

LADY MANNERS SCHOOL

STUDENT

CODE OF CONDUCT

A CODE OF CONDUCT FOR STUDENTS

1. Introduction

All students must follow the *Code of Conduct*. This is the foundation from which school expectations and rules are established. By maintaining a consistent outlook we can create a safe, friendly and productive learning environment.

The *Code of Conduct* exists in three parts. The principles are established by the *Short Code of Conduct*. This is supported for immediate use by the *Classroom ABCD* and greater detail is provided in the *School Rules*. In the interests of consistent standards and expectations, any students who appear to have difficulty following the *Code of Conduct* are given additional opportunities to develop an improved understanding.

Staff in school have guidance regarding the implementation both of the *Code of Conduct* and the related document, the *Students' Behaviour and Discipline Policy*. Parents are also provided with information about the *Code of Conduct* both on the school website and in the *School Prospectus*.

2. The Short Code of Conduct

This *Short Code of Conduct* is communicated to students in a number of ways. It is printed in the Homework Diary, displayed within school and used as the basis of some Assembly, PSHE and Form Tutor themes when working with students. Whenever appropriate, it is also referred to by staff as part of the process of reward or reprimand.

The wording of the *Short Code of Conduct* is provided as **Appendix 1**.

3. The Classroom ABCD

The *Classroom ABCD* has been created so that a clearly visible summary of some of our main expectations can be displayed and referred to easily. It is arranged in a way that helps students and staff to remember certain points from within the *Code of Conduct* without too much difficulty; especially as it can be pointed out and reinforced within classrooms.

As it is so brief, it is obviously neither possible nor appropriate to try to mention every aspect of the *Code* or of *School Rules* in this *ABCD*.

The wording of the *Classroom ABCD* is provided as **Appendix 2**.

4. The School Rules

The *School Rules* provide students with further details about our expectations. These *School Rules* are made clear to students as part of their pastoral curriculum and aspects of them are also printed in the Homework Diary.

The wording of the *School Rules* is provided as Appendix 3.

Appendix 1

LADY MANNERS SCHOOL**SHORT CODE OF CONDUCT****Five Easy Rules to Follow****BE SAFE**

- Behave sensibly at all times to avoid accidents
- Keep to the left on corridors and don't run
- Stay on site

BE HONEST

- Always tell the truth
- Take responsibility for your actions and pride in your achievements
- Let a member of staff know if you are worried about something

BE ORGANISED

- Come to lessons on time and with the right equipment
- Do the best work you can and present it well
- Use your Homework Diary to help organise your week

BE RESPECTFUL

- Show concern for all members of the school community
- Consider your environment including the school buildings and equipment
- Take care of your belongings and respect those of others

BE TIDY

- Always create a smart appearance – wear your uniform correctly
- Don't drop litter - use the bins provided
- Use lockers and bag bays properly

Classroom ABCD

Arrive on time with your uniform tidy

Bring all the things that you know you will need

Concentrate hard on the things you are learning

Do what the teacher says and succeed!

Lady Manners School

School Rules

The School Rules exist to help ensure safety, the welfare of all members of the school community and the smooth running of our school. They are based on the principle that it is always appropriate to behave thoughtfully and responsibly.

These Rules are arranged according to the logic of the '**SHORT**' abbreviation and provide a developed form of those five areas.

1. Safety

- (a) When you move around school, do so carefully by just walking. Always keep to the left when walking along corridors.
- (b) When you are queuing, make sure that you behave sensibly and quietly.
- (c) Bags should be carried and stored in a safe and sensible way and should not be left in school overnight.
- (d) Sit on chairs or stools – not on table tops, radiators or window sills.
- (e) Emergency equipment and alarms exist for our safety and must not be misused in any way.
- (f) Any electrical equipment and sockets must be used carefully and only when you have been given permission to do so.
- (g) When approaching the bus park you must always walk and use the recognised crossing point. When in the queue you must wait sensibly behind the white line. Only get on or off a bus when it has completely stopped; and do so safely and sensibly.
- (h) You must remain on the school premises at all times unless staff permission has been granted by your Head of School or Year Tutor.
- (i) Some areas are 'Out of Bounds' and you must not go there – these areas include the Boiler House, Pavilion, Substations, the Main School Drive, and along the main road. Depending upon the time of year, weather conditions, or work in progress on site, it may sometimes be necessary to add to these 'Out of Bounds' areas.
- (j) For safety and other obvious reasons alcohol, tobacco, drugs, solvents, fireworks and any weapons are not allowed in school. Lady Manners School is a 'No Smoking' establishment for all members of the school community and all visitors.
- (k) Mobile 'phones can only be brought to school for specific purposes like emergency use. They must be kept switched off and out of sight. If any use of a mobile 'phone needs to be made during break or dinner time then it must only be for a genuine emergency purpose and must then be switched off again and put away.

2. Honesty

- (a) As a member of this school it is your responsibility to tell the truth.
- (b) If you become aware of a serious problem or dangerous situation then you must report it to a member of staff.
- (c) Any breakages or accidental damage must be reported immediately.
- (d) Always try your best with any work or activity.
- (e) Valuable items should not be brought to school. If, despite this rule, you choose to bring a personal music player (i.e. MP3 etc) to school, then it must not be used in lessons (or any other supervised activity) and nor should it be used as you move around the school site.

3. Organisation

- (a) Take all essential equipment to lessons – this could include pen, pencil, ruler, eraser, colouring pencils, pencil sharpener, a pair of compasses, angle measure and calculator.
- (b) For particular subjects, like PE, appropriate items of kit will be needed and must be remembered every time.
- (c) Work should normally be written in blue or black pen. Full sentences should be written whenever appropriate.
- (d) Diagrams, maps and sketches should be completed in pencil and rulers should be used to help draw straight lines.
- (e) Headings should be underlined and work should be named, given a title and dated.
- (f) Use the Homework Diary to help organise your work.
- (g) Make sure that you arrive for school and for individual lessons on time.
- (h) Work must be completed to the set deadlines.

4. Respect

- (a) Always show respect and concern for all.
- (b) Always display courtesy and good manners.
- (c) Look after the school, its buildings, furniture, equipment and the environment.
- (d) Take care of your belongings and respect those of others.
- (e) Whenever a register is being taken, sit quietly and answer your name appropriately.
- (f) Any forms of pornography or offensive material are banned from school.
- (g) It is disrespectful to use offensive language and you should not do so.

5. Tidiness

- (a) It is important to create a smart appearance and wear your uniform correctly. This includes the whole of the school day and your journeys to and from school.
 - (b) Put litter in the bins provided and leave all areas clean and tidy. This includes ensuring that your own work area is clean and tidy before you leave a lesson.
 - (c) Because of the unpleasant mess that it often creates, chewing gum is not allowed in school.
 - (d) Use lockers and bag bays properly.
 - (e) All packed lunches and any food and drink purchased in the dining halls must be consumed there. Good table manners are always appropriate.
 - (f) All your work should be presented well and you should keep your book in good order.
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