

Student Code of Conduct

We live, learn and work in a school where the vast majority of students work hard and whose behaviour always sets a good example. However, there have to be procedures should anyone fail to live up to the expectations we have of them. We follow 3 golden rules within the Primary Section which should cover all situations you may come across in school.

- Always try your best.
- Follow instructions first time, every time.
- Take care of yourself, each other and our world.

If every student is guided by these principles, then their time, and that of everyone else at school, will be happy and successful.

Expectations

These are the expectations that should be made clear to students at the start of the academic year, displayed in the classroom and be revisited on a regular basis through the year:

Golden Rule	Expectation
Always try your best.	Be committed to all lessons and activities.
	Try your hardest and never disturb the work of the class.
	Complete the work given to you on time, both in class and at home.
	Be honest with all school work.
Follow instructions first time, every time.	Be on time for school, your lessons and activities.
	Make sure you are prepared for all lessons and activities.
	Have the correct kit in school on the days you need it.
	Dress properly and smartly, follow the school uniform code.
	Listen to your teacher carefully in class.
	Follow instructions given to you by your teacher.
Take care of yourself, each other and our world.	Be courteous and respectful at all times.
	Never take anything which does not belong to you.
	Never be aggressive, violent or intolerant.
	Do not respond to anyone who treats you wrongly, tell a member of staff straight away.
	Never use bad language.
	Try to eat healthily, do not bring unhealthy snacks and food to school.
	Use all technology responsibly and stay safe online, in and out of school.
	Only bring a phone, iPad, or laptop into school if you have the special permission of a teacher and your parents.
	Keep our school clean and tidy, do not drop litter.
	Protect our school environment, never misuse or damage equipment.

Consequences

However, should a student misbehave in school, consequences need to be in place to deal with such issues.

Golden Rule	Typical Issues	Consequences		
		Isolated Incident	Repeated Incidents	Persistent Incidents
Always try your best.	Disruption in class.	Warning system and class sanctions. *	Student to discuss and resolve the issue with Primary Deputy/ Parents informed.	Parents called in to discuss and resolve the issue with the Head of Primary.
	Failure to do or complete work in class and/ or homework.	Work to be completed in the student's own time.		
Follow instructions first time, every time.	Lack of punctuality.	Warning system and class sanctions. *	Student to discuss and resolve the issue with Primary Deputy/ Parents informed.	Parents called in to discuss and resolve the issue with the Head of Primary.
	Lack of organisation.			
	Inattentiveness in class.			
	Incorrect uniform.			
	Incorrect or lack of sports kit.			
Disrespectful behaviour during Flag or at other times.				
Take care of yourself, each other and our world.	Dropping litter.	Warning system and class sanctions. *	Student to discuss and resolve the issue with Primary Deputy/ Parents informed.	Parents called in to discuss and resolve the issue with the Head of Primary.
	Use of foul or defamatory language.	Warning system and class sanctions. *	Student to discuss and resolve the issue with Primary Deputy/ Parents informed/ Referral to School Counsellor.	Parents called in to discuss and resolve the issue with the Head of Primary/ Internal suspension/ Referral to School Counsellor.
	Bullying/ Cyber Bullying.	Student to discuss and resolve the issue with Primary Deputy. Parents informed.	Parents called in to discuss and resolve the issue with the Head of Primary/ Internal suspension/ Referral to School Counsellor.	Parents called in to discuss and resolve the issue with the Head of Primary/ External suspension/ Referral to School Counsellor.
	Aggressive behaviour.			
	Fighting.			
	Possession of inappropriate objects or material.			
	Theft.			
	Vandalism.			
Misuse of technology.				

For incidents marked with an asterisk (*) a three-step warning system will be used. Should the incident be repeated in a short space of time, the student will receive a *blue* 'first warning'. The intention is that this will prevent a repetition of the issue; however, should it recur an *orange* 'second warning' will be given. A teacher may well decide that to reinforce these warnings there needs to be a penalty, such as staying in at break. These will depend on the incident and the age of the student. Any further repetition will result in a *red* 'third warning' being given, which will mean escalation to the next level.

This code is a guide: it cannot foresee all eventualities. Other situations that arise will be handled as is judged appropriate in the circumstance and the age of the students involved.