

SCHOOL CODE OF CONDUCT

This Code of Conduct sets out the standards of conduct and behaviour expected of students at Kingston Grammar School (“the School”).

All students should respect the aims and values of the School and be proud of their School community. They should do all they can to make the School a place in which all are treated with equal courtesy and kindness and are happy; where hard work is valued, a sense of fair treatment for all is honoured, artistic endeavour is promoted and individuality is celebrated.

This Code applies to all students on the school roll. It applies throughout the school day, whether on or off the school premises (including online), and whenever in the care of the School, taking part in any school-organised or school-related activity such as trips and visits, travelling to and from school, wearing school uniform or in some other way identifiable as a student of the School. It also applies to any other conduct outside school (including online) that could have repercussions for the orderly running of the School, poses a threat to another student or member of the public, or could adversely affect the reputation of the School.

For school trips, there is a separate Code of Conduct which applies in addition to this Code.

All members of the School community should also be familiar with and adhere to the School's separate but related policies which are listed at the end of this Code of Conduct.



CODE OF CONDUCT

- 1) All students must conduct themselves in a way that will bring credit to themselves and the School. Any breach of good manners or common sense is unacceptable - **courtesy and consideration** for others and the environment should be the guiding principles.

- 2) Any breach of the **law** will be dealt with accordingly.

- 3) **Appearance**

School uniform must be worn at all times in, to and from school and when representing the School, unless specific relaxations to dress regulations have been made clear. Uniform regulations can be found on My School Portal.

- 4) **Bullying**

- a) Bullying of any kind will not be tolerated, including online or outside of school. It will be dealt with immediately and taken very seriously in line with the School's *Anti-Bullying Policy*.
- b) All staff are trained to support students affected by bullying and all students are encouraged to talk to any adult at school if they are being bullied or if they are worried about someone who might be being bullied.

- 5) **Smoking, Alcohol, Drugs and other Substance Abuse**

Students must be aware of, and abide by, the School's *Smoking, Alcohol, Drugs and Other Substance Abuse Policy*. Incidents of breach will be dealt with in line with the Policy and are likely to result in the issue of sanctions.

- 6) **Banned Items and Substances**

- a) The possession at school of any of the following is forbidden:
 - Knives and weapons
 - Alcohol
 - Illegal drugs and other illegal/illicit substances and related paraphernalia
 - Stolen items, tobacco and cigarette papers, vapes and related paraphernalia
 - Any other item included in the Definitions in the *Smoking, Alcohol, Drugs and other Substance Abuse Policy*
 - Fireworks or offensive weapons
 - Pornographic images and other offensive or inappropriate material



- Anything also that can cause harm to any individual - student, staff or other - or damage to their property, or that has been used to commit a criminal offence, or a member of staff might reasonably suspect is likely to be used to commit an offence.
- b) A search may be conducted by the Head or an authorised member of staff if they have reasonable grounds to suspect that a student may have certain banned items in their possession, in accordance with the School's *Behaviour Policy* and relevant guidance.

7) Participation in School Activities and Behaviour in lessons

- a) Students are expected to be ready to learn and to participate in school activities.
- b) Students must:
 - Arrive on time for school and registration, and punctually for all lessons.
 - Bring the correct equipment for all lessons.
 - Sit in their allocated seat according to seating plans directed by classroom teachers.
 - Use electronic devices (including mobile phones) only as and when instructed by teachers.
 - Respect the views of all students and offer differing perspective and arguments in a constructive and appropriate manner, and
 - Follow any other "classroom contract" or other instructions issued by class or subject teachers.
- c) Any disruption of lessons is unacceptable. Repeated disruptions will result in intervention by the Head of Department or Form Tutor as appropriate.

8) Participation in Sports

- a) Sports coaches aim to post team sheets for sports fixtures 72 hours prior to the fixture and will communicate with any student moving between teams.
- b) Students are required to look through the calendar of fixtures for the upcoming season and if they are unable to play, they should notify their coach at least two weeks in advance.
- c) In the event of a 'last minute' reason for unavailability, the School asks that parents and students communicate directly with the coach of that team.
- d) School sanctions will be followed if the reason for missing a fixture is either provided too late or is inadequate.



- e) Students are expected to commit to their school sport throughout the year and to take responsibility when representing their team and School.

9) Conduct in general and towards others / in and around School

- a) Students should be courteous, kind and considerate, and behave in a safe and sensitive manner towards all other members of the School community and School visitors at all times (including online).
- b) Public displays of intimacy are unacceptable.
- c) Attacks by students on other students or staff will not be tolerated and will be dealt with immediately and severely.
- d) Movement about the School should be conducted in an orderly way; there should be no running in corridors or on staircases.
- e) Food and drink should not be consumed in classrooms or corridors other than those set aside for this purpose. Students are expected to behave in a courteous, civilised and well-mannered way in the Dining Halls, in the Lunch Queues and when having lunch. Crockery and cutlery should be cleared away at the end of lunch.
- f) Chewing gum is forbidden at all times on the school premises.

10) Respect for School Property

- a) Students must respect school buildings, equipment and furniture.
- b) Vandalism (including graffiti) is a serious matter and costs arising from damage will be charged to you; accidental damage must be reported to your Head of Year and some contribution towards replacement cost may be expected.

11) Respect for The Environment

- a) All members of the School community should recognise their environmental responsibility and try to adopt the following basic guidelines at school:
 - Turn off lights when leaving rooms which are unoccupied.
 - Do not leave computers on standby or with screens switched on.
 - Use both sides of paper where possible and do not waste paper.
 - Use the re-cycling bins provided.
 - Show respect for the plants and vegetation.



- Do not drop litter - put it in the bins provided.
- Clear away after themselves in all dining areas and assist the catering and cleaning staff as appropriate.

12) Mobile Phones and Other Electronic Devices

- a) Students must adhere to:
 - the *Student IT and Mobile Phone Acceptable Use Policy Agreement* in relation to their use of mobile phones and other digital resources.
 - The *Student Device Policy* in relation to using their own device, or devices issued by the School.
 - The Student AI Policy.
- b) Students who fail to comply with these policies will be subject to disciplinary action.

13) School (Arriving, Leaving and Permitted Areas)

- a) All students must arrive punctually for morning registration by 8.35am and afternoon registration by 2 pm.
- b) Students must use the pedestrian gates to enter and exit the main school site and must use the correct entrance doors in and out of the buildings.
- c) All students (including Sixth Form students) must also tap in and out every time they enter or leave the main school site (including the QEII Building).
- d) Sixth Form Student access to the Sixth Form Centre at 100 London Road is via the main front doors only. Students must use their “access cards” to enter and leave the building through the controlled access gates.
- e) Students who arrive late at school - or if they are onsite but absent from registration for any reason - must sign in/register as follows, stating the time of their arrival and reason for lateness/absence from registration:
 - 1st - 3rd Years: at the main school reception
 - 4th and 5th Years: in the Upper School Learning Centre
 - 6th Form: in the Sixth Form Centre or main school reception.
- f) No student may go outside the School's normal boundaries during the school day without the permission of their Head of Year or another Senior member of staff. Where students are authorised to leave School premises during the day, they must sign out at Reception (separate rules operate for the Sixth Form as per the Heads of Upper and Lower Sixth Form's instructions).



- g) Unless a student is working in the Library or ICT Centre (which are open until 4.45pm daily) or is involved in a supervised school activity, they should leave the school premises after lessons finish at 3.45 pm.
- h) Sixth Form students may stay in the Sixth Form Centre at 100 London Road (1st Floor study area) until 6 pm provided they sign in with the Sixth Form Administrator by 4.15 pm.
- i) Classrooms, the Gym and laboratories/workshops may only be entered when supervised by a member of staff.
- j) The lifts in the QEII Building and at 100 London Road may only be used with permission from staff.

14) Safety travelling to and from School

Cycling to school

- a) The School strongly recommends that:
 - All students cycling to or from school must wear a protective helmet.
 - Bicycles must have suitable lights, both front and rear, and the lights must be used after dark and when there is poor visibility.
 - A reflector strip or reflective clothing is worn.
 - Cyclists should use the cycle paths to and from school. Where there are no cycle paths on a student's route to and from school, they must cycle sensibly at all times and observe the Highway Code.
- b) It is the responsibility of parents to ensure that bicycles are well maintained and in good working order.
- c) There must be no cycling within the school grounds. On entering the school site, cyclists must dismount and walk their bikes to the appropriate secure place.
- d) Any bicycle brought to school should be left securely on site using the designated bicycle racks and must not remain on the premises overnight.
- e) The School recommends that cycles are properly locked with a strong D lock and that frames are stamped with the owner's post code. The School cannot accept any responsibility for damage or theft.

Driving to school (Sixth Form)

- f) Students are not allowed to park cars or motorcycles on school premises other than at Ditton Field.



- g) If students wish to drive and park at Ditton Field, then in order to comply with the School's site safety requirements, their parents must provide the School with their prior written consent.
- h) Students may not drive other students on school related activities (eg for Games at Ditton Field, or on school trips/sports fixtures) without the prior written consent from the parents of both parties.
- i) Students who drive to/from school or on school related activities must have their own appropriate insurance cover.

15) Property & Security

- a) All clothing, sports kit and personal possessions must be clearly marked. The School office manages all lost property.
- b) Other people's property must always be respected. Stealing or unauthorised possession of or deliberately damaging another's property is likely to be treated as serious misconduct and dealt with under the School's *Exclusions Policy*.
- c) Selling and exchange of property may not take place at school without the Head of Year's permission.
- d) Students should be aware of the personal safety risk of using mobile technology in an urban environment and students should use their phones selectively and discreetly on the journey to and from school.

16) Other Policies

- a) This Code of Conduct should be read in conjunction with the following related policies (all available on SharePoint):
 - Anti-Bullying Policy
 - Smoking, Alcohol, Drugs and Other Substance Abuse Policy
 - Student IT and Mobile Phone Acceptable Use Policy
 - Student Device Policy
 - Student AI Policy
 - Online Safety Policy
 - Attendance Policy
 - Behaviour Policy
 - Equality, Diversity and Inclusion Policy
 - Exclusions Policy



17) Sanctions

- a) It is hoped that students will respond to the School's positive encouragement and rewards and will comply with this Code of Conduct.
- b) Where students' conduct falls below the standards of behaviour reasonably expected by the School, sanctions may be implemented in line with the School's *Behaviour Policy*.
- c) Serious breaches or other serious misconduct may result in fixed period or permanent exclusion in line with the School's *Exclusions Policy* which sets out a non-exhaustive list of examples of behaviour that may merit exclusion. Fixed period or permanent exclusion may also be justified for lesser offences where there has been previous misbehaviour.