy and friendly environment and the school rules exist to ensure that this culture and experience are maintained and that all members of the community are safe and valued.

Everyone in Pitsford School must obey the law and any infringements which are legal in nature may be reported to the police. Within school, any such offences can carry with them the most severe punishments, up to and including suspension and expulsion. These include:

- Theft.
- Use and/or possession of illegal substances.



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- Assault and threatening behaviour.
- Sexism.
- Racism.
- Vandalism.
- On-line behaviour which is illegal or threatening.

More specifically, within school, our rules are:

1. Students must respect one another, and all members of staff, demonstrating kindness and politeness at all times. They must not act in any way which would hurt another member of the community.
2. Students must obey instructions given to them by staff and Sixth Form students.
3. Students are expected to be polite to all visitors to the school.
4. Students must not tamper with any equipment designed to ensure safety on site, this includes fire extinguishers and fire doors.
5. Phones are not permitted for Years 7-10 and, if in school, they must be left in the School Office. For Years 11 and the Sixth Form phones may only be used in designated Common Rooms.
6. Students can only eat and drink in areas which are designated for that purpose.
7. Chewing gum is prohibited.
8. Students must wait outside a class until the teacher arrives (if a teacher has not arrived within five minutes, two students should report this to the School Office).
9. Students may not leave a lesson or activity without the teacher's permission.
10. Students who are late to school must report to the School Office on arrival. Similarly, if students leave school early, they must have parental permission and must sign out in the School Office before departure.
11. If a vehicle is in the Quad, all games must stop.
12. Clothing and property must be name-tagged.
13. All property, including clothing, must be removed from school at the end of each half-term.
14. School rules apply on school transport and on any trips off-site. In addition, all seatbelts must be worn when appropriate on school buses.
15. Around school, students must remain on paths and they are not allowed on grass verges.
16. The following areas of school are out of bounds to all students unless supervised by a teacher:
  - The walled garden.
  - The woods.
  - The area around the swimming pool.
  - All roofs.
  - All lawns behind Pitsford Hall.



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- Inside the Science Blocks.
- The Nuns' Graveyard.
- The car parks.
- The 1<sup>st</sup> XV pitch, cricket square and long-jump pit.

17. The presence of cigarettes, vaping devices, alcohol and any non-prescribed drugs is **strictly prohibited**.
18. Antisocial behaviour (which includes offensive language, spitting, threatening behaviour) is **strictly prohibited**.
19. Possession of weapons (including knives, guns and fireworks) is **strictly prohibited**.
20. Smoking in school, or on the way to and from school, is **strictly prohibited**.

Individual departments may have rules specific to their lessons, buildings and classrooms. They will be displayed clearly, and students must obey them.

## Sanctions

Failure to obey school rules can result in the imposition of a series of sanctions from 'minors' through 'detentions' up to and including suspension and expulsion.

For minor infractions of school rules, staff and Sixth Formers can set a '**minor**' which is a written task, as specified by the setter, of 500 words which must be completed overnight.

The completed punishment must be presented to the setter the following morning and must be signed by the student's parent or guardian. If students feel that the setting of a '**minor**' by the Sixth Form was unfair they can appeal it directly to the Headmaster, who will investigate and may cancel the punishment or, if he deems it appropriate uphold it or impose a stricter sanction.

Failure to produce a '**minor**' is serious and will be followed up and will result in a more serious sanction being imposed.

Teaching staff can set a detention led by them, which can take place at **break** or **lunchtime**. Offences which can trigger this response can include late or missing homework, lack of effort and disrespect in or outside lessons.

For more serious or repeat offences, a **School Detention** can be set by a teacher. These take place on Friday lunchtimes between 1.00 and 1.45pm, following which students can eat lunch. Parents are notified of every school detention and if poor behaviour continues, at the Deputy Head's discretion, a **Saturday Detention** will be set.

**Saturday Detention** takes two hours (10am-12pm) and is served in school, under staff supervision. It takes the form of students coming to school, in uniform, with work to complete in silence. If no work is brought, students will be given written tasks to



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complete in silence, for the length of the detention. The date of **Saturday Detention** will be set by the Deputy Head who will notify parents and guardians in advance.

The Headmaster or, in his absence, the Deputy Head, can suspend or expel students from school. This will only happen in the most extreme cases and will always involve a full discussion with parents. In cases of suspension and expulsion the Chairman of Governors will be notified, and parents can appeal the Headmaster's decision to him.