

PUPIL CODE OF CONDUCT - INFANT AND JUNIOR SCHOOL

Policy applies from EYFS to Year 6 and to all Staff	
Date policy reviewed:	01.09.2024
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Version:	09.24 v1
Author:	Mrs Alice Taylor

Version	Date	Paragraph	Material change	Approval
09.22 v1	14.09.2022	2	Procedure for notifying the School of absences clarified.	Mrs Alice Taylor
09.23 v1	01.09.2023	N/a	No material changes.	Mrs Helen Tabb
09.24 v1	01.09.2024	3.1 10	Attendance requirements clarified. Section updated to reflect change in school policy re. mobile phones.	Mrs Alice Taylor

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Related Policies and Agreements

Acceptable Use of Information Communication Technology (ICT) Agreement

Attendance

Behaviour - Infant and Junior School

Child Protection and Safeguarding - Anti-Bullying

School Uniform

1. Introduction

Positive behaviour reflects the values of the school, readiness to learn and respect for others. It is established through creating an environment where good conduct is more likely and poor conduct less likely. Positive reinforcement and sanctions are both important and necessary to support the whole-school culture. (Department of Education: Behaviour in Schools 2022)



The purpose of this policy is to ensure that all members of the Clifton High School community remain safe and that pupils can find their individual brilliance and flourish at the School. Clifton High School expects high standards in education and behaviour and pupils are encouraged to always give their best. All pupils are ambassadors for the School and their behaviour and appearance should always be exemplary.

The School's Behaviour Policy explains the measures that are in place to support pupils and help them understand the School's standards and expectations; it also includes all that we do to celebrate the successes of our pupils.

2. Our behaviour ethos

Pupils should arrive punctually to all lessons, equipped and ready to learn. Pupils are encouraged to try their best in everything they do, to ask questions to further their knowledge and to challenge themselves while allowing others to do the same. Pupils must be respectful and polite to all members of the school community, celebrating each other's successes in a supportive and encouraging manner. At Clifton High School, we celebrate everyone's uniqueness and show love towards the whole school community. Pupils should treat everyone equally and ensure that they treat their learning environments and outdoor environments with respect.

3. Attendance

3.1 School rules

It is a legal requirement for pupils to attend school and for pupils' attendance at School to be recorded. Pupils must attend School in accordance with the rules set out in section 11.7 and Appendix 1 of the Attendance Policy. In particular, pupils must:

- arrive at School by 8.45am, and attend morning registration at 8.45am and afternoon registration at 1.20pm;
- be punctual and prepared for each lesson and attend all timetabled lessons; and
- be present in-person for the duration of each School day and not leave the School site (unless otherwise authorised by the School).

3.2 Leaving the School site during the day

If pupils have to leave during the School day the parents must sign their child out of school upon collection using the electronic 'sign-in' app located in the School Office. They must sign them back in if they return later that day.

If pupils are unwell during the School day, the teacher will give permission to visit the Medical Centre. Infant pupils are escorted and Junior pupils can make their own way to the School Nurse unless they are unfit to do so, in which case they will be chaperoned by another pupil or adult, or if deemed necessary, the School Nurse will be called to the pupil. The School Nurse may



send a pupil home and will notify the School Office and the class teacher for that lesson that a pupil has left the School site.

4. Anti-Bullying

Bullying is defined as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or remotely/online.

Bullying is always unacceptable and Clifton High School upholds a zero-tolerance policy to any form of bullying or abuse. Every pupil has the right to be safe and happy in Clifton High School and to be protected from feeling vulnerable.

If pupils are being bullied, or suspect that bullying of others is taking place, they should tell a trusted adult immediately. Further information can be found in the Child Protection and Safeguarding - Anti Bullying Policy.

5. Respect for Others

Pupils must be respectful and polite to all members of the school community. Any kind of abusive or offensive language or physical behaviour towards any member of the School community is unacceptable and is not tolerated. The use of inappropriate language such as swearing is not tolerated, whether said or written down on paper or on a screen. Pupils should treat everyone with respect, regardless of their age, sex, gender, disability, race, ethnicity, sexuality or belief.

6. Uniform

Pupils are expected to wear school uniform correctly at all times, with the exception of those days where 'non-uniform' is allowed. Further information can be found in the Uniform - Infant and Junior policy.

7. Work Ethic

Pupils should arrive punctually to all lessons, equipped and ready to learn. Pupils are encouraged to try their best in everything they do and allow others to do the same.

8. Moving Around the School

Pupils must show an awareness and respect for each other when moving around the School. This includes walking quietly and sensibly indoors, holding doors open for each other, letting staff members enter first and keeping left in busy corridors. Before entering any room where a staff member is present, pupils should knock first to seek permission to enter the room.



Pupils should queue sensibly and where possible should queue in a straight line for example when waiting to enter the Dining Room.

9. School Environment

Pupils must show respect for the School environment, which includes the School buildings both inside and outside, the outdoor playing and garden areas and other peoples' property.

Pupils must be responsible for and in charge of all their personal belongings and respect other peoples' property. All clothing and major items of equipment should be marked with the pupils' name. Loss or damage to expensive personal items is not covered by the School's insurance and therefore should not be brought to School.

Pupils should keep their work areas and communal areas tidy. Vandalism and the dropping of litter will not be tolerated.

10. Mobile phones, smart watches (and other personal electronic devices)

At Clifton High School, children do not require a mobile phone (or any other personal electronic device, including a smart watch), and as such, these devices must not to be brought to School.

If a child in Year 6 needs to bring a mobile phone to School because exceptional circumstances apply, the child's parent must email the Head of the Infant and Junior School and class teacher in advance to ask permission. If permission is granted, the pupil must give the device to the class teacher at the beginning of the day, prior to attending any before school provision. The teacher will look after it until the end of the day, when it will be returned.

11. Acceptable Use of Information Communication Technology (ICT) Agreement

The terms of the Acceptable Use of Information Communication Technology (ICT) Agreement will be explained to children at the start of each school year, and they will be asked to confirm they understand the rules.

Pupils should be aware that:

- their online activity is monitored by the School;
- email and internet access is a privilege and not a right and is provided to assist pupils with their learning and to help them improve their IT skills;
- pupils are responsible for the content of any email that is sent from their account;
- pupils who act inconsiderately or irresponsibly or abuse the system or fail to comply with the Acceptable Use of ICT Agreement may have their access to the ICT system withdrawn or be subject to other sanctions.



12. Out of Bounds

In the interests of safety, pupils are not allowed to enter any of the following rooms in the School without a member of staff being present:

- Science Laboratories
- Food Technology Room
- Product Design Workshop
- Swimming Pool
- Fitness Suite
- Wellbeing Suite, Climbing Wall
- Medical Centre
- School Kitchen.

Staff rooms, offices, staff toilets and staff changing areas remain out of bounds at all times.

13. Food

Pupils are encouraged to eat healthily both in school and whilst on school trips. Pupils are only allowed to eat in the Dining Room and on the playground. Food should not be removed from the Dining Hall. Chewing gum is not permitted in school or in any school-related activity.

Pupils may bring birthday cakes into the School to share with their class, but cakes must not contain nuts or traces of nuts. Parents should check with their child's class teacher whether any children in the class have any other allergies.

14. Pupil Voice

Being a member of Clifton High School means that pupils have the opportunity to express opinion on School matters to benefit the community as a whole. Once every half-term, pupils' views are heard in the School Council via the School Council Representative. The School Council Representatives change midway through the year, to allow different pupils the opportunity to represent their class. The School Council is run by two teachers from the Infant and or Junior School and minutes are taken from the meetings and issues raised with relevant staff members. The responses and actions that take place are fed-back to all pupils in assemblies or class time.



**Clifton High School Pupils' Code of Conduct
Infant and Junior School**

Enabling you to find your Individual Brilliance in a safe and secure way

- Make sure you make the most of every learning opportunity.
- Make sure you look smart and wear the correct uniform.
- Act as a school ambassador both inside and outside of the School.
- Celebrate other people's successes as well as your own.
- Walk quietly and sensibly around the School and keep to the left - think about the space other people need.
- Listen and follow instructions from all members of staff in the school community, especially during a fire alarm.
- Speak politely to everyone and listen carefully to their responses.
- Respect and embrace other people's point of view, beliefs, and individuality.
- Respect other people's property.
- Think about the environment around you and help keep it clean and tidy. Put all your rubbish in the bin and recycle when you can.
- Bullying, of any description, is not acceptable.
- Do not bring a mobile phone or any other personal electronic device to School.