



Alleyne's School Policies & Procedures

Pupil Code of Conduct and Expectations for Learning

Name of Policy	Pupil Code of Conduct and Expectations for Learning
ISSR	Part 3: Welfare, Health and Safety and other legislation
Reviewed by	SMT
Author/SMT	Mr G English, Deputy Head (Pastoral)
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Policy Overview

This policy applies to pupils in the Senior School.

Alleyne's School aims to promote a culture of good behaviour to enable the flourishing of every pupil and member of staff, in line with the School's values **ROCK**: we show **respect** for ourselves, others and our wider community; we make the most of **opportunities** and allow others to do the same; we show **curiosity** and interest in academic learning, in each other and the world around us; we demonstrate **courage** in our endeavours, and in standing up for others' right to flourish; and we show **kindness** to staff and pupils.

This Code of Conduct sets out our fundamental expectations for pupils at Alleyne's.

Pupils, parents, and staff should be familiar with these expectations, which are important for the smooth running of a large, diverse, and complex community, and to support the wellbeing and safety of all.

The Pupil Code of Conduct applies to all pupils **from the time they leave home for school until their return home**. It also applies on School coaches and educational visits and expeditions and their behaviour online as far as it impacts on our school or wider community.

General conduct

Pupils are always expected to:

- behave sensibly and responsibly, this includes using appropriately respectful language;
- know that foul/vulgar language or gestures are never appropriate.
- treat all members of the community with kindness, respect and understanding;
- That discriminatory language, 'jokes' or behaviour is in direct breach of our values and expectations.
- always accept the authority of staff;
- respect the authority of student leaders and duty prefects;

In relationships with their peers:

- Pupils should be respectful and kind in their treatment of each other
- Bullying or any mistreatment of others, including online, will always be addressed when brought to our attention.
- pupils are expected to report any incidents of bullying or unkindness that they witness. Bystanding is not a passive act, and we consider repeat bystanders as complicit in bullying.

Pupils must never:

- bring drugs, alcohol, cigarettes, e-cigarettes, Vapes or harmful any other substances onto the school site (or to a school trip). Such substances could put the safety of other pupils at risk.
- bring into school (or to a school trip) dangerous items that could hurt others including laser pens, knives, and any other potential weapons)

Academic conduct

Pupils come to Alleyn's to fulfil their potential by working hard and aiming for the highest standards they can. Alleyn's pupils are expected to take responsibility for their learning by:

- being punctual and ready to learn, this includes having all the books and equipment they need
- Following teacher's instructions and play their part in lessons by listening to their teacher and their classmates, always respecting the efforts and views of others;
- Participating positively in learning, completing tasks, and handing in Homework on time;
- Recognising that disruptive behaviour that negatively impacts their own or others learning is unacceptable.
- Understand that Plagiarism, or other academic dishonesty to elevate marks or misrepresent your learning is not allowed.

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 after 8.35am will be held as 'Late at the Gate' until 8.55am, their parents will be informed of their lateness, and they will be recorded as Late in the register.**
- Students arriving after 9am must sign in with the section administrator, their parents will be informed and if there is not a good reason with parents granting permission, they will receive a sanction.
- 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.
- If a pupil feels unwell during the school day, they should **seek the permission of the class teacher** to visit the school nurse. Pupils may not attend the Medical Room without permission during lesson time.

Missing lessons

- If pupils know they are going to miss a lesson they should inform the teacher at least 24 hours in advance and ask a friend to collect any materials;

- Pupils should catch up using Teams/Class Notebook and where possible do any Homework set in the lesson;

Appearance/Uniform

- Pupils must wear full School uniform to and from school and on all school activities and journeys, unless otherwise instructed;
- Uniform is to be always worn smartly;
- Pupils must be clean, tidy, with hair tied back appropriately when necessary;
- Hair must be of a natural hair colour;
- Pupils with pierced ears may wear a stud in each ear. Studs or rings in noses/lips/eyebrows may not be worn;
- Other jewellery, make up and nail varnish are not permitted below Year 12;
- For games/PE/Dance/Drama/CCF pupils must wear regulation kit;

Personal and school property

- Theft is treated as a significant issue and carries an appropriately serious sanction;
- ALL personal property must be clearly named and looked after by pupils;
- All pupils have an individual pupil locker located in/close to their Tutor base. Pupils should bring a small combination style padlock to secure their own locker, and not share their code with others;
- Items of value should be treated with care at school and should be appropriately secured in lockers when unattended, including during Games. The school takes no responsibility for clothes, bicycles or personal property left at School or in changing spaces at fixtures or visits;
- Pupils must be mindful of others and keep bags off stairs, footpaths and away from entrances;
- Pupils may take a small bag into the Dining Hall (with their BYOD device in), but large bags must be left in form rooms or the designated bag carousels;
- Pupils should wear their school cards on a lanyard for purposes of security and purchasing food and may only use their own card;
- Lost cards must be reported to Reception immediately. This presents a security risk;
- Pupils are forbidden to buy, hire or sell any articles amongst themselves without specific permission from staff members;

Devices/ICT

Pupils must agree to the School's IT Acceptable Use Agreement at the start of each academic year. Pupils must avoid accessing inappropriate material, treat others with respect and be mindful of the reputation of the school. Students misuse of their phone or device in online activity, even outside of school hours and away from the site, that causes harm or is unkind or disrespectful towards any member of our community will be addressed by the school.

Mobile Phones

- **Y7-11 may not use their mobile phones on the school premises,**
- **Y12-13 may not use their phones anywhere on the school site, except in the Sixth Form Centre;**
- Phones being used **without permission** will be confiscated; these should be switched off and the teacher will pass to Reception, for collection after school (until 5.00pm or the next morning);
- If a Phone is confiscated a 2nd time within one half term, parents or another nominated adult will be required to collect the phone from reception on behalf of the student and a Saturday Detention will be issued.
If students feel they need support with the use of their phone or other devices they should speak with their tutor;
- Mobile phones may be used in an **emergency**.

Bring Your Own Device

- Pupils are expected to bring their device to lessons **charged and ready to use**. Pupils may top-up devices in classrooms when necessary and appropriate;
- Pupils must look after their own device, and respect the devices of others, including being thoughtful about how bags are handled;
- Devices should not be left unattended but should be locked in individual pupil lockers;
- Devices must be closed/away until permission is given by the teacher to use them;
- Pupils must only use their devices for the activities set by the teacher: pupils seen using their device inappropriately (for instance, looking at other websites, or sending messages during a lesson) can expect to be sanctioned;
- Outside lessons, pupils in the Lower and Middle Schools may use their devices only in the library or allocated homework room; those in the Upper School may use their devices in the library, study area or the Sixth Form Centre;
- Pupils who have signed out a loan device for the day must return the device promptly and in person as directed, having logged out of any apps they have used;
- Pupils may not use someone else's device unless it is part of a group activity set by a teacher and must NEVER use another person's credentials for any purpose.

Use of the site

- Movement through the School must always be orderly. Pupils must not run in corridors;
- There are one-way systems on some staircases that must be observed by pupils at all times;
- At times of congestion, they must keep to the right-hand side;
- **Before School:** The site is **open from 7.30am** and pupils should not arrive **before this time**;
- The **Dining Hall** is open from 8.00am to 8.20am daily, and may be used for shelter and quiet conversation before the first bell at 8.20;
- **Morning Break and Lunch:** if the weather is unpleasant then pupils may use the Dining Hall to sit and chat once they have cleared away their food waste.
- **After School:** Pupils in the Lower School may be given permission to do homework quietly in the Lower School;
- **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;
- **Outside those hours** pupils awaiting collection should report to, and wait by, the Townley Road Security Lodge.

Food and Drink

- On-site, food should only be consumed in the Dining Hall, the Sixth Form Centre, the EABean Café, or seated at the tables on the Quad (or on the field during summer bounds);
- Food and drink should not be consumed 'in transit' – either in or out of school;
- Hot drinks must be carried in a lidded container;
- All pupils must tidy up after a meal or snack;
- **Recycling bins** are clearly labelled and should be used appropriately in preference to the litter bin where possible.

Care of the Site

- **Litter** must be picked up and put in the appropriate bin;
- **Chewing gum** is forbidden on the school site;
- Any **damage** to school buildings or property must be reported a member of staff immediately;
- **Pupils must respect the school environment: graffiti, vandalism or wilful damage will be sanctioned;**
- Classrooms should be left neat and tidy ready for the next class to arrive.

Specialist areas and Bounds

- 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 café, EABean, is always out of bounds to Lower School pupils 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;
- Lower and Middle School Pupils 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 the Dining Hall. They may go to their classroom to collect games kit during the fifteen minutes before the start of their Games afternoon;
- Special regulations for the use of the Science laboratories, studios, Gym, Music School, Swimming Pool, and Sports Hall are displayed in these areas and must be observed.

Outdoor bounds

- In winter, all pitches are out of bounds except when their use is authorised by a member of staff. Pupils may use the field when green flags are up ('summer bounds'). Red flags mean the field may not be used.

Safe play

- Ball games may only be played at break time or lunchtime (1-2pm) on the LS playground, basketball court (soft balls only) or fields (if the red flag is not flying). **Appropriate behaviour must be observed at all times;**
- Injuries or accidents must be reported at once to the School Nurses, or another member of staff where that is not possible.

Transport and our neighbours

- **Bicycles** should be left in the cycle racks and should be padlocked. They must not be ridden on the school premises, and particular care should be taken when leaving the school site. Pupils are strongly advised to wear protective headwear and high-visibility clothing when cycling;
- **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 consideration to neighbours and park only where permitted (not obstructing driveways or using disabled bays).

Leaving the site during the School Day

- Pupils who have obtained permission to leave the school campus following a request by a parent or guardian must sign out and in again (at Reception) 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 Upper School Pupils.**