

# Pupil Code of Conduct

(School rules)

## **INTRODUCTION:**

This **code of conduct** is not exhaustive and, from time to time, rules will be altered. It is designed to be a guide to our School life and is intended to encourage good behaviour and to foster a positive family atmosphere at Ballard. Things will go wrong at times and it is important to learn from mistakes, to apologise and make amends and then to go on a little humbler and wiser. The School motto is '**in novitate sensus**', which translates from the Latin into 'in the renewing of your mind'. This is a good watchword for our lives.

In summary, we are expected to show respect for all members of the School (and its property) and to be good 'ambassadors' outside of School. This is best reflected in an attitude of care for and humble sensitivity towards others, regardless of age, sex, race and creed. The universally regarded '**Golden Rule**' (from Luke 6:31 in the Bible) applies to us all whether a Christian or not: 'Do unto others as you would have them do unto you'.

## **The Ballard School charter:**

This is displayed around the School and contains our key values along with the consequences of wrong action and attitude.

## **KEY VALUES - which allow all pupils to learn**

1. BE RESPECTFUL
2. BE RESPONSIBLE
3. BE SAFE
4. BE HONEST
5. BE POSITIVE
6. BE CURIOUS
7. BE KIND

## **POSITIVE RECOGNITION**

1. Praise – verbal or written on pupil's work or in log books
2. Credits leading to Certificates
3. Special privileges and prizes

## **CONSEQUENCES**

When a pupil breaks any of the above values:

First Time - Verbal warning

Second Time - Comment in log book

Third Time - Report to teacher at break or lunchtime and record in log book

Fourth Time - Lunch detention and record in log book.

Fifth Time - Referral to Senior Teacher and demerit.

Sixth Time - Referral to Senior Teacher and removed from class via red card

N.B. Referral to a senior teacher for a serious offence without going through the previous steps may lead to removal from lesson(s), interview with senior staff, parental interview, internal isolation, specified community service or fixed term exclusion.

(Please note that the separately published **Exclusions' Policy** is part of our Code of Conduct.)

### **Expected pupil outcomes:**

The following points were drawn up by the School Council in 'pupil-speak' in response to a version discussed by the staff.

A Ballard pupil should develop and increasingly demonstrate....

1. *Respect and kindness to all. Responsibility for own actions.*
2. *The ability to "set the bar high" and reach goals by trying their best.*
3. *The ability to understand people and make friendships. The ability to feel good about yourself.*
4. *Teamwork. Good leadership skills.*
5. *The ability to think well for oneself and make a good argument in a variety of ways.*
6. *Understanding and respect for Christianity and different religions.*
7. *Respect for all environments and an understanding of "green" issues.*
8. *The ability to cope with modern life, staying healthy and being a good citizen.*
9. *The ability to try different things and enjoy the challenge. To keep going even if they fail.*

### **Anti-bullying policy:**

The whole of this policy (published separately) is part of this code of conduct but the following extracts are especially appropriate for pupils to be aware of:

#### **At Ballard School we do not tolerate bullying**

To bully someone is to cause that person physical injury or mental anguish, to cause him or her misery and unhappiness. It is done by actual bodily assault or, more usually, by unkind and cruel remarks addressed to that person or by words and actions that in some way indicate to others that 'they are not wanted'. It is behaviour that undermines the victim's right to be happy. No child should ever have to suffer bullying from anyone else. It is a policy of this school that bullying must not take place in our community.

The main types of bullying are:

physical (hitting, kicking, theft)

verbal (name calling, racist remarks, homophobic remarks)

indirect/emotional (spreading rumours, excluding someone from social groups, taunting).

Sexual – unwanted physical contact or sexually abusive comments

cyberbullying where the use of Information and Communications Technology (ICT) particularly mobile phones (such as via texts and social media) and the internet, deliberately upset someone else.

Written – unkind notes/comments, pretending to send a note or disguising its author, graffiti

**We require that all members of the school undertake a personal responsibility not to be involved themselves in bullying and to help eradicate bullying should they become aware of it happening.**

#### **What to do if you are being bullied:**

Talk to a member of the staff. All staff members take allegations of bullying very seriously.

Talk to a Prefect.

If you cannot talk, encourage a friend to talk to us on your behalf.

Talk at home to your parents; encourage them to let us know at school.

Talk to Matron or your mentor

#### **What to do if you see someone being bullied:**

If you can, stop the bullying.

If you can't do that, talk to staff or Prefects.

All of us take the attitude that this is a 'bully-free zone' and act accordingly.

**Beware of being in a gang against someone else.** Gangs do and say things which individuals in the gang would be ashamed of doing and saying.

**If you are bullying:**

We hope to find you out.

We hope to change your ways and attitude.

We will punish you if you don't change.

Ultimately you could be suspended or asked to leave.

**Procedure:**

The Headmaster and staff will investigate allegations of bullying.

Parents will be informed that investigations are taking place.

**School uniform:**

At Ballard we take pride in wearing **smart** School uniform. **THE SCHOOL RESERVES THE RIGHT TO SEND PUPILS HOME IF NOT COMPLYING WITH SCHOOL UNIFORM. ALL ITEMS OF CLOTHING SHOULD BE CLEARLY MARKED WITH THE PUPIL'S NAME**

**FOR EVERYONE:**

Overcoat should be smart in appearance, and **navy blue** or **black**.

Navy blazer, with braiding and embroidered crest should be worn at all times unless permission is given by staff or you are playing at break time.

Black leather shoes (not boots) suitable to protect the feet fully for school wear (suede, canvas shoes, open-toed sandals, sling backs, trainer-style shoes and black plimsolls are NOT PERMITTED). Heels should be no higher than three centimetres (measured at the rear of the shoe)

**GIRLS ONLY:**

Ballard School skirts (hemlines to be knee length when standing and no shorter than 3 cm above the knee when sitting).

White long or short sleeved reverse collar blouse with Fleur de Lys logo, which must be tucked in at all times.

Year's 3-8 Autumn and Spring Terms - **Navy** opaque tights or long navy socks. Summer Term- Short **navy** ankle socks or **navy** opaque tights. No trainer socks.

Seniors (9-11) – **Navy** opaque tights or short **navy** ankle socks.

N.B. Girls may only wear **one pair** of small **gold/silver** discreet stud earrings. No other form of body piercing is permitted. Hair must be presentable, tidy and look natural. It must be tied back using navy or hair coloured ties if it is shoulder length or longer. Apart from watches, Fitbits, stud earrings and medical bracelets, no other non-uniform items, such as ankle or wrist bands, should be worn. No make-up is allowed except for Years 10 and 11, where it may be **DISCREETLY** applied. This is a privilege and can be withdrawn if abused. NO PERMANENT make-up is permitted.

**BOYS ONLY:**

Long **mid-grey** trousers from **School Shop** only.

White long or short sleeved shirt with Fleur de Lys logo, which must be tucked in at all times and the top button done up.

School tie must be tied properly at all times.

Socks – plain **grey** or **black**.

N.B. Boys must not wear earrings or any other jewellery. Hair must be presentable, tidy and look natural and should not be dyed. Hair gel may be used in small amounts though hair styles should not

draw attention to the pupil. Hair must also be off face and collar. Clean shaven, unless medically advised otherwise.

**General rules to do with security, lost property and valuables:**

Do not bring valuable items into school with you. The school cannot be held responsible if they get lost or stolen.

**Mobile phones** must not be used in school time, and it is safer to leave them at home. Pupils below Year 7 are not permitted these in School. If you must bring them, keep them in your bag out of sight. They should be switched off at all times during the school day. If misused in any way they will be confiscated and lodged with the Reception Office from where parents may collect them at the end of the school week.

BYOD (bring your own device): these should be kept in the relevant 'laptop lockers' when not in use.

Please take any lost property you find to Main Reception.

Most people are trustworthy and honest, but sadly some are not. If you see a **stranger** around the school who looks suspicious – tell a teacher

Do not speak to strangers on the way to or from school.

Do not accept lifts from people you don't know.

When using the Internet, never give away information about yourself, or arrange to meet with someone you have met in a chat room. Use email correspondence in a sensible manner. (The ICT department has specific rules to do with the use of school computers and the internet.) Please note that uploading photos, using captions, etc. and text on social network sites, etc. which in any way cause distress will be dealt with severely and could lead to exclusion from School.

**Absence from School:**

All absence from school must be covered by a letter on return to school, and by a 'phone call on the first day of absence.

You must be registered twice a day at School. If you miss your normal registration then you must go straight to the Reception Office to record your presence at the earliest possibility and before going into class. No-one is permitted to leave the School site during the normal School day unless specifically signed out by an adult or on a School trip (such as a match).

Parents must note that holidays should not be taken in term time, and that permission cannot be granted for such absences unless there are exceptional circumstances.

**Illness and accidents:**

If you are ill or have an accident at School, tell a member of staff. They will refer you to Matron. If necessary your family will be contacted and asked to collect you. You must not make your own arrangements – the School staff will do it for you.

If you need to take medicine during the School day, leave it with Matron or at the school Reception marked for her attention – do not carry it around with you.

**Health and safety:**

We all have a responsibility toward those around us and ourselves to ensure that we all remain safe in the school environment.

If you see anything that could be a danger to other people, report it immediately to a member of staff.

Knives and other sharp items are not permitted in School.

Never wilfully misuse equipment, or tamper with things provided for safety purposes – such as fire extinguishers.

If you see a fire, set off the nearest fire alarm and exit the building as quickly and safely as possible – do not stop to collect your belongings.

Make sure you know where the fire exits are and how to use them.

#### **Academic matters:**

You are expected to behave sensibly and positively in all classrooms, laboratories, playing fields, etc. and on all School outings and trips. Homework must be written into log books and completed on time – as must coursework. If for any reason you haven't been able to complete a piece of work (perhaps through absence or ill-health) then it is your responsibility to see the teacher concerned and to make up the work missed. If you cannot find the relevant teacher then write a note or email him/her.

Stand up when a visitor enters the room unless you are engaged in a practical subject and it would be difficult or inappropriate to do so.

Hands must be raised when offering to answer a question in class. Staff are referred to as 'sir' or 'miss'.

#### **Corridor courtesies:**

All pupils are expected to look out for visitors (including parents) and to offer directions or help as necessary. Open doors for adults and stand to one side in corridors. In busy areas (such as the Main House stairs and all corridors) you are expected to walk on the left-hand side. There are special corridor rules in certain buildings – study the appropriate notices. Be courteous and polite at all times and greet people warmly and appropriately. Public displays of affection are not acceptable anywhere in School or on School activities.

#### **Prohibited items:**

Alcohol, non-prescribed medicines, tobacco (and its products, including E-cigarettes), chewing gum, knives and pornographic material are forbidden at all times. The drugs' policy is published separately and is part of this code of conduct.

#### **General behaviour:**

Swearing and spitting are not acceptable at any time. We expect Ballard pupils to be inclusive in their behaviour in welcoming new pupils and 'old' ones. We have a wide age-range in the School and due care and regard must be made when with those of a younger age. Boisterous 'horse play' is not acceptable. It is also wholly unacceptable to hit or strike anyone under any circumstance. The anti-bullying policy is relevant here but note that physical misbehaviour – including inappropriate boy / girl or same sex activity – will be treated very seriously.

Whilst in the School grounds (perhaps in a break time) care must be taken not to be over loud. Climbing the trees along the tree line between the games' fields is acceptable but care should be taken of life, limb and property! The maximum height you may climb is three times your own height.

Unless it is a 'wet break' (when you need to collect your refreshment and then go to your Form rooms) you should be outside in the fresh air or under the wet-weather canopies.

The School libraries / learning resource centre / Chapel / outdoor classroom are to be respected as places of quiet study and reflection.

On School matches (or on trips) members of other schools – or the general public – must always be treated extremely courteously. Polite behaviour is always to be expected and behaviour in buses must be exemplary and in the interest of the highest quality of health and safety.

In the dining hall the queuing must be orderly, taking direction from staff and prefects. Eat with good table manners and engage in polite conversation. Lunch is a compulsory meal.

In Assemblies, queue up quietly outside the PAC (or other venue) with your Form and enter /exit in silence. Listen attentively and participate as appropriate during the Assembly. We stand for hymns, whatever the religious persuasion of a pupil, as a mark of respect, and join in with the singing and with the 'amen' at the end of prayers if you feel able to do so. Applause is always respectful and congratulatory.

**Conclusion:**

Changes to this Code of Conduct will be intimated in the weekly Bulletin, on the website and by letters home. The policy as a whole will be reviewed and updated as necessary annually.

Staff: Headmaster

Updated: September 2018