

CODE OF CONDUCT last updated June 2018

This Code of Conduct may be amended from time to time by staff and Governors. Its interpretation is at the discretion of the Head. You should be familiar with this Code, and you are expected to conform to it whilst a pupil at the School.

GENERAL

This Code provides the minimum framework necessary for the School to live, work and play together in harmony, efficiency and safety. Within the framework it is expected that each one of you will conduct yourself with a regard for the feelings and reasonable interests of others. You are reminded that you must:

- **OBSERVE THE PRINCIPLES OF COMMON SENSE AND COURTESY AT ALL TIMES**
- **RESPECT PEOPLE AND PROPERTY; MAINTAIN THE GOOD ORDER OF THE SCHOOL;**
- **TRY TO ENHANCE THE SCHOOL'S REPUTATION AND HELP OTHERS TO DO SO. DO NOTHING TO BRING THE REPUTATION OF THE SCHOOL INTO DISREPUTE;**
- **UPHOLD AND PROMOTE THE ETHOS, VALUES, VISION AND AIMS OF TIFFIN SCHOOL.**

This Code applies to you whenever you are at school, travelling to and from school, on school trips, wearing school uniform, representing the School, or are otherwise associated or identified with the School. As you would expect, you are subject to the Law of the Land on the school premises.

- You must wear the prescribed school uniform when travelling to and from School, and at School. This uniform must also be worn when representing the School in matches against other schools. School uniform need not be worn when attending School functions as a spectator, as part of an audience or at other specified occasions. Common sense and discretion in the choice of dress must be exercised on these occasions. Please refer to the Dress and Appearance Regulations for further details.
- You must carry your planner with you at all times

ATTENDANCE

- The School day begins at 8.30am. The School Governors are not able to undertake responsibility for your well-being and safety before 8.10am (9.10am on Thursdays).
- You must be punctual at all times. If you arrive late you must explain to your class teacher, who will record you as late.
- An e-mail should be sent to attendance@tiffin.kingston.sch.uk from your parent/guardian, to explain each absence on a daily basis.
- Lunch break is from 12.40pm – 1.50pm. If you are in the Sixth Form, you may leave the school grounds during lunch-break. In years 7-10 you must remain on the school site. In Year 11, you must remain on the school site except on your Games day if you are travelling offsite to Games. Rowers should not leave for the boathouse until 1.15pm.
- Your attendance is required on Sports Day, Founders' Day and other school events. Your attendance is also required when you are selected to represent the School, or your House, in any activity, and this must take priority over other arrangements.
- Any student leaving school during the day for an appointment must sign out at the School Office. If you return to school the same day you must sign in at the office. If a student in Years 7-11 is to leave school for an appointment on his own, he must have a parental letter of permission with him that he can show the office staff
- Students in the Sixth Form, may leave School after their teaching has finished in the afternoon. Students in Year 13 do not need to attend school for periods 1 or 2 if they have no timetabled lessons then. These are privileges which may be withdrawn in certain circumstances. You must attend rehearsals or practices, if required.

BEHAVIOUR Pupils should:

- Be co-operative at all times
- Obey instructions of all Tiffin staff
- Behave with politeness and courtesy to others including staff, fellow pupils, and guests
- Never disrupt learning

- Never use threatening language or behaviour (including name calling, verbal abuse, intimidation, physical abuse, violence, fighting, bullying and harassment, including racist, religious, cultural, sexist and homophobic abuse) - you have the responsibility to actively prevent bullying and to report any incidents of bullying to a member of staff immediately.
- Bring all relevant kit and equipment to the lesson
- Follow the 'Rules of the Classroom'
- Always remember the 5 key principles of Appearance, Politeness, Promptness, Learning and Environment (A.P.P.L.E.)
- Always be prepared to welcome and assist visitors to the School. They should be escorted to the Main Office.
- Form an orderly queue at the bus stop and station, and on buses and other public transport you should behave courteously. Beyond the school grounds you should obey the Highway Code.

PROHIBITED SUBSTANCES

- On the School premises, or when representing the School, you are not permitted to smoke, including e-cigarettes, consume alcohol or gamble. Materials intended for these purposes are not permitted to be brought onto the

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premises, or bought, sold or transferred on the premises.

- The possession of illegal drugs is not permitted in school, or during extra-curricular activities. Illegal drugs, or any equipment associated with them, are not permitted to be used, consumed, bought, sold, or otherwise brought onto or obtained on the school grounds or school properties, or when representing the School, at any time of the day or night, including when pupils are on school visits.
- Substances not prohibited by law, but considered to be drugs (e.g. legal highs), as well as any equipment associated with their use, are also not permitted to be brought onto the premises, or bought, sold or transferred on the premises. Solvents are not permitted on site except with specific permission from a teacher. These regulations also apply when pupils are on school visits.

SCHOOL GROUNDS AND BUILDINGS The preservation and care of the school grounds, buildings and all property are your responsibility. All damage should be reported immediately to a member of staff.

- You must move from place to place in the School quietly and with care; think of others; take your turn through doorways;
- Some areas of the School have obvious risks associated with them, in particular the stage and balcony of the School Hall, the kitchen and Birkenhead Carpark, please keep away from these areas. Laboratories, Computer rooms, Design Technology, Art and store rooms may be entered only when a member of staff is present.
- Food and drink must not be consumed whilst walking about the school buildings or in classrooms.
- Only 'Air-flow' balls may be used for games in the playground. (These may be purchased from the School Shop).
- Use paths wherever possible in the school grounds, avoiding the use of grass and the school field. The school field is for organised practices and Games only. Boys are not allowed on the field or in the cricket nets unless specifically supervised by a member of staff.
- The central staircase in Elmfield is available for emergency use only.

SOCIAL MEDIA AND ON-LINE When using social media, students should:

- be respectful of and protect the privacy of others
- consider whether they would make the comments in public or other traditional forms of media. If not you should refrain from doing so.
- not post comments, videos or images of the school or it's students on-line without clear permission
 - be proactive in removing content which might be offensive When using social media students should avoid making, posting or facilitating statements, images or videos that:
 - cause undue distress or provoke anti-social or violent behaviour
 - are offensive, false, inaccurate or unjustified
 - abuse, bully, victimise, harass, threaten or intimidate students or staff
 - bring Tiffin School into disrepute NB: Please note that this is not an exhaustive list. There are many different types of social media misuse.

CARS, MOTOR CYCLES AND CYCLES If you cycle to school:

- Once in the school grounds you must dismount and walk, push your cycle and lock it in cycle shed
- Cycles must be registered with the school office. Your cycle must be left in the facilities provided and must be securely padlocked. A card to the cycle shed can be obtained from the office – you will be charged £5 for a replacement
- All cycles should be security tagged using a recognised system such as that offered by the police.
- You should not leave cycles on the premises overnight.
- Boys riding cycles to School should conform to safety precautions which recommend the wearing of light-reflecting objects. Cyclists must wear helmets.
- No student is to bring a car, moped or motor cycle onto the school premises.

- The School has no insurance to cover loss or theft of bicycles. This must remain the responsibility of the owners.

PERSONAL BELONGINGS The safeguarding of personal property is your concern.

- You must have all personal belongings clearly marked with your name. You should not bring valuable articles to School. This action does not change the eventual position held on loss or damage. Lockers must be used for storage of any valuables, especially during P.E and Games.
- You must not sell or exchange any goods, nor should you be in the possession of property belonging to others.
- Personal audio, audio visual systems and mobile phones may not be used or worn on school premises (except by sixth formers). These items will be confiscated if used and handed in to the main office. They can be collected by the student at 3.35pm on the same day. Students who have these items confiscated will be given a demerit, a 30 minute Director of Key Stage detention with SC or HO and their parents will be informed by email. If this happens on three occasions it will result in an SLT detention and parents will be required to collect the item. Use of this type of equipment by students may be possible where directed by a member of staff as

part of the content of a lesson.

- You must not bring anything to School that is actually or potentially dangerous to others. For example weapons, any type of knife including pen knives or craft knives, or sharp objects that might be considered dangerous. If in doubt please ask your Head of Year if a particular object is allowed.
- No insurance is held by the Governors or Head to cover loss of, or damage to, property brought to School and to all school activities. They accept no responsibility for losses or damage sustained by individuals or School Societies under any circumstances.

SANCTIONS

- Demerits are the record of a sanction given to a student for infringing the expectations the School has of his behaviour. 10 demerits will result in a Senior Leadership Detention
- Detentions – Senior Leadership Detentions take place on Fridays (or other days by prior arrangement) in Room 2 between 3.40pm – 4.40pm. Department and Head of Year Detentions are arranged by the relevant teachers and take place both at lunchtimes and after School. At least one day's notice will be given for detentions after school. (Teachers may detain a student for up to 10 minutes after school, without notice). You will not be excused from detention without the permission of the teacher setting the detention. The third Senior Leadership Detention will be an internal exclusion and the sixth leads to fixed term exclusion.
- Serious cases of disruptive behaviour, physical aggression towards other pupils, rudeness to, or disobedience of staff, theft, breaches of the Network Contract or Code of Conduct, as well as possession of drugs, or drug or alcohol abuse, may result in fixed term exclusion. (This is not an exhaustive list).
- In extreme cases of a serious breach of the School's Code of Conduct, Behaviour Policy, or behaviour expectations (including, but not restricted to, assault on pupils or staff, possession of an offensive weapon, dealing/trafficking/supplying of drugs, repeated use or possession of drugs), OR persistent breaches of the Code of Conduct, Behaviour Policy or behaviour expectations, permanent exclusion will be used if necessary.