

## 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 (including our Summer 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* and *Uniform Code*.

The Code of Conduct requires of you:

1. **Honesty and truthfulness.** In the classroom this rules out cheating, copying another pupil's work, and all manner of false pretences. In the School at large it means respect for the possessions of others, and a readiness to own up and accept the blame when you know it to be yours. Honesty is especially important and valued if you are asked to help the School to investigate a serious incident of any kind.
2. **Self-Control.** This is the foundation of civilised behaviour, and means that you must learn not only to govern your own reactions, but to make a real effort to understand the other person's viewpoint.
3. **Readiness to take responsibility.** Throughout your school life opportunities will occur for you to take on duties for the benefit of other pupils in class, House, or in the School at large. Whatever form these responsibilities may take you should try to maintain a tradition of loyal service by honouring your commitments and doing your best.
4. **Courtesy and self-respect.** Good manners and pride in a neat and clean appearance are vital. Not only does the School's reputation very largely depend on the public image presented by its pupils but the cultivation of these qualities is important in individual character development.
5. **Kindness and compassion.** Be helpful to one another both within the School and the community outside. Show concern and be ready to give assistance where it is needed to the very best of your ability.

## 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.

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 pupils) 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 Ashtead 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 absent for more than five days, the School may request a medical certificate which should be sent to the Head of Junior School, Head of Upper School or Head of Sixth Form as appropriate.
- If there is urgent necessity for requesting leave of absence other than on health grounds or to attend a funeral, your parents or guardians must request permission of the Head of Junior School, Head of Upper School or Head of Sixth Form as appropriate.
- 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 Upper School or Head of Sixth Form or their deputies. 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; requests for such absences should be directed to the relevant Head of Section.

## 3. Truancy

- This is a serious offence and is treated as such. Failure to attend 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 to School (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 not drive off the School premises during the School day without permission from the Head of Sixth Form. Failure to adhere to these simple guidelines will result in disciplinary action.
- You are not allowed to take driving lessons at any time during the school day, nor are learner drivers allowed to drive on the School estate.

## 6. Dress and Appearance

- School uniform and appearance, as identified in the School Uniform List, 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 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 personal 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, heelies 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

## 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;
- Sixth Form excepted, go into the out-of-bounds areas noted on the maps displayed;
- go into the boiler houses, kitchens, serving room, or groundsmen'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 name of 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.
- In lessons mobile phones and other internet-enabled devices should be switched to silent and can only be used with permission. They should not be used in the Dining Hall, assemblies or during activities. In the Junior School, pupils may only bring a mobile phone to School if their parents have written to the Head of the Junior School seeking permission and the phone may only be used with permission of a member of staff. Upper School pupils may not use them 0835-1600 without permission, other than to purchase items from the tuck wagon. Sixth Form 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. Below the Sixth Form, phones are handed in overnight on residential trips.

## 11. The Libraries

- Regulations are posted governing their use, the most important of which are that you should be quiet in there and treat books, newspapers, journals, computers, CDs, DVDs and the premises with respect.
- The proper procedures for removing and returning of books, CDs and DVDs must be followed.
- No food or drink is to be consumed in the Libraries.

## 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 nor use the equipment to access violent, criminal or pornographic content, nor any material contrary to the letter and spirit of this Code;
  - should interact with pupils and anyone else online with kindness and courtesy.