



## BEHAVIOUR AND EXPECTATIONS CODE SENIOR SCHOOL

The maintenance of good discipline is of paramount importance for the growth, welfare and development of pupils. At Croydon High School we try to ensure that our insistence on high standards is based on self respect and respect for others. It encompasses the following principles:

- it affirms the pupils' value whilst acknowledging inappropriate behaviour;
- it focuses on commending good behaviour rather than merely drawing attention to the bad;
- it is consistent and fair.

Croydon High is your School. Remember that if you act in ways which harm the reputation of the school, you harm yourself, your friends and all members of the school community.

Major breaches of discipline such as physical assault, vandalism, stealing, leaving school without permission or refusal to obey reasonable instructions will be dealt with in accordance with whole school policy.

## SCHOOL CODE OF CONDUCT

The school places the highest possible premium on three broad values:

### **1. Respect for others**

This is fundamental to all that goes on at Croydon High School. Any actions, words or attitudes which show a lack of respect for others will be taken very seriously. In any community, for a smooth and harmonious life together some limits on individual freedom have to be accepted; additionally, we have to be able to expect certain standards. Co-operation, respect, tolerance and trust are very important; selfishness is unacceptable.

Good manners and concern for others should be shown at all times. Extend common courtesies to members of staff, visitors and each other at all times. If you see a visitor, ask, politely, if you may help them or show them the way to the office.

Do not bully others and do not cause hurt or distress to others. Bullying or violent behaviour of any kind will not be tolerated.

Offensive material e.g. racist material is strictly prohibited.

Inappropriate language including verbal or racist abuse is unacceptable.

Listen to your teachers and to each other. It is important that you follow instructions and pay attention to your teacher and others when they are talking.

Respect the views and opinions of others even if they are different from your own; do not ridicule others.

Meet all your commitments to both your academic and to your extra-curricular activities.

In order to create a purposeful working atmosphere, move around the school in a quiet, orderly manner and observe silence to and from assembly and whenever you see a silence notice.

## **2. Respect for Property**

Respect other people's property, the school's property and your own; do not 'borrow' someone else's work, ideas, or property without their permission.

Buying, selling or exchanging goods at school without permission is strictly forbidden.

Theft and vandalism are unlawful and likely to cost you your place at the school.

Do not drop litter; make every effort to keep the premises and locality tidy.

## **3. Respect for Self**

Take pride in your work, your behaviour and your personal appearance, by following the School Dress Code.

Always set high standards and do your best to meet them.

Be prepared to think for yourself and to learn independently.

Smoking, drinking alcohol and the use of illegal drugs are forbidden. Anyone found smoking, in possession of, or under the influence of alcohol, drugs or other illegal substances on school premises, may be temporarily or permanently excluded.

## **Health and Safety**

In addition to the standards needed to uphold our values we must also be aware of the health and safety requirements of the school.

All prescribed medicines brought to School must be registered with, and administered by, the School Nurse or School Office.

The following are not allowed in school: illegal substances, alcohol, smoking materials (including matches and lighters), aerosols of any kind, any kind of knife, weapon or laser pen.

Move about the school in a quiet and orderly manner; do not run. Keep to the left. If waiting to enter a room wait in single file.

Girls are asked not to arrive before 08:00. Between 8:00 am and 8.20 am pupils entering the school are to go directly to the Lower Dining Hall (Senior School).

You should arrive in good time for all registrations, lessons and other commitments. Registration is at 8.30am; arrival after this time must be recorded in the late book in the office (Senior School).

You should leave the school premises within 15 minutes of the end of the school day unless you are engaged in organised activities under the direct supervision of a teacher.

You must stay within the school boundary for the whole school day unless: a) you are sent home officially by the school nurse; b) you have brought a note in advance and have been given permission to leave (e.g. dental/medical appointment); c) as a sixth former you have negotiated permissions to leave. If arriving or leaving at any time other than the normal, you *must check in or out at the School Office* so that accurate attendance registers can be kept in case of fire. Notes regarding appointments should be received at least 24 hours in advance.

Food may be consumed only in the Dining Room (Sixth Form and Y11 may also use their common room). Water may be carried in a clear, plastic bottle and drunk in classrooms where specific local rules allow.

The chewing of gum is not permitted.

Observe appropriate health and safety regulations in and around the school. Make yourself aware of, and comply with, the specific rules which apply to particular areas of the school, such as the Art and Design Department, the ICT Suites, PE Department, Library, Science Departments and Swimming Pool.

Pupils must abide by the ICT Code of Conduct. Any attempt to abuse or interfere with the network, or with any school computer equipment, is regarded as an extremely serious offence, which could cost you your place at the school.

You must keep to the designated pedestrian walkways in the car park. Cycling is not permitted within the school grounds.

You must comply with the specific rules for behaviour on coaches when on trips or when using the school bus service.

Pupils should not park on site.

## **Classroom Code of Conduct**

Arrive and leave the class dressed as per the school uniform code.

Arrive on time in a calm and orderly fashion – ready to learn.

Bring all the equipment you will need – remember your planner.

Listen to your teacher and others.

Respect your teacher and the other pupils in the room. Consider the impact of your language and behaviour. Do not shout.

Complete all tasks that the teacher has set in an orderly and appropriate way. The instructions for the activity must always be followed.

Complete all homework by the given date. No late work will be accepted unless an acceptable explanation has been given to the teacher or where previous arrangements have been made.

Be polite and helpful to all visitors to the school.

Leave the room tidy and move calmly to your next activity.

## **Uniform Code**

The blazer must be worn around the school. Blazers may be taken off in lessons with the permission of the teacher.

Hair which is of shoulder length or longer must be tied back at all times with a blue or black band.

Earrings, if worn, must be small plain studs, NOT hoops. Only one pair of earrings is permitted, traditionally placed in the lobe of the ear. Earrings must be removed for PE lessons and when doing sport.

Mobile phones must never be used to display, transmit or communicate information or images that are defamatory, malicious, violent or sexually explicit. The school will not accept responsibility for mobile phones which are lost or stolen on school premises.

The School cannot accept responsibility for loss of, or damage to, private property; items of value should be left at home. All property which is brought to School, including clothes and games kit, must be clearly named. Money must be left in a locked locker, or carried on the owner's person. There should never be a need to have more than £10 in school. Larger sums of money should not be brought to school.

## REWARDS AND SANCTIONS

Good work/effort/behaviour/contribution may be recognised in several ways including:

- Verbal Praise
- Written Praise
- Work put on display
- Phone call/note to parents
- Recognition at Assembly
- High grades on Reports
- Individual prizes awarded at Prize Giving ceremony

For the Senior school, a commendation pyramid exists and the procedures for this are set out in the Rewards and Sanctions policy.

## INFRINGEMENTS OF THE CODE OF CONDUCT

The maintenance of good discipline is of paramount importance for the growth, welfare and development of our pupils. They should be given clear expectations, effective pastoral support and opportunities to build good social relationships. These aims are backed up by a system of rewards and (where necessary) appropriate sanctions.

The School exists for the benefit of its pupils. All pupils, staff, parents and others associated with the School are required to work together in a spirit of co-operation and understanding. Pupils are actively encouraged to fulfil their potential academically, in sport, music, drama or any of the School activities. Pupils are expected to relate well and to behave considerately towards others. In our society social skills are important, and learning to interact with others is therefore a critical part of education. Pupils are reminded of the importance of respecting others, whether inside or outside School. Selfish actions are therefore to be discouraged, whether these actions are of a minor nature (e.g., dropping litter) or of a major nature (e.g., fighting, bullying, vandalism or theft).

## SANCTIONS

The Senior School procedures are set out in the Rewards and Sanctions Policy

**This code supports the Behaviour Policy and should be read in conjunction with that document and the Rewards and Sanctions Policy.**