



# **Middle and Senior School Code of Conduct 2018/19**

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Lucton School's Behaviour and Discipline Policy is based on our School's Personal and Moral Values:

# LUCTON SCHOOL Personal and Moral Values



## Compassion

care, concern, kindness, thoughtfulness, sympathy, empathy, love

## Courage

resilience, perseverance, determination, bravery

## Initiative

creativity, resourcefulness, ingenuity

## Integrity

honesty, truth, trustworthiness, reliability, honour

## Responsibility

duty, obligation, accountability

## Respect

tolerance, understanding, open-mindedness, dignity, patience

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## **Middle and Senior School Code of Conduct.**

At Lucton we endeavour to raise standards in every area of school life, including behaviour. We believe that everyone has the right to be treated with respect and as an individual and that good relations are vital to the successful running of the school.

### **Code of Conduct**

All pupils should endeavour to:

- understand other people's point of view and treat everyone with kindness and respect in the way we would like them to treat us;
- make it as easy as possible in class for everyone to learn;
- move sensibly and quietly around the school;
- always speak politely to everyone - shouting is discourteous;
- keep the school buildings and grounds tidy so that it is a welcoming place of which we can all be proud;
- wear the correct Lucton uniform with pride.

### **Rules and Behaviour**

Lucton prides itself on being a small, friendly school in which pupils not only work hard but also learn to live together as members of a well-ordered and caring community. Common sense, courtesy and respect for each other should therefore be the guiding principles of our daily conduct.

The following rules are intended to clarify the most important areas, but no list can ever cover every eventuality. We expect our pupils to use common sense in handling day-to-day situations.

#### **1.1 Work and Prep/Homework**

- 1.1.1 Pupils should always endeavour to work conscientiously and must ensure that they bring the correct books and equipment to school as required.
- 1.1.2 Homework is an essential part of the school curriculum for all pupils and is carefully graded according to age. Every pupil in Year 6 and above must keep a record of the work set in a homework diary issued at the start of the year. Parents are asked to sign the prep diary each week.

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## 1.2 Behaviour

- 1.2.1 Pupils are expected always to show courtesy and consideration for others, both adults and children alike. Rudeness, lying, teasing and foul language will not be tolerated.
- 1.2.2 Pupils should conduct themselves sensibly and quietly within the school buildings:
- no running or unruly behaviour of any kind indoors;
  - keep left when using stairs;
  - wait quietly in line outside classrooms, not crowding the door;
  - stand up for teachers and visitors as they enter rooms and at the end of lessons;
  - always leave desks and chairs tidy when vacating a room;
  - no eating of any kind during lessons or prep.
- 1.2.3 All damage or breakage must be reported and paid for by those responsible.
- 1.2.4 Good table manners are expected at meal times.

## 1.3 Attendance and Appearance

- 1.3.1 Regular and punctual school attendance is essential, unless prevented by illness. For illness, a telephone call must be made to the School Office on the first day of absence by 9.30am and a written letter must be sent to school on the pupil's return. For all other possible absences a letter requesting permission must be sent to the Headteacher well in advance. Students who arrive late or need to leave early, should sign in/out by letting the office staff know via the phone in Reception.
- 1.3.2 Correct school uniform is always to be worn and full PE/games/CCF kit is essential, where applicable. A written note is needed to excuse a pupil from games or swimming. Pupils must arrive at and leave from school in full school uniform, not PE or games kit.
- 1.3.3 All clothes and shoes must be clean and in good repair, marked clearly with the owner's name and worn in a smart and tidy manner.
- 1.3.4 No jewellery may be worn, except one 'sleeper' (stud) in each ear-lobe for girls. Nail varnish and make-up may not be worn below the Sixth Form. Hair should be naturally coloured, neat and smart, neither excessively short (nothing less than a grade 4) nor too long. Long hair must be tied back at all times in either a red or black hair band. All pupils should have two pairs of black shoes (not trainers). It is essential that the heels for girls are not too high – maximum of 2.5 cm (one inch). Girls should also wear black tights (black or natural colour in the Senior School). Boys should be clean shaven. During the cold weather, pupils should wear school pullovers.
- 1.3.5 Body piercing and tattoos of any kind are not permitted.

**Please note:** In all matters of dress and appearance the Headteacher has the final

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say. Pupils whose dress or appearance is unsatisfactory may be sent home.

### **Property, etc.**

- No valuables and only essential money should be brought to school. If this is unavoidable the items should be handed in at the School Office at 8.40am and reclaimed at the end of the day; lockers are provided for personal use.
- Mobile phones and other media devices should be handed in at the start of each day for pupils in Year 11 and below. Contravention of this rule will result in the mobile being confiscated for seven days. Confiscation and/or abuse of the use of electronic equipment may result in the contents of the equipment being reviewed by the school.

1.3.6 All pupils are expected to show consideration for each other's property and care for school property. Graffiti and any other forms of vandalism will not be tolerated. The school will issue a nominal charge for the repair of any damage.

1.3.7 Nothing should be borrowed from someone else without first asking permission. Pupils are expected to be properly equipped with their own named equipment.

### **1.4 Bounds**

1.4.1 No pupil should ever leave the school premises or go out of bounds without permission. Students not in the Sixth Form must be escorted to and from the Stables.

1.4.2 Pupils may use designated classrooms during breaks, provided they are kept clean and tidy. The Upper Hall, stage and adjacent Green Room are out of bounds.

1.4.3 The field, Holland, is only allowed to be used when the Head of School has agreed to it.

1.4.4 When on the field, Holland, pupils must be visible at all times from the steps by the pavilion. Pupils may not go into the bushes. The woods and orchard are out of bounds. Trees may not be climbed.

1.4.5 The Hereford Block is out of bounds to pupils not in the Middle School. Students in the senior school taught in the Hereford Block must wait outside and be escorted in by their teacher.

1.4.6 The staff common room is out of bounds to all pupils.

1.4.7 No other pupil's room in the Boarding House can be entered without the direct permission of the occupant.

1.4.8 The Boarding House is out of bounds to day pupils and the boys' and girls' areas within the Boarding House are out of bounds to pupils of the opposite sex. **Please note:** The Boarding House is out of bounds to all pupils from 8.30am to 5.00pm except for first aid or medical attention, and boarding

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Senior Prefects.

## **1.5 General**

1.5.1 The following are forbidden in school:

- catapults, water or cap pistols, guns, fireworks, matches, lighters, knives and other items liable to cause harm;
- chewing gum;
- cigarettes, alcohol or drugs of any kind;
- electronic games;
- aerosols;
- cards and any form of gambling or playing for money.

1.5.2 Mobile telephones are only allowed for Sixth Formers during the school day if they are switched off and not visible. Sixth Formers can only use their mobiles in the Sixth Form areas. If they are being misused they can be confiscated. All other pupils must hand in their phones at the start of the day and collect them at the end. Boarders must follow the Boarding House rules for mobile telephones. Contravention of this rule will result in the mobile being confiscated for seven days. Confiscation and/or abuse of the use of electronic equipment may result in the contents of the equipment being reviewed by the school.

1.5.3 The school has the legal right to search any bag, locker or room if there is a suspicion of any banned item might be present. Consent is usually asked for but not required.

## **2 School Routines**

### **2.1 Registration**

Registration is a legal requirement. All pupils will attend registration as directed by their Form Tutor.

### **2.2 Assembly**

When the piano is played pupils are expected to wait for the start of assembly in silence. Pupils are required to keep standing while others exit the assembly hall.

### **2.3 Lessons**

At the start of the lesson, pupils should sit quietly with the correct books and equipment ready on the desk. At the end of the lesson, when the teacher has given permission, students should stand up behind their chairs with their books packed away, leaving the classroom tidy.

Pupils should stand up if any adult enters the room.

### **2.4 End of day**

The school day ends at 5.00pm. All pupils should leave wearing full School uniform.

## **6.5 Coats and Bags**

Each pupil is allocated a locker. Space in the changing rooms is available in which pupils may leave coats, briefcases, sports bags, football boots, training shoes, tennis racquets, hockey sticks, and so on.

All pupils will require two bags:

- a briefcase/bag to carry books, pencil case, calculator and other equipment to lessons;
- a sports bag for PE/games kit/towel.

The briefcase/bag will enable pupils to keep their books dry and in good condition. Books and equipment which are not in use must be stored in lockers and not left around the School.

All PE/games kit must be kept in a sports bag in the changing room when not in use.

Pupils should not leave sports bags in School at weekends or during the holidays.

## **6.6 Tuck**

A drink and biscuits are provided for all pupils at the morning and afternoon breaks. At break, there is a range of snacks available from Lucton Express. Lucton Express is an enterprise which is managed and run by pupils. In consultation with staff, Lucton Express impose limits on the purchase of too many sugary foods and drinks.

**Chewing gum is forbidden at all times**

**September 2018**

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