

## PUPIL CODE OF CONDUCT

What follows is a statement of some of the important guidelines, conventions and procedures we expect students to follow in the Senior School at Alleyn's. We request that your parents (or guardians) read this as well. This is in order to avoid any confusion over matters that we think are important for the smooth and effective running of a large and complex community. All these guidelines have been thought about carefully and drawn up to enable the School to be a purposeful, happy and tolerant society where each member of the community can fulfil their potential. **Inevitably some guidelines apply more to younger pupils; however, they are designed to provide a framework for all years to follow.**

### The Pupil School Code of Conduct

Parents and guardians of new pupils are requested to ensure that their children have read and understood this document before they join the School. These guidelines and rules exist to enable the School to be a purposeful, happy and tolerant society where each member of the community can fulfil their potential.

Any anti-social behaviour, breach of good manners or common sense will be taken as a breach of the Pupil Code of Conduct. Pupils should conduct themselves in a manner which is a credit to themselves and the School, and which, in the judgement of staff, causes no embarrassment to others. The Pupil Code of Conduct applies to all pupils from the time they leave home for school up to their return home. They also apply on School coaches, educational visits and expeditions organised by the School.

Details:

- 1. Conduct:** Pupils must behave sensibly at all times, including in the streets and public places. They should show regard and consideration for others at all times, particularly when using public transport. They should address members of staff courteously. They will accept the authority of the staff at all times and that of school prefects and duty prefects. Naturally, they may not use foul language to each other or to anyone else in the School. Pupils have a responsibility to show patience, respect and understanding to all members of the School community.
- 2. Bullying:** Bullying is defined as behaviour by an individual or group, repeated over time, that intentionally hurts another individual or group either physically or emotionally. The School will not tolerate attempts by individuals or groups to make life miserable for other pupils, nor any form of harassment. It is a basic entitlement of all pupils to receive their education free from humiliation, oppression, vindictiveness and personal abuse. Any incident of bullying witnessed or experienced, including 'cyber-bullying', should be brought to the attention of a member of staff.
- 3. Personal Injury and Damage to Property:** Injuries or accidents on the School premises must be reported at once to the School Nurse. If she is not available, then a member of the staff must be informed. If a pupil feels unwell during the School day, s/he should seek the permission of the teacher of the class to visit the School nurse. No pupil should simply disappear to the Medical Room without permission. Equally, pupils should not come to school at all if their parents know that they are too unwell to attend and benefit from lessons. Any damage to school buildings or property (e.g. broken windows) must be reported to the staff duty team, the Form Tutor, the Premises Staff or the Bursar immediately. Pupils must respect the School environment: graffiti, vandalism or wilful damage will be taken very seriously.
- 4. Punctuality and Attendance:** Pupils must be present at registration in tutor rooms by **8.30am**. Those not present at that time are counted as late. **Pupils arriving too late to register must sign in at**

**Reception on arrival.** This is essential so that we know who is in school should there be a fire or similar emergency.

Pupils must be punctual for all lessons and move to their rooms on the warning bell which is rung five minutes before the end of the morning and lunchtime breaks. Pupils who have obtained permission to leave the School campus following a request by a parent or guardian must sign out and in again upon their return. Without prior permission, pupils are not allowed to leave the School premises during any school session including lunch times. Separate arrangements apply for lunchtime and Period 7 in the Upper School.

**5. Appearance:** Pupils must be clean, tidy and wear regulation dress at all times of the School day. They must conform to the dress regulations and wear full School uniform (as defined in the Uniform List/Upper School Dress Code) to and from school and on all school activities and journeys, unless otherwise instructed by the teachers concerned. Pupils must change for all games/PE/Dance/Drama/CCF and wear the proper kit as defined in the Uniform List. Adaptations of the School uniform, and the wearing of non-uniform items with it, are not allowed.

Scarves and outdoor coats should not be worn in lessons. Hair should be neat and tidy.<sup>1</sup> Wearing jewellery and make-up with uniform is not permitted below Year 12. Pupils with pierced ears may wear a maximum of one stud in each ear. Pupils may not wear studs or rings in their noses/lips/eyebrows. In short, pupils should remember that they are the School's ambassadors and part of a formal organisation.

No food or drink may be consumed in the street, and in School should only be consumed in the Dining Hall, the Sixth Form Centre, the EABean Café, or seated at the tables on the Quad. All pupils must tidy up after a meal or snack. Pupils should not walk around the School with hot drinks.

**6. Movement:** Movement through the School must at all times be orderly; pupils must not run in corridors. At times of congestion, they must keep to one side.

**7. Litter:** dropping litter is prohibited. Any litter should be picked up, especially when the fields are used for lunch or break, and placed in the litter bins provided. Chewing gum is forbidden on the School site. The recycling bins are clearly labelled and should be used appropriately in preference to the litter bin where possible.

**8. Valuables:** The School will treat theft as an offence against the whole community. However, pupils have a responsibility to take care of their own property. Items of value<sup>2</sup> should be treated with care at school and they must not be left unattended in bags, clothes or desks and should be locked in a pupil's locker. Pupils are asked to ensure the safety of their valuables during Games periods. They should lock them in their lockers and retrieve them from that locked space after the lesson. The School takes no responsibility for clothes, bicycles or personal property left at School. Bags are to be kept off the stairs, footpaths and away from entrances. They may not be brought into the Dining Hall at lunch; they can be taken back to the form room or left on the designated bag carousels. Lower School pupils are to keep bags in their classrooms. Classrooms are to be left tidy at the end of each lesson.

Pupils are forbidden to buy, hire or sell any articles amongst themselves without specific permission from the Head of the Lower School (Lower School pupils) or from the pupil's Housemaster (Middle and Upper School pupils). Pupils may not use each other's Uniware cards. Lost cards must be reported to Reception, immediately. Pupils are expected to carry their Uniware cards with them. All articles of clothing and other personal property used regularly in school, *e.g.* cricket bats, hockey sticks, calculators, must be clearly marked with the owner's name. Any stray articles found should be

taken to Reception or to the member of staff in charge of lost property. Lost property opening times are listed in the School calendar.

If a pupil discovers that an item of property is missing they should inform a member of staff at the earliest opportunity.

**9. Mobile Phones & ICT:** Mobile phones may not be used during lesson times (except under the instruction of a teacher for a purpose in the lesson). Pupils must sign their agreement with the School's ICT Acceptable Use Policy at the start of each academic year and, according to this, they must take particular care over use of digital images and information on their phones or other devices. Any misuse will lead to their confiscation and a communication with parents. Parents are also advised that, while mobile phones can be regarded as an additional security measure, in the streets they can also be seen as an attractive target.

Pupils in the Lower School are required to keep their phones out of site during the School day except for if they are given express permission by a member of staff. Lower School are allowed to use their phones in the Lower School foyer during break and lunch times.

Middle School pupils are not to use their mobiles phones in the corridor or around school for the purpose of texting or calling. They may be used to access the HUB timetable or for academic purposes. Middle Schools are able to use their phones for recreation use in the Dining Hall.

All pupils must be mindful of their digital presence on other platforms and devices, and not cause any discomfort to any member of the School community – or damage the School's reputation – through their online, social media or other IT activity.

**10. Bounds:** In Winter all pitches are out of bounds except when their use is authorised by a member of staff. Before and after games pupils should keep to the tarmac and paths. They should not take short cuts across hockey pitches, cricket squares or fields. Summer Bounds (i.e. use of the fields) is allowed when there are green flags visible on the grass. If red flags are in position then the field may not be used.

The Edward Alleyn Building corridors and top floor (including the Pods and Green Rooms on the ground floor) are out of bounds to all pupils, unless accompanied by an adult or attending a meeting with a member of staff on that floor. The School coffee shop, EABean, is out of bounds to Lower School pupils at all times and to Middle School pupils before 3.45pm. The Sixth Form Common Room (beneath the Library) is out of bounds to Middle and Lower School pupils. Pupils below Year 12 are not allowed in Form Rooms at break or during the lunch hour unless they have specific permission from a member of staff (e.g. for a Club). In the case of bad weather pupils may go to Room 111 for homework or to the Great Hall. They may go to their classroom to collect games kit during the fifteen minutes before the start of their games afternoon.

The Dining Hall is open from 8.00am to 8.30am daily and may be used for quiet conversation. Pupils in Years 9, 10 and 11 who spend time after school on official School activities, may do homework quietly in Room 111, also during lunch hours. If weather is unpleasant then pupils may use the Dining Hall to sit and chat. Pupils in the Lower School who spend time after school on official school activities may be given permission to do homework quietly in the Lower School or their own classroom.

Special regulations for the use of the Science laboratories, studios, Gym, Music School, Swimming Pool and Sports Hall must be observed. All ball games may only be played at break time or lunchtime (1-2pm) on the basketball court (soft balls only) or fields (if the green flag is flying). Appropriate behaviour must be observed at all times.

The estate of houses between Hillsborough Road and East Dulwich Grove and between East Dulwich Grove, Greendale and the railway line and the garages directly opposite the Science building in Carlton Avenue, is out of bounds to all pupils at all times including on the way to and from school. Greendale (the path between East Dulwich Grove and Denmark Hill) is out of bounds to pupils during the school day.

Pupils should not arrive at School before 7.30am. All pupils should make their way off the School premises at the final bell at 5.15pm, unless involved in an organised activity supervised by a member of staff. After School, the Library is open until 5.30pm (5.00pm on Friday) and Reception until 6.00pm. Outside those hours pupils awaiting collection should report to, and wait by, the Townley Road Security Lodge.

**11. Smoking, drinking, drugs and harmful substances\*:** Smoking or the possession of smoking materials in school, when travelling to and from school, or at any other time when under the duty of care of the School (e.g. on a School trip) is forbidden. The same rule applies to alcohol, drugs and harmful substances\*. The Headmaster may require a test under medical supervision to establish the presence or otherwise of an illegal substance. Where it comes to the School's attention that a pupil has misused drugs or harmful substances (even off the School premises outside the School day), the School may institute a Drugs Contract in which random testing is undertaken. If drugs or harmful substances are used or distributed on School premises or School-organised educational visits, this may lead to the permanent exclusion of the pupil. Smoking and the use of alcohol is prohibited on any educational visit or trip organised by the School.

\* In our school policy, we regard the term 'drugs and harmful substances' to refer to any psychoactive or intoxicating agent, or substance that if taken inappropriately – like a prescribed drug – would be harmful to the person.

**12. Offensive Weapons:** Laser pens, knives or other weapons may not be brought into school.

**13. Bicycles:** For those who cycle to school, bicycles may be left in the cycle racks and should be padlocked. They must not be ridden on the School premises. Bicycles should be regularly checked and fitted with good brakes and a bell. The School would like to stress the importance of appropriate protective headwear and the wearing of high-visibility clothing and would also strongly advise that pupils undertake some form of recognised proficiency test.

**14. Driving to School:** Pupils may not bring cars onto the premises. Pupils in the Upper School may not drive their cars during the School day without express permission from a member of the Upper School Management Team. Pupils who drive to School must show due consideration to our neighbours when parking, and should not obstruct driveways, public thoroughfares or access to properties.

<sup>1</sup> Long hair represents a Health and Safety hazard in laboratories and workshops and should be tied back.

<sup>2</sup> Parents are advised to check that their household insurance policy covers their children's belongings