



# STUDENT CODE OF CONDUCT (Senior School)

(This document is available on the School website or on request)

*Reviewed November 2018*

It is a privilege to be part of the QEH School community. In return its members have a duty to behave in a manner which does them and the School credit. The Code of Conduct which follows is a set of guidelines and rules that apply at School, on any School activity, including School trips, and while travelling to and from School. These guidelines are intended to help pupils and their parents maintain the friendly but purposeful ethos of QEH School.

**PERSONAL CONDUCT** Pupils should be polite, helpful and considerate; they should behave sensibly and with sensitivity towards others. Pupils should take pleasure in other pupils' achievements and mocking others' efforts or failures will not be tolerated. Each pupil has the right and the responsibility to contribute to this ethos. All pupils should show a full and proper commitment to their academic studies and co-curricular activities. In moving around the School they should walk in a quiet and civilized manner. They should not run. They must keep to the left in all corridors and on stairs to enable everyone to move about the premises freely. Courtesy towards all members of staff and visiting adults should be exercised by holding doors open, giving way in corridors, etc.

## QEH VALUES AND EXPECTATIONS

All pupils at QEH should:

- have a sense of responsibility for their own actions and develop personal integrity
- have respect for the diversity of beliefs and customs and reject all forms of prejudice on the basis of race, gender, class, sexual orientation, religion or disability
- develop a global perspective and appreciate that life is not just about oneself
- celebrate friendship and the value of common endeavour
- show strength of character by rejecting unkindness, cruelty and bullying
- have a healthy sense of self confidence and self-worth
- recognise that spiritual beliefs and moral values can give direction and meaning to an individual's life
- show commitment to the service of others in the wider community
- develop a growing resilience in response to setbacks and disappointments
- develop an understanding of what supports happiness and wellbeing

## BULLYING HAS NO PLACE AT QEH SCHOOL

Incidents of bullying of any kind, including cyber bullying, will be viewed very seriously indeed and addressed under the School's *Anti-bullying Policy*. Threats, physical attack, name-calling, mocking, harassment, racism, sexism, cyber-bullying and all forms of victimisation are bullying. Anyone who suspects that someone else is being bullied or threatened, or is

themselves being bullied, must have the confidence to tell a member of staff immediately, whatever may have been said to deter them from doing so. They can be sure of a sensitive, caring and supportive reception by people experienced in dealing with such situations. Bullying has never been tolerated at this school and will not be excused on grounds of it being part of a game. Bullying is a serious matter which may lead to removal or exclusion.

## **PROBLEMS AND EMERGENCIES**

If a pupil finds themselves in difficulty of any kind or is worried or upset about anything, whether it concerns them personally or anyone else and whether it is connected with School or not, there are many people in the School community to whom they can turn. These include Heads of Year, Form Tutors, subject teachers, the School Counsellor and the School Nurse, all of whom can, if need be, refer a pupil for further, specialist support. Peer Supporters/Mentors and Prefects are also able to give help and advice. Parents as well as pupils will inevitably have questions from time to time and concerns may arise. The earlier these are raised, for example with the Form Tutor or Head of Year, the more efficiently they can be resolved. Both parents and pupils are welcome to contact the Deputy Heads or the Headmaster at any time.

## **EXPECTATIONS**

In the classroom - Good behaviour in lessons is essential for pupils to learn successfully and behaviour that inhibits learning in lessons will not be tolerated. All staff at QEH will expect and insist on the following as our minimum expectations for behaviour for learning.

***Minimum expectations*** – Pupils should always:

- Arrive promptly for an orderly start and sit where they are told
- Have the correct equipment, exercise and text book
- Show that they are ready to learn
- Not shout out
- Listen respectfully when others are talking and take pleasure in others' achievements.
- Keep off-task conversations for social times and allow others to learn
- Work in silence when told to
- Be dismissed in a calm and orderly manner with chairs under desk and room ready for next lesson

If you fail to meet one of these expectations you will be given a warning by the member of staff. If you persist in the poor behaviour you will be given a Lunchtime conduct detention.

### ***Equipment in class***

Pupils in Year 7-11 should have the following items with them in every academic lesson: pens, pencils, rubber, ruler, glue-stick, calculator, protractor, pair of compasses, homework diary, and the appropriate text and exercise books. There will be regular equipment checks by the Form Tutor and failure to have the correct equipment will result in a warning in the first instance. Repeated failure to have correct equipment may lead to detention.

**Around the School – the following are non-negotiable and failure to meet these expectations will result in a lunchtime conduct detention and/or confiscation of the item.**

### **Minimum expectations for behaviour around the School:**

- No running or shouting indoors
- No pushing or shoving
- Wear the correct uniform
- Use appropriate language
- No dropping litter/throwing food
- No eating and drinking in banned areas
- Clear away your tray in the dining hall
- Show respect and kindness to others
- listen to staff & prefects
- Respect property of other pupils and the school
- No use of mobiles devices when moving around School

### **BAD LANGUAGE**

The use of bad language is unnecessary, insulting to others and damaging to the person who uses it. For these reasons its use is forbidden and liable to be punished.

### **RULES**

1. Bullying, of any description, is unacceptable. Pupils found guilty of bullying might face temporary or permanent exclusion
2. Theft is regarded as a very serious offence. Any pupil found guilty of theft will lose the right to be a member of the School
3. Any damage to property should be reported immediately. Deliberate damage or damage that results from poor behaviour, even if unintentional, must be paid for by those who caused the damage
4. Property that is borrowed and then lost must be replaced or paid for by the pupil who lost it
5. Pupils must not buy and/or sell goods to each other
6. Chewing gum is banned in School and on School related events
7. Any pupil found in possession of illegal or harmful substances loses the right to be in School
8. The following items are banned in School and on School related events: the possession of any of these items in School or on School related events could result in temporary or permanent exclusion
  - Cigarettes and any smoking materials
  - Alcohol, unless it is authorised by the Headmaster and supervised by staff at an official function
  - All types of offensive weapons
  - Pornographic material
  - Fireworks and laser pens
9. Pupils in possession of prescribed drugs must hand them to the School Nurse
10. Pupils must adhere to their responsibilities when using the School network which are outlined in our *ICT Acceptable Use and E-Safety Policy*

### **UNIFORM AND APPEARANCE**

1. School uniform must be worn by all pupils when travelling to and from School and at all times of the School day. The Uniform Code is published in the Parents' Handbook and outside the office of the Assistant Head (Operations)

2. All pupils must maintain a clean and tidy appearance. Hair should be sensibly managed and should be worn at a reasonable length. Any pupil whose hairstyle, in the opinion of the school, is inappropriate may be temporarily suspended or required to take remedial action to change the style. Hair should retain a natural colour. Facial hair must not be grown unless specific permission has been obtained from the Headmaster
3. Jewellery is not permitted unless on religious grounds, in which case permission has to be obtained from the Headmaster
4. Members of the Sixth Form have a different dress code, which is described in the Sixth Form handbook

## **ATTENDANCE**

1. All pupils should attend registration at 8.35am. The school day ends at 4.00pm
2. All pupils should attend School functions, including assemblies and church services held outside the School. Permission to miss any function should be sought, in writing, from the Headmaster
3. Prior permission to be absent from School must be obtained from the Headmaster in all cases other than illness
4. Pupils selected to represent the School at an event or for a School team are required to attend. Permission to miss School events or games must be sought, in advance, from the Headmaster
5. The Attendance Officer must be notified by letter, telephone or email if a pupil is going to miss registration in the morning
  - a) Pupils arriving late must sign in with the Attendance Officer. Persistent lateness will be viewed as a disciplinary matter if there are no convincing reasons
  - b) Pupils in years 7-11 should not leave the School during the day without permission. All pupils leaving the School during the day must sign out and, if they return, they must sign in
  - c) Sixth Formers are allowed to leave School during the lunch break, but they must follow the guidelines on signing in and out

## **OUT OF BOUNDS**

The following are out of bounds at all times:

- a) The front car park, except when arriving, leaving or visiting the Theatre, gymnasium or IT department if there is no member of staff present
- b) All roofs
- c) The kitchen and maintenance department
- d) All rooms and cupboards containing School supplies
- e) Departmental offices, unless a member of staff is present
- f) All grounds around the School except the Yard and the Upper
- g) The Staff rooms

## MOBILE PHONES

- **Pupils in the Year 7&8** may keep their mobile phones on their person, at their own risk, but they *must* be switched off and *must not* be used during School hours unless with a teacher's explicit permission. Failure to observe these rules will result in the phone being confiscated in the first instance.
- **Pupils in Year 9** may access their phones in their Form Rooms only at Break and Lunchtime but they may not use them to download and play games or to view any form of inappropriate online material. If boys are found to be using any phone in this way, the phone will be confiscated for the rest of the day in the first instance.
- **Pupils in Year 10 and above *only*** may use mobile phones to access the School's wireless network during break and lunch times in their Form Rooms or in the case of the Sixth Form in the Sixth Form Centre. Such devices *must not* be used, at any time, in the Dining Hall, when moving about the School buildings or in the corridors; failure to observe this rule is likely to result in confiscation of the device and a possible sanction. Access to the wireless network using such devices during lesson times by any pupil must *only* be under the direction and with the explicit permission of the subject teacher.

*Note: the recording of audio or video clips or the taking of photographs with any device (including mobile phones) is strictly forbidden during the School day, whether on or off the School premises, when travelling to and from School or on a School activity or trip, unless permission has explicitly been given by a teacher in charge of the School activity or trip.*

## USE OF SCHOOL EMAIL

Email is a useful tool for communication. All pupils have an individual email account which they are expected to use. There are certain expectations with regard to email outlined below.

- Please check your email at least once a day
- If required respond to emails from staff within 24 hours
- Do not use School email for personal matters
- Emails to staff should be formal in tone – Dear Mr/Mrs..., best regards etc.
- Do not expect immediate replies to emails sent after 5pm or at weekends
- If you are emailing staff for help with homework you still need to attempt the home work
- If you are emailing work double check you have correctly attached the document and in the correct format. Remember to include a brief message

## PRIVATE PROPERTY

The School cannot accept responsibility for loss of private property or damage to it. Pupils should ensure that all property which is brought to School, including IT equipment, clothes and games kit, is clearly named. Losses must be reported to the Assistant Head (Operations) and referred to Form Tutors if the items remain lost. Each pupil should keep valuables securely in his locker. The buying, selling and exchanging of goods at School, including food, is strictly forbidden. The property of other people must always be respected. Theft, keeping another's property or damaging it is very likely to result in a pupil's losing his place at QEH School. Pupils must not take bags into Assembly or to Lunch but should leave them in their Form Rooms. Bags must not be left in corridors, doorways or stairwells but in the racks provided around the building.

## **SCHOOL PROPERTY**

As members of QEH School all pupils have a duty to take care of its property and treat its facilities with respect. Any form of graffiti is strictly forbidden. Pupils should not eat in Form Rooms unless permission has been given by the Form Tutor or Head of Year and eating in the corridors is not allowed. (Food and cutlery must not be taken out of the Dining Hall.) Pupils should help keep the School tidy, in good repair and litter-free, picking up and disposing appropriately of any litter they see. Any breakages or damage must be reported as soon as possible to the pupil's Form Tutor or the Bursar's Office. Textbooks and Library books are expensive and easily damaged - carry them carefully, especially to and from School.

## **PUPILS SICK OR OFF GAMES**

If a pupil is feeling unwell during a lesson or is injured during the School day they should ask permission to go to the School Nurse. They should not go to the Nurse between periods without first reporting to their next teacher. If a pupil is not fit for PE or Games, they must bring a note from their parent(s) and show it to their Form Tutor at Registration.

## **SIXTH FORM ONLY – DRIVING LESSONS AND TEST**

Pupils may miss lessons if their driving test falls on a School day, but must inform their Form Tutor and the relevant subject teachers in advance. Pupils may only arrange a driving lesson during the School day if it is *after* their last taught lesson. If this is *before* Afternoon Registration they must inform their Form Tutor and the Attendance Officer. Pupils may arrange a lesson at Lunchtime, provided they are back in good time for Afternoon Registration.

## **PREFECTS AND PEER MENTORS/SUPPORTERS**

Prefects and Peer Mentors/Supporters are Sixth Form pupils who have been selected to assist staff with organisation and the maintenance of good order in the School, and with the School pastoral system. They have equal status, and can be identified by the different badges that they wear. A guide is displayed in Form Rooms. Younger pupils must always follow instructions given to them by Prefects and Mentors/Supporters in the course of their duties. Senior Prefects and Senior Mentors/Supporters may issue a referral to the relevant Head of Year if a pupil has not cooperated with a request or has broken the School Code. Peer Mentors/Supporters receive training specific to their roles as assistants to Form Tutors and Heads of Year and so that they can help younger pupils who have concerns or need advice about life at QEH. Younger pupils can approach any Mentor/Supporter or Prefect for information, help or support. They must treat both Prefects and Mentors/Supporters with the respect that they deserve as senior pupils, and will receive similar respect from them in return.