



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 our School values:

Our Values

We are compassionate:

We are kind and we care, in both thought and action. We consider those less fortunate and strive to support and offer aid. We are mindful of the gentle power of positive actions. We support and encourage those around us.

We are respectful:

We respect all people equally. We respect ourselves, our learning, our community, our environment, and the planet we all share. We strive to act with respect and integrity in all things. When we disagree, we do so respectfully.

We are courageous:

When challenged by our fears we are determined, not deterred. We call on resilience for strength when in the heat of the struggle. We bravely chase our dreams and fight for what we believe. When we fall, we pick ourselves up and forge forward.

We are inquisitive:

We understand that a thoughtful question is the key to unlock understanding. We believe where answers provide ends, questions pose exciting beginnings. We are eager to explore, we question to discover, we are curious to learn more of the world at large.

We are a community:

We are united - with a common focus. We value belonging to a wider community: our school community, our local community, our global community. We are inclusive of all, no matter our differences. We value and nurture the connections we form.

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:

- Teaching and Learning
- Behaviour and Discipline
- Exclusions
- Physical Restraint
- Drugs



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- Anti-Bullying
- ICT Acceptable use
- Mobile Digital devices
- Educational Visits and Activities outside the Classroom
- Pupil Dress Code

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

Compassion and Community

These core values are reflected in the way we treat others.

- Everyone is expected to speak and act politely, respectfully and thoughtfully, and not to use unsuitable language.
- Everyone has the right to feel secure and happy in School, without fear of bullying. The School's Anti-bullying Policy is available on the school website.
- No one should cause hurt or distress to others by sending unkind emails or messages, or by posting upsetting or inappropriate material online.
- Everyone is expected to support one another, discourage unacceptable behaviour, and inform a member of staff if someone is being made unhappy by the behaviour of others.
- Consideration for others extends beyond the School. Pupils should ensure that nothing they say or do in the wider community brings themselves or the School into disrepute.

Respect

Respect is a core value that underpins all aspects of School life.

- Pupils are expected to be punctual. Lateness will be recorded and monitored.
 - It is expected that all pupils are in their form rooms for registration by 8.25am.
 - Pupils should be ready to begin lessons promptly when the lesson bell rings.
- Accurate attendance records are essential.
 - Pupils arriving after 8.25am, or leaving and returning for appointments, must sign in and out at Reception.
- Following any absence, parents/carers must provide communication explaining the reason.
 - Medical notes are required for extended absences.
- If lessons are missed due to illness or co-curricular activities, pupils are expected to catch up on all missed work. Teachers will offer support where necessary.
- Pupils must attend lessons properly equipped.

Lunch, Break Times and Shared Spaces

- Years 7 to 9 must queue sensibly for lunch and maintain high standards of behaviour.
- Tables should be cleared thoroughly, and instructions from staff always followed.
- Year 7 pupils must eat all food in the dining room, including break time snacks, or if appropriate, they can, of course, eat their snack in the quad.



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- Year 8 pupils are encouraged to eat their snack in the dining room or quad.
- Years 7 and 8 are not permitted to eat in form rooms.
- Years 9, 10 and 11 may eat packed lunches in their form rooms; however, pupils must ensure rooms are left clean and suitable for afternoon lessons.
- Pupils must not eat on landings or while walking through corridors.
- All year groups are encouraged to spend time outside when weather conditions are suitable.

Uniform and Personal Appearance

Pupils are expected to wear the correct School uniform or, in the Sixth Form, adhere to the Dress Code, and to maintain a high standard of personal appearance.

- All uniform items, except shoes, tights and socks, must be purchased from the official supplier Alleycatz or via the SHSPA.
- Blazers must be worn:
 - to and from School
 - around the School site, unless 'summer dress' is in operation.
- Pupils may wear a dark coat over their blazer but must not wear sports kit with School uniform.

Uniform Expectations

- Skirts should be worn to a respectable length and must not be rolled up.
- All uniform should be in good condition
- Tights must be black and opaque and not laddered.
 - Replacement tights are available from Reception at a charge.
 - The Year 10 Pastoral Office also holds a large amount of spare uniform if needed.
 - **Dark socks only, may be worn over tights in particularly cold weather.**
- Socks should be grey during the Autumn and Spring Terms.
- White ankle socks, with no logo, should be worn during the Summer Term and when 'Summer Dress' rules are in place.
 - Trainer socks are not permitted at any time.
- Shoes must be black leather, formal and robust.
 - Trainers, ballet pumps, or shoes with coloured stitching or patterns are not permitted.
- Underwear must not be visible through the school shirt.
- Specialist sports or tour kit must not be worn in place of standard PE kit.

Further details, including PE kit, can be found on the School website:

<https://www.surbitonhigh.com/admissions/joining-surbiton-high-school/joining-senior-school/>

Appearance, Jewellery and Personal Items

- Make-up is not part of the School uniform and is therefore not permitted.
- Hair must be a natural colour.
 - When on the School site or representing the School, hair should be kept off the face and at least partly tied back (half up/half-down).
 - Hair ties should be dark green, dark grey or black and are available from Reception.



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- Pupils may wear up to two pairs of discreet stud earrings in gold, silver, pearl or colourless diamond.
 - No other piercings are permitted.
- Rings may not be worn.
- No other jewellery may be worn without the express permission of the Head of Year.
 - An exception is made for a discreet religious symbol worn on a necklace. It will be assumed that pupils choosing to wear such a symbol are actively practising their faith.
- Chewing gum is not allowed.

Maintaining a Safe and Secure Learning Environment

All members of the School community are expected to contribute to a safe environment.

- Pupils must take care to keep themselves and others safe at all times.
- Everyone should remain alert to moving traffic on the School site and stand still in safe areas.
- Pupils must cross Maple Road to the Assembly Rooms using the manned crossing and follow staff instructions.
- Particular care must be taken when crossing Surbiton Crescent at the end of the day.
- No one may stand on school furniture or interfere with heating or air-conditioning systems.
- Wilful damage to School property, furniture or equipment is unacceptable.

Personal Property

- Everyone has the right to expect that their property will be safe and not interfered with.
- Pupils are also expected to take responsibility for their own belongings.
- Valuables, including money, can be stored in School lockers.
 - Lockers should be locked, if being used for storing valuables.
 - Faulty lockers should be reported to tutors or the Pastoral Team immediately.
- All items of uniform and equipment must be clearly named.

Consideration for a Safe and Secure Learning Environment

All members of the School community are expected to take responsibility for always keeping themselves and others safe and to ensure that their actions do not place anyone at risk.

- Pupils must remain alert to moving traffic on the School site and stand still in a safe place when necessary.
- Maple Road must be crossed to access the Assembly Rooms using the manned crossing.
 - Sixth Form pupils may also use the unsupervised crossing at the junction of Maple Road and Surbiton Hill Road.
- Care must be taken when crossing Surbiton Crescent at the end of the School day.

No one should:

- Stand on School furniture
- Open or close windows unless directed by a member of staff
- Interfere with heating or air-conditioning systems



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Wilful damage to School property, furniture or equipment is unacceptable.

Personal Property and Storage

- Everyone has the right to expect their property to be safe and not interfered with.
- Pupils are expected to take personal responsibility for their belongings.
- School lockers can be used to store valuable items, including money, if locked.
 - Faulty lockers must be reported to a tutor or the Pastoral Team as a matter of urgency.
- All items of uniform and equipment must be clearly named.
- Musical instruments and sports equipment must be stored in designated areas.

The School cannot accept responsibility for expensive personal belongings brought into School.

Mobile Phones, Digital Devices and iPads

- Mobile phones must not be used during the School day unless specific permission is given by a member of staff.
- Pupils in Years 7–11 are required to secure their mobile phones in a Yondr pouch from the start of the School day.
- Any pupil seen with their phone outside of a Yondr pouch will receive a Head of Year detention.
- Further guidance can be found in the Mobile Digital Devices Policy and Yondr FAQs.
- School iPads must be kept on the pupil's person or stored in a locked School locker.
 - Pupils must take all reasonable care to protect devices from damage.

Drugs, Alcohol and Smoking

- The School Drugs Policy strictly prohibits cigarettes (including vapes), alcohol and illegal substances from being brought onto School premises.
- Pupils must not purchase, smoke or consume alcohol or tobacco, including vaping products:
 - near the School
 - while travelling to or from School
 - while wearing School uniform
 - while representing the School in any capacity

Medication

- If medication needs to be taken during the School day, the School Nurse must be informed, and it should be kept in the Welfare Centre.
- Pupils must not bring medication into School without the knowledge and permission of the School Nurse.

Academic Integrity

- Pupils are expected to behave with honesty and integrity in all academic work, including classwork, tests and examinations.
- Plagiarism, including submitting another person's work, ideas or images as one's own, is strictly forbidden.
- Pupils must properly cite and attribute all sources.



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- Digital tools must not be used to commit plagiarism, including the use of ChatGPT or similar AI programmes, except where explicitly permitted by a member of staff.

Code of Conduct on Educational Trips and Visits

- The expectations outlined in this Code of Conduct apply equally to pupils whilst on Educational Visits and offsite activities.
- Pupils must also adhere to:
 - Any additional guidance given by staff
 - Activity-specific expectations
 - The Educational Visits and Activities Outside the Classroom Policy

Final Statement

- This Code of Conduct exists to ensure that all members of the School community are treated with kindness, fairness and consideration, feel valued and respected and can learn and work in a safe, positive and supportive environment.

Document Information

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