

Tapton School

Student Code of Conduct Policy

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AUTHOR: Steve Rippin

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LEVEL OF CHANGE: Minor

NEXT REVIEW: June 2018

CODE OF CONDUCT

Our aim is to provide a learning environment and an atmosphere in which you can work happily and safely. These rules are designed to help you and others. They are reasonable. Please follow them.

A. ATTENDANCE AND PUNCTUALITY

Attending regularly and punctually is your responsibility and will contribute to your success in school.

1. The day begins at 9.15 a.m. and ends at 3.30 p.m. You should arrive by 8.55 a.m.
2. You must stay on the school site from 9.15 a.m. to 3.30 p.m.
3. Students are not allowed at the back of the school site during school time.

B. BEHAVIOUR AROUND THE SCHOOL

We expect everyone to act with courtesy and consideration towards ALL others at ALL times.

1. Follow instructions first time, quickly, quietly and without question.
2. Move around the building sensibly and quietly, keeping to the left in corridors.
3. Behave sensibly when waiting or queuing for a teacher to arrive.
4. Go directly from one lesson to another so that you are always on time.
5. Keep the school tidy - put any litter in a bin.
6. Food or drink may only be consumed in the Dining Room or outside.
7. Do not chew gum inside the building.
8. Mobile phones, Ipods and other electronic devices should not be seen or heard inside the building, except in designated areas.

C. CLASSROOM GUIDELINES

Everyone has the right to work in a pleasant atmosphere. Make sure you are contributing towards this by being co-operative and helpful to your teacher and others in the class. Always:

1. Be on time for your lessons, ready to learn. Fill up your water bottle and visit the toilet before the lesson **not** during.
2. Sit down quietly and be ready to start work.
3. Follow instructions first time, quickly, quietly and without question.
4. Make sure you have the correct equipment for lessons including a pen, pencil, ruler and planner.
5. Stay in your seat unless you are instructed or have permission to move.
6. Only speak when you are asked to do so.
7. Keep hands, feet, objects and inappropriate comments to yourself.
8. Mobile phones, Ipods and other electronic devices should not be seen or heard inside the classroom.
9. Do not eat or chew gum and **only drink water** in lessons.
10. When told to do so, make sure the room is tidy and in an orderly manner.

D. SCHOOL AND PERSONAL PROPERTY

1. Treat the building and its contents with respect. Report any damage immediately
2. Valuables (e.g. mobile phones, Ipods, jewellery) are not encouraged to be brought to school and school accepts no responsibility if they are lost, stolen or damaged

E. DRESS CODE

1. In Tapton all pupils are expected to follow the school dress code. It consists of:
 - Tapton logoed polo shirt in white or black **or** a plain white or black school wear polo shirt.
 - Tapton logoed black sweatshirt or Tapton logoed black cardigan.
 - Black, tailored, full-length school wear trousers (not jeans, jogging bottoms, not leggings or jeggings, not skinny fit) **or** black tailored knee length shorts **or** skirt (not mini skirt).
 - All black shoes or trainers without any logo and without different coloured trim (not sandals).
Flat all black below the knee or ankle boots
2. Outdoor clothing, including hats, may not be worn in class. No hoods or hats on the corridor.

F. RESPECT FOR STAFF OF THE SCHOOL

Staff are in the position of parents/carers whilst you are in school. This means:

1. There is no excuse for rudeness, disrespect or insolence towards any member of staff.
2. You are expected to cooperate with staff and follow instructions on the first time of being asked without argument.

Breaking these basic rules will be treated as a very serious matter.

G. RESPECT FOR EACH OTHER AND FOR THE COMMUNITY

1. Tapton School will not tolerate serious threats of and actual violence or offensiveness to the person or property of someone else, nor bullying, sexism, racism or homophobic comments in any form.
2. You should show consideration and courtesy towards others on your way to and from school, especially when waiting for and travelling on buses.
3. Do not trespass on other people's property.
4. **Students possessing or found using or dealing in substances or items which may be harmful to themselves or to others are likely to be permanently excluded from school according to the seriousness of the incident. This includes weapons and fireworks, as well as, alcohol, solvents and drugs (including 'legal highs').**

The above apply on or off school premises during school time, at break or lunchtimes, during travel to and from school, and at any time on school trips.

H. BREAK AND LUNCHTIME

1. Years 7, 8 & 9 students are expected to stay on the school site and behave appropriately.
2. Years 10 & 11 are allowed off site at lunchtime with permission from parents as long as they have a pass and behave responsibly within the community.

SERIOUS OFFENCES WILL RESULT IN FIXED TERM OR PERMANENT EXCLUSION FROM SCHOOL.