

Code of Conduct and School Rules

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The purpose of this Code, and the Rules that go with it, is to outline what is expected from each member of this School if our communal life is to be both orderly and pleasant. The School expects to work in conjunction with parents to encourage pupils to observe it fastidiously. It is hoped that, with this guide, and within the framework of these rules, each may find a way to make his or her special contribution, while at the same time preparing to live as a worthwhile citizen in the world outside. This document relates to other documents such as the School's *IT Acceptable Use Policy*, *Behaviour Policy*, *Anti-bullying Policy*, *Attendance Policy*, *Drugs Policy*, *Searches Policy*, *Online Safety Policy* and *Uniform Code*.

The Mission of the School is to help pupils to Learn, Lead and Make a Difference. Across these three strands, and in order to fulfil each, the School seeks to develop and enhance Nine Characteristics in each pupil. Although their development is open-ended rather than hidebound by rigid rules, they each yield norms of behaviour that form our Code of Conduct.

Code of Conduct

1. **Be a fulfilled learner.** We expect pupils to have a positive approach to learning, and to maintain this when learning is not linked to a tangible outcome such as a test or grade.
2. **Be a self-disciplined learner.** Pupils should always work hard and give of their best- even when no-one is watching. They should ensure, without needing to be prompted, that they are observing the School's Uniform Code and arrive punctually and duly prepared for every lesson and activity.
3. **Be a resilient learner.** Pupils are encouraged to persevere in the face of adversity and to take pride in solving problems for themselves.
4. **Be a principled leader.** Being principled rules out cheating, copying another pupil's work, and all manner of false pretences. It also means taking responsibility for one's actions and standing up for what is right, even at some personal cost.
5. **Be an empathetic leader.** Pupils are expected to try to see a situation from the perspective of others. They should use any power or privilege given to them in the School for the benefit of those whom they lead.
6. **Be a self-confident leader.** Pupils should strive to hit the mean between timidity and arrogance. We also encourage pupils to get out of their comfort zone and to take sensible risks.

7. **Be a kind and respectful citizen.** We expect pupils' manners to be exemplary and to reflect a deep respect for others, especially those with whom they have less in common. Any acts of unkindness are in breach of the Code, including those of omission.
8. **Be a compassionate citizen.** Pupils should be mindful of those less fortunate than themselves and are strongly encouraged to participate in charitable endeavours, especially when this involves giving up time and building relationships with others.
9. **Be an environmentally aware citizen.** Pupils must not drop litter and should use the School's recycling facilities readily and correctly. We expect them to give thought to the protection of the environment and the impact that their actions will have upon others, including future generations.

Rules

You should aim to gain a working knowledge of the rules as quickly as possible. These rules are not exhaustive and any breach of good sense or manners will be treated as a breach of rules. The rules apply throughout the working day, whenever you are inside the school grounds, whenever you are on a School trip, wearing School uniform or PE kit or gathered in the name of the School, and when you are travelling to and from school or awaiting private or public transport. Particular care must be taken not to do anything that could bring the School's name into disrepute; this is always an aggravating factor when any appropriate sanctions need to be considered.

The Headmaster, in consultation with staff, may find it necessary from time to time to make additions or amendments to these rules.

1. Attendance

- Registration is at 8.35 am Monday to Friday and you must arrive in School in time to register then. However, if you are late arriving you must report to the Secretary in the Junior School (Junior School pupils) or to the Receptionist in the Haywood Centre (Senior School and Sixth Form) immediately on arrival in order to sign the Late Book. Pupils in U3-U6 who fail to sign the Late Book generally receive a Warning. Intentionally missing Registration is regarded as truancy and will generally be met with a Head of Year Detention.
- You may not be absent without leave from any class or Assembly during the working day.
- The school day ends at 4pm and you may not leave before that time without permission from a member of teaching staff. Members of the Lower 6 may leave School if they have no

lessons after 3pm and Upper 6 pupils may leave if they have no lessons in the afternoon. U6 pupils may **walk** to Ashted village between 1pm and 2pm.

- If you need to leave school during the school day, you must wait at Junior Reception to be picked up (if you are in F1-L3) or hand a permission slip signed by your Form Tutor to Reception (U3-U6). If you return during the same school day, you must sign back in. Failure to sign in/out is generally met with a Warning.
- If selected to represent the School in any activity, you are expected to attend practices and fixtures after School and at weekends.
- Games, for all, is compulsory, unless you are attested unfit by a medical certificate or parent's letter which should be handed to the Head of Upper School or Sixth Form in the case of Senior pupils and to Form Tutors in the case of Junior School pupils.
- You may not remain on the premises after lessons have finished for the day unless you are taking part in a recognised School activity, are a boarder, are in Homework Club, studying in the Senior Library, Sixth Form Centre, or are watching a School or House match.

2. Absence

- If you are too ill to come to School, a parent or guardian is required to contact the School before 8.15am on the first and subsequent days of absence.
- If you are taken ill at School you may not leave the premises without permission from the School Nurse on duty, one of the Deputy Heads, Head of the Junior School, Head of Senior School or Head of Sixth Form. Except in an emergency, you should not go to the Medical Centre unless given permission to do so by a member of staff.
- It is not appropriate to miss School for holidays unless there are exceptional circumstances.

3. Truancy

- This is a serious offence and is treated as such. Failure to attend School, lessons or Registration without permission or a very good reason is also treated as a form of truancy.

4. Fire alarm procedure

- You must move swiftly and in silence at the sound of a continuous alarm to the assembly point and follow the instructions of members of staff.

5. Transport

- The School's permission must be obtained before you are allowed to drive on to the School site (car or motorcycle). Forms are available from the Senior School Receptionist.
- Bicycles: These must be well maintained with good brakes and lights. Interference with anyone's bicycle, or dangerous riding in or outside School, may result in you being forbidden to ride to School. The wearing of cycle helmets is compulsory, and the wearing of an item of fluorescent clothing is strongly advised when cycling in the dark. Each rider is responsible for securing his/her own property. Bicycles should be secured in bike racks during the day.
- Mopeds, motorcycles, cars: Students in the Upper Sixth, having passed the driving test, may drive cars to and from School and park on site if they have obtained permission from the Headmaster. Such students will be issued with a parking sticker for use in the overflow car park. Vehicles may not be driven in any other part of the School grounds. Students must not accept passengers without the express consent of the parents of both drivers and passengers. Students may drive off the School premises during the School day but are not allowed to carry other passengers with them unless a parent has advised the Head of Sixth Form, e.g. taking a younger sibling home or to a medical appointment. Failure to adhere to these simple guidelines will result in disciplinary action.
- Upper Sixth learner drivers are permitted to take driving lessons during the school day, if they have a free period. However, they must meet their driving instructor off-site as learner drivers are not allowed to drive on the School estate at any time.

6. Dress and Appearance

- School uniform and appearance, as identified in the School Uniform Code, must be adhered to at all times unless a variation has been authorised.
- The wearing of face masks is only permitted in order to prevent the spread of COVID.
- If pupils wish to play games of football at Break or lunchtime, they must, for reasons of safety, wear trainers.

7. Anti-social behaviour

- Damage or defacement to walls or buildings, fittings, desks or furniture, as well as to School books, or the property of other pupils is forbidden. Offenders must expect to pay repair costs and to be sanctioned.

- Pupil planners, notebooks, textbook books and notices on boards must also be treated with respect.
- Ball games may only be played in designated areas and on the understanding that if damage, such as broken windows, is caused the person responsible must own up and pay for the cost of repairs.
- The chewing of gum is not permitted at any time in school and will be met with a sanction.
- Roller skates, heellies or skate-boards should not be used on School premises.
- Running or sliding inside School buildings is not allowed.
- You are expected to clear any litter from classrooms, cloakrooms or in the grounds into the receptacles provided.
- Eating and drinking should take place in designated areas only, not between lessons and not in corridors or classrooms.
- Pupils should not have AirPods or similar in their ears during the school day (unless Sixth-Formers in the Sixth Form Centre) and should, at all times, remove them when speaking to members of staff
- Library rules must be observed.
- Outside Walbrook, only English must be spoken unless it's practising a language in which pupils have timetabled lessons

8. Out-of-bounds

You may not:

- use the main entrance for entering or leaving the School on foot (use pedestrian gate on Park Lane instead);
- climb on the balustrade to the Italianate Garden or in front of Main House;
- go into the out-of-bounds areas noted on the maps displayed;
- go into the boiler houses, kitchens, serving room, or groundsman's compounds;
- go into public houses, off-licences or betting shops during the School day, while travelling to and from School, while participating in any School activity, or while wearing School uniform;

- go into shops that have been declared, by the Headmaster, as out of bounds;
- allow non-boarding pupils into Walbrook without staff permission, nor the sleeping accommodation in Walbrook under any circumstances. In addition, girls and boy boarding pupils must not visit each other's areas.
- Boys and girls may not enter each other's changing or cloakrooms without staff permission.

9. The following are forbidden;

those marked with an asterisk* are items that can be searched for in line with the School's *Searches and Confiscation Policy*:

- drugs of a non-medical nature*. These are not to be brought onto school premises nor may you indulge in their use at any time whilst a pupil at this School;
- matches*, lighters*, cigarettes*, e-cigarettes*, e-liquids*, vaping products*, tobacco*, smoking paraphernalia*, alcoholic drinks*, illegal substances*, solvents*, nitrous oxide* and fireworks*;
- pornography*;
- sexual misconduct;
- stolen items*;
- offensive weapons* or replica offensive weapons of any kind* including firearms*, sheath*, flick* or 'Swiss Army' knives (including pen knives)*, slings*, catapults*, water pistols* or laser pens*;
- water bombs* and stink bombs*;
- fighting or any form of misconduct or disrespect shown to others, whether in School, on the streets or on public transport;
- bullying of any kind via any media;
- taking digital images of any kind without the permission of the subject;
- taking digital images of any kind while on School transport (be it directly run by the School or indirectly through an outsourced provider);
- hardware and software that enables the establishment of a Virtual Private Network*; any other breach of the School's *IT Acceptable Use Policy*;
- the use of the School name, images or logo on social networking sites;

- swearing and offensive gestures;
- language or body language that is sexist, racist, homophobic, transphobic, disablist, religiously prejudiced or which in any way demeans others;
- changing clothes anywhere other than dedicated changing rooms;
- bringing medicines into School or using them without informing your Form Tutor; taking prescription drugs other than in strict accordance with the advice of a medical professional; (medicines* can be searched for without consent if there is a good reason to do so)
- consuming alcohol* on the School site without permission from teaching staff, or being under the influence of alcohol as a result of consumption off-site;
- high-energy drinks*;
- any action which might bring the School into disrepute.

All of the above will be treated with the utmost seriousness and serious disciplinary sanctions will be applied up to and including permanent exclusion.

10. Property

You are expected to look after your own property and the School advises you to exercise particular care and attention over valuable items such as iPods, iPads, laptops, mobile phones and musical instruments. The School will take no responsibility for their loss, so you should consider additional insurance for these items. The following rules are of particular importance:

- All uniform, games clothes and personal equipment, as well as outdoor garments, must be clearly marked with your name.
- Whenever possible, names should be engraved on watches, calculators, digital devices and any other expensive items.
- Money and valuables must not be left in cloakrooms or classrooms. They should be secured in the lockers provided or, as a last resort, handed in to staff for safe keeping.
- Any loss must be reported to the nearest member of staff immediately it is discovered since this offers the best chance of recovery.
- Anything found must be promptly handed to a member of staff, or taken to the Junior School Office or Reception in the Haywood Centre.
- You may not use School equipment (gymnastic, fitness, laboratory, musical, etc.) without the permission of a member of staff.

- You may not borrow other people's books, or equipment or clothes, without their permission; this is theft. You must not be involved in buying, selling or exchanging goods on the School premises without staff permission; this includes eBay trading.
- You are not allowed to be in possession of any keys to any parts of the School buildings or to any storage units within them, apart from your own locker.

11. Mobile phones and other internet-enabled devices

- *Junior School:* Junior School pupils may not bring 'smart' phones onto the School site and may only bring in a 'dumb' phone having written to the Head of Junior School for permission. Phones must be deposited with Reception on arrival and collected on departure.
- *Senior School:* Mobile phones and other internet-enabled devices should be turned off on arrival on site and stored securely in lockers until the end of the school day at 1600. If pupils need access to their mobile phones, they must ask a member of staff for permission. Some pupils- e.g. those who use an insulin pump to manage diabetes- may request permission to carry and use phones for a specific purpose.
- *Sixth Form:* Students may use them in free time during the day, but only in the Sixth Form Centre or, for listening to music while studying only, in the Library.
- *Trips:* Below the Sixth Form, phones are handed in overnight on residential trips and trip leaders can control / forbid the bringing and use of phones on trips at their discretion.
- *Misuse:* Phones are automatically confiscated if the above rules are not followed and can only be repossessed at the end of the day. Repeated misuse by individual pupils can be met with a tightening of these rules for a period of time (e.g. Senior School pupils having to hand in phones for the duration of the school day).

12. Examinations, externally and internally moderated assessments

- There are annual academic examinations and other internal assessments throughout the year. Pupils are expected to take these seriously, to make adequate preparations and to adhere to instructions at all times.
- Attempts to cheat will be treated very seriously and serious disciplinary sanctions may be used.

- The code of conduct for public examinations (GCSE and A levels) is published to all participating pupils every year.
- Cheating or attempting to cheat in a public examination or other externally assessed element such as an NEA will be dealt with by the examination boards and may lead to a pupil being disqualified from all subsequent papers.

13. Rewards and Sanctions

- Full details can be found in the *Behaviour Policy* on the School's website. An abbreviated version can be found in your planner. It is important that you familiarise yourself with at least the latter.

14. Recording of lessons

- Pupils are not permitted to record lessons or other school activities (video or audio), unless instructed to do so by a teacher. This rule also applies to lessons delivered remotely (i.e. when learning at home).

15. Use of IT and digital devices

- We expect students to treat the digital domain of Freeman's as we do the physical and to behave with all due care and consideration. Pupils must abide in full by the School's IT Acceptable Use Policy for pupils, which is made available to pupils. In particular, pupils:
 - should treat the School's IT equipment with respect and care;
 - must not try to access parts of the School's network other than those explicitly intended for pupil use;
 - should not share log-in details;
 - should not seek to bypass the School's internet filters (e.g. by using a VPN) nor use the equipment to access violent, criminal or pornographic content, nor any material contrary to the letter and spirit of this Code;
 - must not host or contribute to any unofficial Freeman's social media account;
 - follow the rules stated in the *Online Safety Policy* pertaining to social media;
 - should interact with pupils and anyone else online with kindness and courtesy.