



## **PUPILS CODE OF CONDUCT POLICY**

**Our five core values – Kindness, Honesty, Effort, Respect and Responsibility form the basis of the School Code of Conduct.**

### **Introduction**

Why does your behaviour matter?

- This is a happy, tolerant and constructive community: we want to maintain and develop this.
- We have the opportunity to study and work in a beautiful environment and we want to preserve it.
- We can only achieve our aims if all pupils think about, and work to improve, their behaviour.

We therefore place a high priority on excellent behaviour. In this, as in all areas of School life, we expect pupils to focus on the 'personal best' approach, striving for improvement.

### **Our School Ethos**

Duke of Kent School strives for excellence, expects and celebrates effort, nurtures well-being and presents challenge. Our small size allows each pupil to be known and cared for as an individual.

We have a growth mindset, operating on the principle that all learners can, when properly challenged and supported, achieve extraordinary progress. Our focus is on achieving personal best in every aspect of development. We expect, and celebrate effort.

Duke of Kent School works in partnership with parents to support and promote all aspects of pupils' development. We prepare our pupils to play a positive role in their adult lives, as independent learners and thinkers, and to be responsible members of the local and global community.

We expect all members of the community to exercise tolerance, kindness, respect and empathy. We value diversity and pursue equal opportunities for all.

Religious Character of the School: Collective acts of worship are Christian, in the Anglican tradition, in keeping with the Christian heritage of the School; practices such as the saying of Grace before meals in the Pre-prep and Prep School, Easter and Christmas services derive from this tradition. While children learn about a variety of different religious traditions through various curricular subjects, the festivals and ceremonies celebrated are those of the Christian tradition. Pupils of all faiths and none are welcome at our School. Parents who wish their children to be excused from participation in acts of worship, or pupils who wish to be excused, are welcome to contact the Head.

### **Our Aims and Expectations**

- We aim to build a community in which kindness and respect are central and to pursue equal opportunities for all.

- We aim to know and care for our pupils as individuals, to promote their well-being and to respond to their needs and interests.
- We aim to offer a broad, engaging, stimulating and challenging age-appropriate curriculum to all our pupils, from Nursery to Year 11. We aim to support and challenge pupils in all areas of their development: linguistic, logical, personal, physical, social, moral, cultural and spiritual.
- We aim to develop a growth mindset in our pupils and expect pupils and teachers to focus on the 'personal best' approach, striving for improvement.
- We want our pupils to experience the joy of learning alongside their teachers, inside and beyond the classroom; we aim to equip them to be independent thinkers and learners throughout their lives.
- We aim to teach pupils to be positive, compassionate and constructive members of their local and global community, ready to face the challenges of the future, and to provide them with opportunities for teamwork, leadership, service and moral development.
- We aim to work in partnership with parents to support and promote all aspects of pupils' development.

### **What is expected of you?**

Duke of Kent School pupils are expected to observe the following Code of behaviour and must understand that breaches of this Code will result in sanctions.

All members of our community have a part to play in building our community and must recognize that the way in which we behave affects everyone else. This Code is intended to make you safe and to teach you to be considerate towards other people and their needs. It will also show you what you can expect from other members of the community.

- If you are aware that this Code has been breached, you must tell a teacher.
- If you have any worries or concerns about your behaviour or the behaviour of others, please talk to a teacher or parent.
- If you are in doubt about whether or not your behaviour breaches the Code, you must seek advice from any member of staff.
- If you do not understand, or you disagree with, any aspect of the Code, you must talk to a member of staff.

Pupils have played an important role in helping to write our Code and you can also use School Council to discuss any changes you think we should make to our Code.

### **When does the Code apply?**

The Code of Conduct applies: at all times when pupils are engaged in School activities, whether on or off site and whether pupils are in school uniform or 'home clothes'; when pupils are travelling to and from School; when pupils are in some other way identifiable as pupils of Duke of Kent School. Disciplining beyond the 'school gate' relates to the School's response to bad behaviour and bullying (including cyber-bullying) which occurs off the School premises and is reported to the School or is witnessed by a member of staff.

Misbehaviour at any time, whether in or out of School, that

- has repercussions for the safe running of the School
- poses a physical or psychological threat to another pupil or member of the public
- could adversely affect the reputation of the School

may be dealt with under the School Behaviour Policy and could lead to suspension or permanent exclusion.

All pupils must conduct themselves in a way that will bring credit to themselves and the School. Consideration, courtesy and care for your environment must be the guiding principles of your behaviour. You are expected to show common sense and to show self-discipline. If you are unhappy or have a concern of any kind, talk to somebody: Form Teachers and Heads of Section can always be contacted via the School Office but you can talk to any member of staff. Whether your problem is big or small, it will be taken seriously and we will help you to deal with it. Our rules are set out in detail in the following Code of Conduct. **You are expected to understand and follow the School Code of Conduct.**

In brief, you are expected to:

- **Respect Others** – acting kindly and helping to build a positive community
- **Respect Yourself** - presenting and organizing yourself well, looking after yourself
- **Respect Property and Your Environment**
- **Report Concerns** – reporting any unpleasant behaviour, bullying or worrying situations to a member of staff
- **Put your best effort into all that you do**, in and beyond the classroom

## I. Respecting Others

i) Bullying, including cyber-bullying, is not acceptable in our community. We aim to prevent bullying and unkindness in our community and when it happens we work to put a stop to it. Bullying will end in serious sanctions, including suspension and exclusion. If you are being bullied, or you think another pupil may be, you must report it urgently. Standing by and taking no action is unacceptable and could end in sanctions. Tolerance and respect are expected of all members of the community. You are responsible for what you say, write, and do, in the real world and in the virtual world (online, on your phone, or other device). The following are unacceptable:

- Racism, sexism, homophobia, abusive language, negative focus on the differences in others (e.g. appearance, academic or sporting ability, disability or special need, nationality, religion, beliefs, gender including transgender, sexual orientation).
- Sexting (sending naked or indecent images of yourself or others, or sending on such images if you receive them)
- Swearing and abusive language.
- Intimidation.
- The use of language intended to hurt or humiliate others.

ii) Any pupil selected for a school or house team, activity or event is expected to participate: participation is an important aspect of community life. If you cannot attend, you must let the teacher in charge of the activity know as a matter of urgency.

iii) You are here to learn and we expect you to conduct yourself sensibly in lessons.

- You must listen to the ideas of others without interrupting, dismissing or ridiculing them.
- Disrupting lessons is rude to your teachers and classmates and is unacceptable.

iv) Public displays of intimacy at School are unacceptable. There should be no intimate physical contact between pupils on the site or during any School activities.

v) Fighting or violence will not be tolerated.

vi) You must not bring dangerous or unsuitable items to School: weapons, tobacco, cigarettes, smokeless cigarettes, penknives, pornography, chewing gum or bubble gum, fireworks or bangers, nuts, energy drinks, 'legal highs', correction fluid, solvents and aerosols, recording devices are forbidden.

vii) You are expected to be on time for registration, lessons and all activities.

viii) Address teachers and other adults politely: 'sir', 'miss' or 'ma'am' or by their surname e.g. Mr Wilson, Mrs Knox.

ix) Doors should be held open for others.

- x) Running and shouting in the corridors are not permitted. Be aware of younger pupils as you move about the building.
- xi) Look for ways in which you can help those around you, and do so willingly, without waiting to be asked.

## 2. Respecting Yourself

- i) You are expected to maintain a smart appearance at School and when on School activities.
  - **School uniform must be worn correctly and neatly at all times** unless other instructions have been given by a teacher. In all matters of uniform, the Heads of Section or Deputy Head 's instructions must be followed.
  - Top buttons on shirts should be done up, **shirts tucked in** and **skirts worn on or just above the knee**. Shoes should be polished; trainers or wellingtons should usually be worn for outdoor activities.
  - **Hair should be neat and tidy** and should not obscure the face or eyes. Hair below collar length **must be tied back using a dark coloured hair tie unless in Year 11**. Pupils are **not permitted to have extreme haircuts** (e.g. shaved heads, hair dye) or excessive use of hair gel. Colourful hair wraps or hair braids are not allowed.
  - **No extreme or obvious make-up is permitted**; nail varnish must be clear.
  - Jewellery other than **one pair of plain gold or silver studs in the ear lobe only** and one watch must not be worn; these items may need to be removed for safety reasons on your teacher's instructions. Smartwatches with WiFi capabilities are not allowed.
  - Hats are not to be worn inside at any time.

### *Additional guidance:*

- **School hoodies must not be worn under blazers within the school building.**
  - **Coats, hats, gloves and scarves must be taken off within the school building. Lockers and/or pegs are provided for these.**
  - **Blazers may be removed during lessons with the teacher's permission.**
- ii) When permission is given for 'home clothes' to be worn on any School activity, you are to use good judgement about appropriate choices: ask if in doubt. You may be required to wear Games kit if your choice is considered inappropriate by your Head of Section.
  - iii) Smoking, drinking and the use of drugs are unacceptable at all times and likely to end in permanent exclusion. Help is available if you have concerns: see your Form Teacher or the Medical Room Supervisor.
  - iv) You are expected to get a good night's sleep and arrive at School ready to learn.
  - v) You are expected to arrive for each lesson, prep or activity with the correct equipment.
  - vi) You are expected to contribute in class and to think for yourself. It is important for you to be actively involved in lessons: you are here to learn! Ask if you need help with this.
  - vii) You are expected to adopt a positive attitude to learning and to bring your best efforts to every task, activity, lesson and prep.
  - viii) All the work you hand in, prep and classwork, should reflect your best effort and show the pride you have taken in completing it. Rushed or careless work will be returned to you to be redone. Prep must be completed according to the teacher's instructions. If you are not able to do so, you must tell the teacher as soon as possible and get any help required.
  - ix) If you are having trouble with work, you are expected to ask for help. We want to help you to build resilience and to understand that mistakes and failure are important elements in the process of learning.

- x) We want you to think independently and to form your own ideas and arguments, aloud and in writing. Plagiarism (copying the work or ideas of others) and cheating are not acceptable.
- xi) Pupils must attend lunch and are expected to make sensible food choices. Talk to your Form Teacher or the Dining Hall staff if you have questions or concerns about food. If you cannot find a food choice you can eat at a meal time, or you are hungry outside of meal times, you must tell a member of staff and a suitable meal or snack will be provided.
- xii) If you feel unwell or need any medical advice, you must see the School Nurse/Office staff or speak to any teacher. Any medicine you need to bring to School, or take on a trip, must be handed to the Office by your parents.

### **3. Respecting Property and the Environment**

- i) Stealing is unacceptable and likely to end in suspension or permanent exclusion.
- ii) Your belongings must be clearly marked. Borrowing others' property without permission will be treated as stealing. If you find lost property, return it promptly to the owner or take it to the Office.
- iii) We have a beautiful environment: you must play your part in maintaining it:
  - litter must be avoided
  - report any damage or litter you see
- iv) If you have used a classroom during a break, tidy it up before leaving.
- v) Line up outside the classroom quietly and wait for a teacher to give you permission to enter.
- vi) Buying and selling is not permitted at School without the Head of Section's permission.
- vii) School drawers and lockers should be orderly and regularly cleared out. Your school bag should be used to carry only the books and equipment you need before the next break, or to transport items from home and back. You must not use your bag as a 'mobile locker'. Bags should usually be stored either in your locker or the classroom you are using. At break-time, you may leave your bag in the classroom you are just leaving or in your Form Room. Do not leave your bag in the corridors.
- viii) School books and files should be neat and presentable: you should be proud of your books and files.
- ix) Avoid bringing items of value to School. If you must do so, hand them to a teacher for safe keeping.
- x) Treat School property with respect and care. Avoid wasting resources and damaging equipment. Report any accidental damage to a teacher.
- xi) Vandalism (including graffiti) is unacceptable and will end not only in sanctions but also in charges for any deliberate or careless damage.
- xii) Food and drink are not to be consumed in classrooms without a teacher's permission. Tuck Shop is open as a weekly privilege for pupils from Y9-I I; tuck must only be eaten at break times.
- xiii) Your form teacher will talk to you about where you are allowed to go and any 'out of bounds' areas. Know the boundaries and keep to them. They are there for your safety.
- xiv) Special rules may apply to Classrooms, the Science Laboratory, DT Room, Music School, Art Room, Sports Hall, Swimming Pool, Performing Arts Hall, Personal Fitness Room and Changing Rooms. Pupils should follow any instructions given by staff about the use of these areas. Ask a teacher if you have any questions or concerns.

### **4. Rules for IT**

- i) You are responsible for your behaviour on the network and devices provided by the School just as you are in a classroom, the corridor or games pitch.
- ii) Use of IT is a privilege and not a right. In order to use the network and devices provided by the School, you have signed an IT Acceptable Use policy and this must be followed. If you break it, this may mean you have no access to computers at School. Serious incidents could lead to suspension or permanent exclusion. If you are not sure whether an activity is permitted, check with the Network Manager.

- iii) Mobile telephones are not permitted in School for pupils. If you need to bring your telephone for any reason (e.g. travel by bike or bus), it must be checked in and out of the School Office at the beginning and end of your day.
- iv) Cameras and recording equipment must only be brought to School with a teacher's permission, and must be stored according to the teacher's instructions. No image (still or moving) or audio recording taken in School or from any School activity must be posted on the internet without written permission from a member of staff.
- v) No device that can be used to access the internet, send texts or emails or store images is permitted in School for pupils without the Head of Section's permission.
- vi) If you have a 1-1 or shared DoK iPad or chromebook, you must follow all the instructions given by your teachers regarding its use and storage, and you must keep to the iPad Acceptable Use Policy.
- vii) You must not identify yourself as a member of the School on a social network site either directly or indirectly (e.g. photograph in school uniform, use of a school email). You must not make reference to the School, pupils or staff on the internet or social networks without written permission of a member of staff.
- viii) Responsible behaviour online is expected, in and out of School. Serious sanctions will follow any attempt to humiliate, ridicule or intimidate others online. Sexting (sending naked or indecent images of yourself or others, or sending on such images if you receive them) is not acceptable and may result in serious sanctions and investigation by the Police.

It is important that you understand what cyber-bullying is:

*Cyberbullying is using the internet, email, online games or any digital technology to threaten, tease, upset or humiliate someone else. (Childline 2016)*

- The School will not tolerate cyber-bullying and pupils who cyber-bully, particularly when this is repeated or aggressive in nature, can expect to be suspended or expelled from School.
- Being a 'bystander' or passing on images or messages created by cyber-bullies could itself be defined as cyber-bullying.
- If investigation of an e-safety incident suggests that a pupil's misbehaviour may be criminal or pose a serious threat to a member of the public, the Head may contact the Police.

When you have a concern or a question about

- how others are treating you in the cyber-world
- how a friend or another pupil is being treated online
- your own behaviour online

you are expected to bring this promptly to the attention of a teacher or parent so that help, support and advice can be provided. Failing to do so, is a breach of this Code.

## **5. Arriving and Leaving**

- i) Pupils usually register in their form rooms during registration. If you miss registration you must go to the Front Office to be registered.
- ii) If you go out during the day (e.g. for a dentist appointment), you must make sure the Office know you are leaving and must sign in again when you return.
- iii) Pupils up to Y6 are signed out by staff or parents.
- iv) Pupils from Y9-11 who wish to cycle to School must see the Deputy Head for safety and bike storage instructions.
- v) You must wait in Old Hall to be collected unless otherwise instructed by a teacher. Behaviour should be calm and sensible. Y11 only may wait under the flagpole. vi) School minibus passengers must wear seat belts, follow any instructions given by the driver and be considerate to other passengers. Minibus

travel is a privilege and not a right. Repeated misbehaviour on the minibus may mean you will not be allowed to use the service.

vii) If you arrive at School before 8am, you must report to the member of staff on duty in the Dining Room.

## **6. Sanctions**

Corporal (physical) punishment is not allowed in the School.

The Head may suspend or expel a pupil for serious breaches of the Code of Conduct, at her discretion. For less serious matters, members of staff will give sanctions as follows.

i) Unsatisfactory work will be returned to be done again. If effort, work or behaviour is poor, you may be put on a Report Card which will keep a track of your progress in each lesson and prep.

ii) Debits are given for minor offences such as lateness, forgetfulness and minor disobedience. For Prep pupils, two debits in one week lead to a 'Debit Detention'; this involves missing afternoon break-time. In Senior School two debits in a week also incur a detention; parents are informed when this occurs. Seniors attend Detention during Friday lunchtime. The Head of Senior School monitors senior debits. Four detentions in a single term, result in a Head's Detention. Head's Detention is run on Friday evening, by arrangement with parents, by the Head or a member of the Senior Leadership Team.

### Stripes

i) These are given for more serious breaches of discipline (e.g. fighting, rudeness or lying to Staff, breaking of the School Rules.) The pupil should be informed of the stripe which is then written up on ISAMS. The giving of a stripe is followed up by Form Teachers and Heads of Prep and Senior School. Parents must be informed. A detention may also be given at the discretion of the Head of Section.

ii) Stripes are given by Heads of Section for more serious breaches of discipline (e.g. fighting, rudeness or lying to Staff). The 'stripe' is a note written by the Head of Section to record the pupil's misbehaviour, passed to the Head. Parents are informed.

iii) Confiscation: items that should not be brought to School or that you are misusing in some way may be confiscated by a teacher and given to your Form Teacher. You will be told when the item will be returned to you or to your parents.

iv) Suspension is a temporary exclusion from School. Permanent exclusion is permanent exclusion from School. The most serious breaches of the Code of Conduct will be met with suspension or exclusion. Suspension may be 'external', in which a pupil is temporarily excluded from School premises, or 'internal', in which a pupil attends School but will be provided with an individual work and break schedule. The following offences are likely to be met with suspension (note: this list is not exhaustive but should be taken as a guide):

Consuming alcohol or other intoxicants; drunkenness; violent behaviour; bullying; racism; sexism; bringing the School into disrepute; failure to attend Senior Detention; tampering with fire fighting or safety equipment; vandalism or improper use of School facilities and resources; misuse of the internet or other media devices; breaches of the Acceptable Use policies; disruption of lessons or other School events; bringing into School offensive weapons or pornography; recurring offences; rudeness to staff; persistent 'low level' infractions, publishing offensive or damaging information on the internet about the school, staff or pupils; sexual harassment; theft; repeated smoking; buying or selling without permission; truancy; unsafe behaviour.

The following offences are likely to be met with permanent exclusion:

Repetition of the above offences; using or supplying drugs or other intoxicants; persistent theft; serious unprovoked physical assault, extreme hostility to or intimidation of a pupil or member of staff; repeated suspension; arson; behaviour which threatens the safety or well-being of others; breach of a behavioural or attendance contract.

## **7. Rewards**

i) Stars (Y7 -11) are awarded for good work, helpful behaviour etc. They are recorded on ISAMS and monitored by Form Teachers. Stars go towards the awarding of certificates (Bronze, Silver, Gold) and prizes, at the end of each term.

For pupils in Pre-prep and Prep School (N-Y6), Stars are awarded for hard work and effort; Diamonds are awarded for kindness and helpfulness. These can be awarded by staff, peers or pupils to themselves. Star and Diamond prizes are awarded at the end of term. Stars and Diamonds earned by pupils in Y3-11 also represent points towards the House Cup. Values Certificates are awarded by staff to pupils who have demonstrated one of the School's five Values in an exceptional way that warrants reward above a star or diamond, and earn points towards the House Cup.

ii) Commendations (Y7-11) are awarded by your teachers relating to excellence or exceptional performance (your 'personal best'), effort or service to the community, sport, music, drama and activities and are signed off by the Head of Senior School or the Head. Awards are given to individuals, and to the House, awarded the most commendations in a term. Commendations also count towards the House Cup.

iii) Rewards for attitude to learning (up to Year 9) are given at the end of each term, pupils with high attitude to learning grades receive a certificate for attitude to learning and book vouchers at the end of the year.

iv) Attitude to learning prizes are awarded in all year groups, and subject prizes are awarded to Y11, at the end of the year.

v) Postcards can be sent to parents by subject teachers for exceptionally good effort or achievement at any time of the term.

## **Finally**

Remember, if you have any questions about this Code, or any aspect of behaviour or School life, or any suggestions, you should see your form teacher.

Be aware that you are a role model for younger pupils. Be particularly careful to be kind and considerate to pupils in Prep and Pre-prep. They follow your example so make sure it is a good example. Please be aware of the five core values which is a basis to the Code of Conduct: **Kindness, Honesty, Effort, Respect and Responsibility**

**Person responsible for this policy: The Head**

**Also signed off by: Head of Pre-prep + Prep, Head of Senior Section**

**Reviewed: September 2021**

**Next review date: September 2022**