

PUPIL CODE OF CONDUCT - SENIOR SCHOOL

Policy applies from Year 7 to Sixth Form and to all Staff	
Date policy reviewed:	01.09.2024
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Version:	09.24 v1
Author:	Mr Chris Collins

Version	Date	Paragraph	Material change	Approval
09.22 v1	01.09.2022	2	Procedure for notifying the School of absences clarified.	Mr Luke Goodman
09.23 v1	01.09.2023	N/a	No material amendments.	Mr Chris Collins
09.24 v1	01.09.2024	2.1 9 10	Attendance requirements clarified. Section updated to reflect change in school policy re. mobile phones. Section updated.	Mr Chris Collins

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 - Senior School

Child Protection and Safeguarding - Anti Bullying

Drugs and Alcohol

School Uniform

1. Introduction

The purpose of this policy is to ensure that all members of the Clifton High School community remain safe, and that pupils' conduct and behaviour is such that teaching and learning can flourish. High standards are expected by the School. Pupils must make every effort to produce



their best at all times, whether in lessons, homework tasks or co-curricular activities. Pupils are ambassadors for the School and their behaviour and appearance should always be exemplary.

Pupils breaking any of the School's rules (which include the rules outlined in this policy, the Attendance Policy, the Uniform Policy, the Drugs and Alcohol Policy and the Acceptable Use of ICT Policy or Online Safety policies), will, if appropriate, be subjected to the sanctions listed in the Behaviour Policy - Senior School.

2. Attendance

2.1 School rules

It is a legal requirement for pupils to attend school and for the School to record pupils' attendance at school. 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 8.40am and attend morning registration at 8.40am and afternoon registration at 2.15pm;
- 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).

2.2 Leaving the School site during the day

If pupils have to leave the School during the School day, they must sign out using the electronic 'sign-in' app located in the School Office on leaving and sign in if they return later that day.

Sixth Form students may leave the School site during lunch time and after Period 5 if they do not have any afternoon lessons. Students must sign in and out using the electronic 'sign-in' app located in the Sixth Form Centre, School House or School Office.

If pupils are unwell during the School day, the subject teacher will give permission to visit the School Nurse. All 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. The School Nurse may send a pupil home and will notify the School Office and the subject teacher for that lesson that a pupil has left the School site. Pupils should not ring their parent directly as this will be dealt with by the School Nurse.

3. 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.

4. 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 are to treat everyone with respect, regardless of their age, sex, gender, disability, race, ethnicity, sexuality or belief.

5. 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 - Senior policy.

6. 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.

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

8. School Environment

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

Pupils must be responsible for and are in charge of all their personal belongings and respect other peoples' property. Pupils:



- must keep lockers, cloakroom and desks tidy;
- must keep belongings safe in their allocated locker;
- may only bring small amounts of money with them to School and must keep the money on their person at all times;
- must not collect money in School without permission from a member of staff;
- must ensure that all clothing and major items of equipment are marked with their name;
- must not bring in expensive personal items as loss/damage to them is not covered by the School's insurance; and
- must not remove or damage other people's property.

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

9. Mobile phones, smart watches and other personal electronic devices

Pupils do not require a mobile phone, smart watch or any other personal electronic device in School, and we encourage parents to not allow their children to bring them to School. If a parent chooses to allow their child to bring a mobile phone or smart watch to School, pupil's must understand that these devices are *never seen and never heard*, as well as adhering to the following rules:

Pupils in Years 7 to 11:

- Mobile phones and smart watches are not to be used in School at any time;
- Mobile phones and smart watches must be switched off throughout the School day and placed in the pupil's school bag or locker. They must not be removed from the school bag or locker during the School day; and
- Pupils must request explicit and specific permission from a member of staff to remove their mobile phone or smart watch from their school bag or locker.

Sixth Form students:

- Sixth Form students may use mobile phones and smart watches during the School day, but only in the Sixth Form Centre.

Personal electronic devices must not be taken into any public examination or School assessments.

Staff will confiscate any personal electronic device that is being used by a pupil during the School day in breach of the above rules and it will be stored securely in the School Office until 4.10pm, when it may be collected. In certain circumstances parents will be informed and the device will be returned to them.



10. Taking images and social media

Pupils must not:

- take any photographs, videos, or sound recordings of any member of the School community while at School or on a School activity without the permission of a member of staff;
- manipulate (or use artificial intelligence to manipulate) images of any member of the School community;
- post anything on a social networking site that affects the well-being of another pupil, or a member of the School community, or brings the reputation of the School into disrepute; or
- view or share any age-inappropriate material.

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

All pupils must agree to follow the Acceptable Use of ICT Agreement on an annual basis or when any changes are made to it.

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 and 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 educational visits. Pupils are only allowed to eat in the Dining Room, Sixth Form Centre and on the playground. Food should not be removed from the Dining Hall.

Chewing gum is not permitted in the School or at any school-related activity.

14. Pupil Voice

Being a member of Clifton High School means that pupils have the opportunity to express opinions 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 is run by the Head Boy and Head Girl with the support of the deputies and prefects. Every half term the Head's Team and School Council Representatives meet to discuss the matters discussed at the School Council meeting. These are then raised with the relevant members of Senior Leadership. The responses and actions that take place are then fed-back to pupils.

15. Substances

Smoking, consumption of alcohol and the possession, taking of or under the influence of any illegal substances or legal highs is forbidden in school or on any school-related activity, which includes educational visits, trips, tours and fixtures. Further information can be found in the Drugs and Alcohol policy.



Pupils' Code of Conduct Year 7 - Sixth Form

Allow yourself and others to learn
Respect yourself, respect each other and respect your environment
Be punctual and be equipped

Key Points of Pupil Conduct

- Arrive and register on time and be fully prepared for lessons.
- Take pride in your appearance and make sure that School rules concerning uniform are observed.
- Blazers must be worn at all times, including lunch and school assemblies.
- Act as a school ambassador when in School uniform both inside and outside the school premises.
- Move sensibly about School with awareness of others.
- Do not run, and in congested areas keep to the left.
- When a class is in session, knock before you enter the classroom, and wait to receive the teacher's permission to enter.
- Be silent whenever requested, particularly during fire drills, examinations and assemblies.
- Mobile phones and smart watches are not to be used on School site (other than by Sixth Form students in the Sixth Form Centre) - they are to be *never seen and never heard*.
- Do not take images of any member of the School community while at School or on a School activity without the permission of a member of staff, and do not manipulate images of any member of the School community.
- Do not post anything on a social networking site that may affect the well-being of a member of the school community, and do not post anything that brings the reputation of the School into disrepute.
- Respect other people's property and privacy of spaces.
- Keep the School clean and tidy so that it is a welcoming place and take pride in your environment.
- Chewing-gum is not permitted.
- Consumption of illegal substances as well as smoking and alcohol is forbidden in School and whilst taking part in any school activity.
- Respect other people's point of view and do not criticise or make others feel in any way uncomfortable because their tastes, abilities or preferences differ from yours.
- Speak politely to everyone and use an appropriate tone of voice.



- Inappropriate verbal or written language by any means is not tolerated and could result in temporary suspension or permanent expulsion.
- Bullying, of any description, is unacceptable. Pupils who bully or abuse other members of the School community in any form may face temporary suspension or permanent expulsion.
- Any kind of abusive, offensive or physical behaviour towards any member of the School community is unacceptable and could result in temporary suspension or permanent expulsion.

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