

Code of Conduct for Pupils

Attendance

All pupils must:

- attend on every occasion that the school is in session, unless ill, or unless prior permission has been given;
- arrive in school no earlier than 8.25am, unless involved in a supervised College activity;
- arrive for Tutor Group Assembly by 8.45am;
- bring a note of explanation from a parent/carer to their Tutor immediately on return to school after every absence;
- attend all classes, Games and activities as shown on individual timetables;
- remain on the school premises until the end of each school day (Sixth Form pupils are allowed to leave the school grounds at lunchtime but must return promptly for the start of the afternoon session);
- if feeling ill during the course of the school day, go to the Sanatorium (going home without permission from the College Nurse or a senior member of staff is not permitted);
- if present in school but unable to take part in school Games or Physical Education classes, bring a letter of explanation from parents/carers to the Head of the Physical Education Department;
- request permission from teachers prior to being absent from class;
- wear uniform in line with College Uniform Regulations at all times when uniform is worn.

Attitude and behaviour

All pupils must:

- set high standards of behaviour for themselves, both inside school and on the journey to and from school, or when involved in school activities;
- take responsibility for their behaviour, attitude and appearance at all times;
- show courtesy and consideration for all other pupils, teaching and ancillary staff, and visitors to the College at all times;
- observe and adhere to all safety instructions given to them;
- arrive in each class on time, with the correct materials and resources and with all necessary preparatory work and homework completed on time to the best of their ability;
- follow instructions given by all teachers, ancillary staff and College Prefects at all times;
- take responsibility for their own possessions and belongings, ensuring that where possible, all are clearly marked with their name;
- report any accident or breakage immediately to a member of staff;
- take responsibility for valuable possessions brought into school.

Pupils must not:

- use offensive language or act in an offensive or violent manner towards any other person;
- bring into school any item or substance which will contravene school regulations such as alcohol, illegal drugs or any substance which has an intoxicating or hallucinatory effect (smoking is strictly forbidden in all circumstances, both inside school and on the way to and from school and school activities);
- borrow, use or take away any item belonging to another person without clear permission;
- intentionally damage College property or that belonging to another person;
- eat or drink in class, assembly, corridors, locker areas or in study areas (pupils are permitted to drink still water in class only with the permission of their teacher);
- have mobile phones, which have been brought into school, switched on in class or assembly;
- record or send an image or sound without the permission of a member of staff and the people being recorded;
- bring into school knives, other weapons or any dangerous item.