



# SURBITON

HIGH SCHOOL

## Senior School Pupil Code of Conduct

Our motto, ***“May love always lead us”*** encourages respect for and service to others. The School Code of Conduct is based on three broad values:

### **Respect for Others**

Any actions, words or attitudes which show a lack of respect for others will be taken very seriously.

### **Respect for Self**

As a School we want all members of our community to respect themselves.

### **Respect for the Environment**

Everyone in the School community has a responsibility to protect the environment in which we live and work and everyone has the right to expect that their property is safe in school.

The Surbiton High School Code of Conduct contributes to making our community a place where everyone is valued, respected and safe. Surbiton High School is a place where all members of the community are treated courteously, where hard work is honoured and where fair play is valued and artistic endeavour promoted. If individuals act in ways which harm the reputation of Surbiton High School, they harm themselves, their friends and all members of the School community.

The pupil Code of Conduct is supported by a range of other policies including: *Teaching and Learning, Behaviour and Discipline, Exclusions, Physical Restraint, Drugs, Anti Bullying, Acceptable ICT use, Mobile Digital devices, Educational Visits and Activities outside the Classroom*, and the *Pupil Dress Code*.

The Code of Conduct provides a guide as to how members of the Senior School community should conduct themselves on a daily basis.

1. **Consideration for others extends to members of the public and pupils should ensure that nothing they say or do in the wider community will bring dishonour to themselves or the School.**
  - 1.1. Surbiton High School is a learning community and behaviour which interferes with other people’s learning is unacceptable.
  - 1.2. Everyone is expected to speak and act with politeness and thought for others and not use unsuitable language.
  - 1.3. Everyone has the right to feel secure and happy in school without fear of being bullied. The School’s Anti-Bullying Policy is accessible through the School Office and on the School’s website.
  - 1.4. No-one will cause hurt and distress to another person by sending unkind emails, text messages or putting upsetting information on internet sites.



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- 1.5. Music / films will not be played out loud by pupils using iPads or through the interactive whiteboards.
- 1.6. Everyone will support each other, discourage unacceptable behaviour and ensure that teachers know if someone is being made unhappy by the inconsiderate behaviour of others.
- 1.7. Consideration for others extends to members of the public too and girls should ensure that nothing they say or do in the wider community will bring dishonour to themselves or the School.

## **2. Consideration for the school day requires that everyone should ensure that they are in the right place at the right time.**

- 2.1. Punctuality is important. Everyone will be expected to be in their form room for registration by 8.25am and ensure that they are ready to begin lessons when the lesson bell rings.
- 2.2. It is essential that we have accurate records of who is in School. If you arrive after 8.25am or leave for / return from an appointment, you must sign in and out at Reception. Other than lateness to Registration, Sixth-Formers only need to sign in/out if they are missing lesson time or Supervised Private Study.
- 2.3. Notification of appointments should be given in writing at least three days in advance unless it is an emergency. On returning to School following absence, a written note of explanation or parental e-mail is required. If lessons are missed, girls are required to catch up on work, remembering that their teachers will offer help and support if necessary.
- 2.4. Girls must attend lessons properly equipped and can expect sanctions to be imposed if books or equipment are forgotten and deadlines not met.
- 2.5. Years 7 to 9 should queue sensibly for lunch and do all they can to ensure that conditions are maintained to a high standard by clearing tables thoroughly and following instructions from staff. Years 7 to 9 and Years 12 to 13 are not allowed to eat in their Form rooms, with an exception made for Years 7 to 9 at Break. Years 7, 8 and 9 are encouraged to spend breaks outside when the weather is suitable.
- 2.6. Years 10 and 11 may eat packed lunches in their form rooms but are expected to ensure that rooms are cleared and left in a suitable condition for lessons in the afternoon.

## **3. Everyone is expected to maintain a high standard of appearance. Uniform (as specified in the Uniform Regulations) should be worn smartly each day by pupils - this includes travelling to and from School. Pupils should ensure that all items of uniform are clearly named.**

- 3.1. Pupils are expected to wear the correct school uniform or, in the Sixth Form, adhere to the Dress Code, and maintain a high standard in their personal appearance. Pupils are expected to use the changing room facilities when a change of clothing is required and must not get changed in their form rooms. The following points provide specific guidance in relation to



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items of the uniform:

- Pupils are expected to wear their blazers when travelling to and from School as well as around the School sites, unless 'Summer Dress' is in place. They may choose to wear their black coat on the top of their blazer if they so desire.
- Jumpers should not be frayed or have holes.
- Skirts should be worn so that the hem falls just above the knee and should not be taken in or rolled up.
- Tights should be black and opaque and should not be laddered – replacement tights are available from Reception for £1.50 per pair.
- Shoes must be black leather, formal, suitably robust and from the approved shoe list. Slip-ons, such as ballet pumps, are not allowed.
- Underwear should be in a colour that is non-visible when worn beneath the school shirt.

3.2. Make-up is not in keeping with the school uniform and is therefore not allowed.

3.3. Hair should be of a natural colour. When on the School site or representing the School, hair should be kept off the face and tied back so that no hair is left loose about the shoulders. Hair ties should be dark green, dark grey or black and are available from Reception.

3.4. Pupils are allowed to wear one pair of earrings. The earrings must be discreet and spherical stud earrings in gold, silver, pearl or colourless 'diamond'. Earrings must be worn in the ear lobe only – if pupils have more than one piercing in the ear lobe, the earrings must be worn in the lowest piercing. No other piercings are permitted.

3.5. No rings may be worn. Any other jewellery must be hidden by clothing. An exception is made for a discreet religious symbol worn on a necklace. It will be assumed that if a girl decides to wear such a symbol in this way she will be actively practising her faith.

3.6. Chewing gum is not allowed.

## 4. **Consideration for a safe and secure learning environment**

4.1. Everyone in the School community must do all they can to keep themselves safe and to ensure that they do not put themselves or others at risk.

4.2. Everyone should be alert to any moving traffic on the School site and stand still in a safe place; visitors may not know that vehicles should remain stationary if there are students moving between sites. Everyone must cross Maple Road to the Assembly Rooms at the manned crossing and obey instructions. Sixth Form pupils may also use the un-manned crossing at the junction of Maple Road and Surbiton Hill Road. Great care must be taken at the end of the day when crossing Surbiton Crescent. Girls may not play in the areas outside the School buildings.

4.3. No-one should stand on school furniture, open or close windows unless directed to do so by a member of staff or interfere with the heating and air conditioning systems. Wilful damage to school property such as furniture and equipment is unacceptable.

4.4. Everyone has a right to expect that their property is safe in School and will not be interfered



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with but there is also an expectation that everyone will take personal responsibility for their belongings. School lockers should be used to stow any valuable items including money. When not in use, lockers should be locked with a padlock.

- 4.5. All items of uniform and equipment should be named.
- 4.6. Musical Instruments and sports equipment must be stored in the designated places.
- 4.7. The School can take no responsibility for expensive, personal property that students choose to bring into school. Girls are discouraged from bringing large sums of money into school but if this is unavoidable it should be handed to the School's Finance Office for safe keeping.
- 4.8. Mobile phones must not be used during the school day, unless specific permission is given to do so by a member of staff.
- 4.9. School iPads must be kept on the owner's person or stored in secured lockers. Every care must be taken to guard them against damage.
- 4.10. The School Drugs Policy does not allow cigarettes (including e-cigarettes), alcohol or illegal substances to be brought onto the premises. Pupils are not permitted to purchase, smoke or consume alcohol or tobacco in the vicinity of the School, whilst travelling to or from School, whilst wearing school uniform or representing the School.
- 4.11. The School Nurse should be informed in writing if medication needs to be taken during the school day; it would not be considered acceptable for girls to bring medication into school without the knowledge of the School Nurse.

## 5. Academic Integrity

- 5.1. It will be expected that all girls behave with honesty and integrity in all tests and examinations.
- 5.2. Pupils taking someone else's work, images or ideas and passing them off as their own (i.e. plagiarism) is forbidden. This includes 'copying and pasting' from the internet without acknowledging that they have done so.

*The Code of Conduct should ensure that all members of the school community are treated with kindness, fairness and consideration, feel valued and appreciated and have the opportunity to work and learn in a safe, pleasant environment. There will be occasions when a common sense approach needs to be applied and members of the Senior Leadership Team may need to use discretion on an individual basis.*