



CODE OF CONDUCT

Author:	Deputy Head (Pastoral)
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Scope:	Winterfold

CODE OF CONDUCT

Any temporary amendments required due to the current Covid-19 restrictions are duly included (and highlighted in this colour) throughout this Code.

This Code of Conduct pays due regard to the non-statutory advice given in the DfE publication 'Behaviour and Discipline in schools' (2016). We all want Winterfold to be:

- a safe, friendly and secure environment
- a school where good behaviour is expected, encouraged and recognised
- a community which fosters mutual respect
- a school in which every child can fulfil his/her full potential without fear or hindrance
- a school that promotes good behaviour, self-discipline and respect to all
- a school with an active approach to preventing bullying.

In order to achieve this it is important that all children both know and consistently abide by the School Rules. A copy of the School Rules is displayed in every classroom and appears in the appendix to both Staff and Parents' Handbooks, and pupils' planners. It is however possible to summarise all the School Rules into just two guiding principles:

- be nice and kind to everyone all of the time
- try your hardest in all things all of the time.

Good manners, obedience, courtesy and respect for others are expected of pupils at all times, and staff should ensure that they set a good example by their own demeanour.

Pupils are not allowed to bring into School any of their own mobile devices or equivalent. In exceptional cases the Headmistress may give consent and items would be locked in the School Office to be collected at the end of day.

The emphasis in our Code of Conduct is very much on reward and praise rather than on sanction. The children at Winterfold are lively, enthusiastic and caring and they contribute an enormous amount and we aim to applaud and recognise their contributions. Effective discipline comes from settled, happy and fulfilled children operating within a well-managed and orderly environment.

To this end, it is important that staff set a good example in all that they do, and apply and enforce the School Rules in a consistent manner and without compromising our standards. However, we must remain flexible and remember that what works well for one child may not for another. Above all, we must be fair and remember the age of the children with whom we are dealing.

Pupils should:

- Behave in a quiet and orderly manner, both in and out of School.
- Walk (not run) around the School.
- Have respect for everyone, especially younger pupils who may need your help.
- Listen to the views of others with respect.
- Do not call out in lessons – raise your hand if you wish to say something.
- Bring the correct equipment to lessons.
- Complete prep and hand it in at the appropriate time.
- Take pride in your appearance and in the way in which you live your life.
- Respect the possessions of others.
- Respect your surroundings – the buildings, facilities and grounds.
- Always do your best in all things.
- Be organised and punctual.
- Understand and obey the School Rules.
- Appreciate the good things you have, and never forget those less fortunate than yourself.
- Be helpful to visitors.
- Be polite and courteous.

- Hold doors open for adults and not interrupt conversations between staff.
- Stand up when any adult enters the classroom.
- Never draw attention to, make fun of or mock differences between people or their abilities.

The above expectations are also applicable for pupils who may be required to self-isolate but are otherwise healthy, accessing education remotely.

Standards expected in relation to online learning are detailed in separate online learning guides.

RULES

1. All children are expected to maintain the good name of the School by their behaviour at all times, and this includes trips away from the School e.g. away matches and visits to theatres etc. Always be polite and respectful to visitors, and to teaching and domestic staff.
2. Any difficulties should be reported to your class teacher, the Headmistress, or any member of School staff with whom you are comfortable. You may also ring Childline – the number is by the telephone by the Prefect's door. **During Covid-19 restrictions, pupils will be encouraged to stay within their year group bubbles.**
3. Any damage must be reported to a member of School staff immediately, even if you are not personally responsible.
4. Buying, selling, or swapping anything is not allowed. Don't bring money to School beyond what you might need for a telephone call, unless you have been told that you may. You are not allowed to bring chewing gum, sweets, or tuck to School. Dangerous items such as knives, BB guns or matches are expressly forbidden.
5. Musical instruments must be kept in the Music Lockers. They must not be interfered with in any way.
6. Out of bounds: you must not go into the kitchens, pantry, boiler rooms, on stage or backstage, the sunken lane leading to the ponds, the front lawn (winter terms) or the swimming pool areas and filter houses, without special permission. You may not use the outside door by the telephone. You must not go into any form room on your own or into any desk except your own. No boys may go to the girls' changing rooms or toilets; nor may the girls go to the boys' changing rooms or toilets. **During Covid-19 restrictions, pupils will be clearly told which part of the School they are personally allowed to be in.**
7. You must take the greatest care of your textbooks and exercise books. If you mark or damage either, it will be replaced immediately and you will have to pay for the new one. Do not mark desks or furniture in any way. Keep your lockers/desks tidy. Classrooms should be tidied at the end of the day, and chairs put up on desks.
8. Do not damage trees or walls, or climb on either. Do not open gates. Do not pick up stones, gravel or sand. Do not throw sticks.
9. Do not run, shout, or chase indoors. You must be quiet in your classroom. No ball or running games are to be played in the backyard. Move in a quiet and orderly way from classroom to classroom. Queue quietly. Get your books out. Read or work quietly until the teacher arrives. When the bell goes at the end of the lesson, remain at work until the member of staff lets you go. Remember that the Library is a quiet room. Books must be signed out properly, looked after, and returned when you have finished with them. You may not go there, or the computer room during prep unless you have asked the duty teacher.
10. Be careful when you go to the toilet. Don't drop paper on the floor, or misuse the facilities in any way. **During Covid-19 restrictions, pupils will be allocated specific toilets to be used.**
11. Don't eat berries, plants, bugs or conkers.
12. Don't throw or kick balls near windows. Do not open or close windows unless told to do so by a member of staff.
13. Have great respect for other people's possessions. Never 'borrow' anything that belongs to someone else without their express permission, which must be given on every occasion. If you find something that has been left or lost, you must bring it to the School Office. Don't just leave it. Never take anything from any classroom unless you have permission to do so.

14. If a pupil is unwell in lesson time, he/she should seek the permission of the teacher to report to Matron. Pupils attending at break times should report promptly at the start of break. **During the Covid-19 restrictions, Matron should only be seen when a child is unwell or injured; minor accidents to be diagnosed by class teachers and local first aiders.**
15. **Any breach of common sense is a breach of School Rules. Be efficient. Work hard. Show consideration for others. Never do anything that would make another person upset or unhappy.**