

Tiffin School Student Code of Conduct	Updated July 2021
	By SLT
	Governors:

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;**
- **ENHANCE THE SCHOOL'S REPUTATION AND HELP OTHERS TO DO SO. DO NOT 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 at all times.

We expect the school's values of respect and equality to be reflected in our students' conduct beyond school and online. Any student found to harass, abuse or bully others, including via social media and other online forums, will be breaking our principles of respect and equality for all and in addition will be deemed to be bringing the school into disrepute. In such cases we will apply our Behaviour and Pupil Disciplinary Policy.

We recognise that there are barriers which deter students from reporting incidents, which is why we have an anonymous online form for bringing concerns to the school's attention regarding breaches of this Code of Conduct. There is also a separate Safeguarding online form for requesting contact with

the safeguarding team, in addition to the usual contact that can be made through the pastoral and safeguarding staff.

- 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 is staggered
 - Years 7-9 start at 8.30am on Tuesday and Friday, (finishing at 3.00pm), and 9.20am on Monday and Wednesday (finishing at 3.50pm). On Thursday start at 9.20am and finish at 3.00pm.
 - Years 10-13 start at 8.30am on Monday and Wednesday, (finishing at 3.00pm), and 9.20am on Tuesday and Friday, (finishing at 3.50pm). On Thursday they start at 10.10am and finish at 3.50pm.

Students should not be on site more than 15 minutes before the start of lessons. The School Governors are not able to undertake responsibility for your well-being and safety before those start times.

- 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 staggered, on 8.30am start days it is 12.40pm – 1.50pm, on 9.20am start days it is 1.20-2.10pm. 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 the school site at lunchtime and during private study lessons. 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 and respectful 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.
- Bring all relevant kit and equipment to the lesson.
- Enter and leave classrooms in an orderly manner, standing in silence at beginning and end.
- Follow the school dress code.
- 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.
- Behave with courtesy in public spaces and on public transport. Beyond the school grounds you should obey the Highway Code.
- No public displays of affection.
- Never use threatening, abusive or intimidating language or behaviour (including name calling, verbal abuse, intimidation, physical abuse, violence, fighting, bullying and harassment, including sexual harassment, sexual abuse, racist, religious, cultural, sexist, gender identity or sexual orientation based abuse) - you have the responsibility to actively prevent bullying and to report any incidents of bullying to a member of staff immediately. See students Anti-Bullying Pledge in planners.

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 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 Car Park, 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 main office with a debit card).
- 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. Students 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.
- You should not be in classrooms/practice rooms outside of lessons unless you have permission from a member of staff.

SOCIAL MEDIA AND ON-LINE

When using social media, students should:

- Be respectful of and protect the privacy of others.
- Never engage in any form of harassment or abuse of others, including sexual harassment. Consider whether they would make the comments in public or other traditional forms of media. If not, you should refrain from doing so on social media.
- Never use another person's image, name or identity to create a social media account.
- Never log in or use another person's account.
- Not post comments, videos or images of the school or its students on-line without clear permission.
- Be proactive in removing content which might be offensive.
- 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

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.
- Students 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 motorcycle 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.
- Mobile phones, personal audio, audio visual systems may not be used or worn on school premises (except by sixth formers). On the school site these must be switched off and put away. 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. Wearable technology, e.g. Smart watches, must be offline.
- Chromebooks must only be used in the designated areas i.e. at a table in the LRC or as instructed by staff in lessons. They should not be used in the dining hall, classrooms or playground without explicit

staff permission. At lunch time they should be secured in lockers. Chromebooks must not be used to access inappropriate sites or Games.

- 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.
- Students/Parents will be charged for malicious damage to school property.

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, harassment and abuse, 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, harassment or 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.

Tiffin Remote Learning Handbook and Code of Conduct for Students

Where there is the need for school to close for classes/ year groups/ all pupils, teaching and learning will move to online Google Classroom to continue to access high quality learning from home.

In order to complete the work from home, all pupils will need to have access to their Chromebook and an internet connection. If at any point a pupil does not have either of these things, please inform the Head of Year. If there is a technical difficulty with a Chromebook, this can be reported to

ITSupport@tiffin.kingston.sch.uk

In the event of individual student absence/isolation due to COVID (where lessons in school are continuing for the rest of your class):

- Where students are absent but well enough to work (e.g. isolating but not ill), it is expected that they access guidance through Google Classroom and complete any work identified to ensure that they keep up with their learning.
- Students should submit completed work to their teachers via Google Classroom. Where they have completed work on paper, they can send a photograph of this to their teacher.
- Where pupils have questions about the work, they should email their teacher for support. They should be aware that teachers may not be able to respond straight away as they will be teaching the class at school.
- When students are unwell, they do not have to complete the work and can go back to the information provided on Classroom to start catching up after they have recovered.

If your whole class/year group or the school moves to remote learning from home:

The Timetable

- Your remote lessons will be on your Chromebook, via Google Classroom, and will follow your usual school timetable, i.e. the current 6 or 7 period day.
- Lessons will be at the same times and for the same duration as your school timetable as it is this term.
- You should be appropriately dressed (not uniform), fed and watered in time to start all of your lessons on time.
- Choose a location that is as quiet and free from distraction as possible.
- KS3&4 students should participate on the Chromebook and not on an alternative home device
- Have your headphones and any equipment required for that day's lessons.

Registration and the start of the lesson

- Log into the Google Classroom for the start of your normal lesson time.
- Register in the stream question or as your teacher requires you to. The school will be keeping registers as usual and your attendance is required in every on-line lesson. Your HoY will be monitoring your daily attendance and intervening if it becomes a concern.
- If you are having problems with attendance, e.g. internet connection, you should contact/email your teacher with a reason.
- At tutor time, the tutor will register the class through the Google Meet.

- If you are unable to attend lessons due to illness, your parent/guardian must email attendance, as usual, to report your absence and reason for it. Students cannot authorise their own non-attendance.

Teaching, Learning and Google Classroom

- You are expected to spend 50 minutes, and no more, on work set each lesson (even if it is not completed).
- Homework will also be set.
- Teachers will decide how it is best to deliver the lesson to pupils. All teachers have a range of digital teaching and learning strategies that they can select from including live and recorded lessons, online quizzes, written details of assignments and online instructional videos. This approach may vary from lesson to lesson depending on the activities completed.
- You may communicate in the written stream on Classroom if your teacher has given permission. This is not a way to communicate with your peers. No unnecessary or inappropriate comments are to be made.
- If your teacher is unable to Google Meet the class, or be available on the stream of Classroom, they will still provide you with work in Google Classroom to be completed during the scheduled lesson
- You will continue to receive teacher feedback on your work. This might include verbal feedback on Meet, written comments on the work or in google “comments” on student work.
- You must continue to submit your work from each lesson and homework to your teacher, either on google classroom or however your teacher instructs you to.

Tutor Time, Assemblies and House Meetings

- Tutor time will continue on Google Meet. All students are expected to attend unless excused by their tutor.
- House meetings will continue online.
- Assemblies will be at their usual time and you will be emailed a Meet link before the assembly.

Using Google Meet for remote lessons

- Google Meet will be used in some lessons but may not be appropriate for every lesson.
- Your teacher will provide you with a link to join the Google Meet.
- Ensure your microphone and camera are turned off, unless directed by the teacher to turn them on. It is your responsibility to ensure these are working.
- Do not write in the comment stream unless directed to do so by the teacher.
- Do not write anything disruptive in the comments or behave in a disruptive way. Poor behaviour will be sanctioned and parents informed.
- Merits and demerits will still be issued.

Handing in your work

- You should attach your work (google doc, photographed written work, slide show etc.) via the Classroom assignment during or at the end of every lesson.

Attendance and absence

- You are expected to attend all of your lessons, be on time for the start and attend for the full duration of the lesson.
- If you are unable to attend a lesson, your parent must email attendance to inform the school and provide the explanation.
- Repeated absence from lessons will result in the teacher or Head of Year contacting your parent/carer and your form tutor.
- If you are unwell and/or unable to attend lessons, your parents must email attendance as usual each day of your non-attendance.

Rewards

- Merits will be given for good work/effort etc.
- Emails may be sent to parents after particularly good work/attainment/effort/involvement.

Sanctions

- Poor conduct will result in sanctions from your teacher and accompanied by a demerit. Your parents will be informed and additional tasks will be set.
- Any attempt to disrupt the on-line learning of a class will result in sanctions.
- Sanctions might include additional work/essays/Meets with your parents and teachers.
- If a student is misbehaving in a Meet, they will be asked to leave, or may be removed by the teacher. They must not return during that lesson Meet unless instructed to do so by the teacher. The student, and sometimes their parents, will be contacted after the lesson by the teacher about their behaviour.
- Students must not attempt to enter, or be admitted to Google Meets under any account other than their Tiffin account. Any attempt to do this may result in the suspension of their Tiffin IT access.
- If a student engages in any on-line abuse or misconduct during remote learning, they will be subject to school sanctions in line with the school behaviour policy and may also have their Tiffin IT access suspended.