

## 1. Statement of Intent

**This statement of intent should be signed and dated by both the Headteacher and Chair of the Governing Body.**

Hurst Hill Primary School believes that in order to facilitate teaching and learning, acceptable behaviour must be displayed in all aspects of school life.

We are committed to:

- Promoting desired behaviour.
- Promoting self-esteem, self-discipline, proper regard for authority and positive relationships based on mutual respect.
- Ensuring equality and fairness of treatment for all.
- Cheering on and rewarding good behaviour.
- Challenging and disciplining bad behaviour.
- Providing a safe environment; free from disruption, violence, discrimination, bullying and any form of harassment.
- Encouraging a positive relationship with parents and carers.
- Developing relationships with our pupils which ensure early intervention.
- A shared approach which involves them in the implementation of the school's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all students can achieve.

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Signed by

Headteacher

Date:

\_\_\_\_\_

Chair of Governors

Date:

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## 2. General Conduct

- Pupils should be polite to all members of the school community and to all visitors to the school.
- Pupils should be ready always to offer help to others if necessary.
- Pupils should not keep their hands in pockets when talking to an adult.
- Pupils should move around the school in a quiet and orderly manner.
- Pupils must always arrive on time at school.
- Pupils should take pride in the school environment and keep it tidy.
- Pupils must not spit.
- Pupils must not chew gum.
- Pupils must not swear or use offensive language.
- Pupils must not damage or disfigure the school premises, either inside or outside the buildings.
- Vandalism and graffiti on school premises and elsewhere is strictly forbidden.
- Damage should be reported immediately to a member of staff by the person responsible, or by the person who discovers it.
- If pupils come to school on a scooter or bike they must not be ridden on school premises.

## 3. In the classroom

- Pupils are expected to work sensibly and concentrate without distracting or annoying others.
- When a teacher or student talks to the whole class, remain silent, listen and concentrate.
- If the class is asked a questions do not call out. Consider your answer, put your hand up and be ready if asked.
- Pupils will be respectful at all times and should not display argumentative, rude, confrontational or intimidating behaviour.
- Pupils will answer truthfully and not answer back to teachers.
- Pupils will display a positive learning attitude and as a result will not disrupt a class, making it difficult for others to learn.
- Pupils must always ask permission to leave the classroom.
- Pupils will be expected to follow a reasonable request or instruction from an adult within school.
- Pupils are expected to take part in all lessons and commit to attending clubs.
- Pupils must not intimidate other pupils.

#### 4. Break and Lunchtimes

- Queue for food in an orderly fashion
- Respect others and be courteous
- Eat only in the hall. Leave the area clean and tidy:
  - Putting litter in the waste bin
  - Report spillages
  - Leaving tables tidy
- Play in your year groups within your designated area.
- Keep away from out-of-bound areas:
  - The car park
  - Grass banks
  - Steps

#### 5. Attendance

- Full time attendance and attendance at all lessons is mandatory. Pupils must only be absent from lessons if unwell.
- The school day runs from 8:45 to 15:00.
- In the case of pre-arranged appointments, the school must be informed in advance, and in writing wherever possible.
- If selected for a school team, pupils are expected to attend punctually and if unable to take part due to injury or illness, ensure that the school is informed at the earliest possibility.
- Holidays during school time are not permitted except under very exceptional circumstances. No teacher or senior leader may authorise holidays during school time. Permission in exceptional circumstances must be sought from the governing body.

#### 6. Lateness

- Pupils must arrive punctually for morning registration.
- If a pupil arrives late, but before 9:25am, they should report to The School Office and sign in.
- If a pupil arrives late, and after 9.25am, they should report to The School Office and sign in. This will be classed as an absence.

#### 7. Illness whilst at school

- If pupils are involved in an accident or feel ill during the school day, they must see a First Aider in the first instance. The First Aider will contact the pupil's parents or carer if they need to go home.
- If given permission to go home with due to illness or injury, pupils must be signed out at The School Office.

## 8. Appearance

- The school uniform, detailed separately, is compulsory. This includes the journey to and from school. Black school shoes should be worn (no trainers or boots).
- No jewellery or rings are to be worn at any time in school. Small stud earrings may be worn but children need to be able to take them out themselves for PE lessons.
- Nail varnish, make-up and tattoos are not allowed.
- Hair is to be clean and tidy. Long hair must be tied back. Hair accessories to be discreet and ideally in school colours.
- Pupils are reminded that they are representatives of the school.
- Polo shirts should be tucked inside of trousers or skirts.

## 9. Property

- Pupils are responsible for their own belongings.
- Exercise books, planners, text books, electronic equipment, stationary and folders issued by the school remain the property of the school and should be treated as such.
- Pupils are responsible for replacing lost or damaged school property.
- P.E. is a compulsory part of the curriculum and pupils must attend with appropriate kit at every lesson.

## 10. School Trips

- Follow the school code of conduct
- Wear seat belts on transport
- Follow the specific safety rules for the trip

## 11. Conduct towards Others

- It is not acceptable to bully other students in any way
- It is not acceptable to make comments mocking other pupils for
  - Their achievements
  - Their race or religion
  - Their gender
  - Their appearance
  - Their family or private life
- It is not acceptable to follow or intimidate pupils
- It is not acceptable to use offensive gestures or language
- It is not acceptable to make threats suggesting physical attack
- It is not acceptable to pinch, touch, push or trip other pupils
- It is not acceptable to disrupt learning of others
- It is not acceptable to show disrespect towards any member of staff

## 12. Mobile technology

Pupils are not allowed to bring mobile phones to school on the grounds that they are valuable and may be lost or stolen. If your child is in year 6 walking to and from school on their own and you feel that they need to bring a mobile phone into school to contact you then permission must be obtained from the Head Teacher. Please see the schools separate Mobile Phone Policy for more information.

### 13. Items banned from school premises

- Fire lighting equipment
- Smoking equipment
- Weapons and other dangerous implements and substances
  
- Other items
  - Liquid correction fluid
  - Chewing gum
  - Energy drinks
  - Offensive materials
  - Aerosols including deodorant and hair spray
  - Cameras

### 14. Non-compliance

- Failure to comply with the school's Code of Conduct will lead to sanctions as detailed in the school's behavioural policy.

### Code of Conduct Agreement

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I, \_\_\_\_\_ agree to abide by the terms of the school code of conduct and understand the consequences if I break the school rules.

**Signed by**

<b>Pupil</b>	<b>Date:</b>
<b>Parent/Carer</b>	<b>Date:</b>
<b>Class Teacher</b>	<b>Date:</b>