



Student Code of Conduct

This Code of Conduct may be amended from time to time by staff and Governors. Its interpretation is at the discretion of the Head. You should be familiar with this Code, and you are expected to conform to it whilst a pupil at the School.

GENERAL This Code provides the minimum framework necessary for the School to live, work and play together in harmony, efficiency and safety. Within the framework it is expected that each one of you will conduct yourself with a regard for the feelings and reasonable interests of others. You are reminded that you must:

- **OBSERVE THE PRINCIPLES OF COMMON SENSE AND COURTESY AT ALL TIMES**
- **RESPECT PEOPLE AND PROPERTY; MAINTAIN THE GOOD ORDER OF THE SCHOOL;**
- **ENHANCE THE SCHOOL'S REPUTATION AND HELP OTHERS TO DO SO. DO NOT BRING THE REPUTATION OF THE SCHOOL INTO DISREPUTE;**
- **UPHOLD AND PROMOTE THE ETHOS, VALUES, VISION AND AIMS OF TIFFIN SCHOOL, INCLUDING THE EQUALITY STATEMENT OF PRINCIPLE AND THE ANTI-BULLYING PLEDGE.**

This Code applies to you whenever you are at school, travelling to and from school, on school trips, wearing school uniform, representing the School, or are otherwise associated or identified with the School. As you would expect, you are subject to the Law of the Land at all times.

We expect the school's values of respect and equality to be reflected in our students' conduct beyond school and online. Any student found to harass, abuse or bully others, including via social media and other online forums, will be breaking our principles of respect and equality for all and in addition will be deemed to be bringing the school into disrepute. In such cases we will apply our Behaviour and Pupil Disciplinary Policy.

We recognise that there are barriers which deter students from reporting incidents, which is why we have an anonymous online form on the Google Safeguarding site for bringing concerns to the school's attention regarding breaches of this Code of Conduct. There is also a separate Safeguarding online form for requesting contact with the safeguarding team, in addition to the usual contact that can be made through the pastoral and safeguarding staff.

1. Dress codes

- You must wear the prescribed school uniform when travelling to and from School, and at School. This uniform must also be worn when representing the School in matches against other schools.
- In years 7-11, your school blazer must be worn at all times.
- School uniform need not be worn when attending School functions as a spectator, as part of an audience or at other specified occasions. Common sense and discretion in the choice of dress must be exercised on these occasions.
- Outdoor coats should not be worn in lessons, or for other formal occasions such as assemblies (unless expressly permitted by a member of staff in exceptional circumstances).
- Please refer to the Dress and Appearance Regulations for more detailed information.

2. Attendance

Punctuality:

- The school day starts at 8.30am with registration for years 7-11, except on a Thursday when it starts at 9.20am. Students should not be on site before 8am. The School Governors are not able to undertake responsibility for your well-being and safety before this time.
- You must be punctual at all times. If you arrive late you must sign in at the Main Office and explain to your form tutor or class teacher, who will record you as late. 2 lates per week, or 6 lates per half term, result in a Head of Year detention.

Absence & leaving the school site

- **Reporting absence:** When absent from school, an e-mail must be sent to attendance@tiffin.kingston.sch.uk from your parent/guardian, to explain each absence **on a daily basis**.
- **In years 7-10** you must remain on the school site.
- **In Year 11** you must remain on the school site except on your Games day if you are travelling offsite to Games.
- **Rowers** should not leave for the boathouse until the designated time set by the P.E. department.
- Your attendance is required on Open Evening, Sports Day, Founders' Day and other school events. Your attendance is also required when you are selected to represent the School, or your House, in any activity, and this must take priority over other arrangements.
- **KS3-4 appointments during school:** Any student leaving school during the day for an appointment must have provided a parental letter/email/phone call to the main office in advance, giving permission. You will not be permitted to leave without this. You must always sign out at the School Office before leaving the site. If you return to school the same day you must sign in at the office.
- **Sixth Form:** Students in the Sixth Form may leave the school site at lunchtime and during private study lessons. They do not need to attend school for periods 1 or 2 if they have no timetabled lessons then. These are privileges which may be withdrawn in certain circumstances. You must attend rehearsals or practices, if required.

3. Behaviour

Pupils should:

- Be cooperative and respectful at all times and obey instructions from Tiffin staff
- Behave with politeness and courtesy to others including staff, fellow pupils, and guests
- Never disrupt learning
- Bring all relevant kit, stationery and equipment to the lesson
- Enter and leave classrooms in an orderly manner, standing in silence at the beginning and end
- Follow the school dress code
- Always remember the 5 key principles of Appearance, Politeness, Promptness, Learning and Environment (A.P.P.L.E.)
- Always be prepared to welcome and assist visitors to the School. They should be escorted to the Main Office.
- Behave with courtesy in public spaces and on public transport. Beyond the school grounds you should obey the Highway Code
- Not engage in public displays of intimate affection when attending or representing the school
- Never use threatening, abusive or intimidating language or behaviour (including name calling, verbal abuse, intimidation, physical abuse, violence, fighting, bullying and harassment, including sexual harassment, sexual abuse or assault, racist, religious, cultural, sexist, gender or sexual orientation based abuse) - you have the responsibility to actively prevent bullying and to report any incidents of bullying to a member of staff immediately. Please see the students' Anti-Bullying Pledge in the handbook.

On-line

- When online and/or using your school Chromebook, you must adhere to the [Student Digital Code of Conduct](#)
- The school has robust processes in place to ensure the online safety of students. Chromebooks are managed and monitored by the school for unsafe and inappropriate conduct and content. If the school finds a student is not following the digital code of conduct, the school behaviour policy will be applied.

4. Prohibited substances

Smoking/vaping/alcohol

- On the School premises, in uniform, on school visits, or when representing the School, you are not permitted to smoke, including e-cigarettes/vapes and smoking paraphernalia, consume alcohol or gamble. Materials intended for these purposes are not permitted to be brought onto the premises, or bought, sold or transferred on the premises. These regulations also apply when pupils are on school visits.

Drugs and substances

- The possession of illegal drugs is not permitted in school, or during extra-curricular activities. Illegal drugs, or any equipment associated with them, are not permitted to be used, consumed, bought, sold, or otherwise brought onto or obtained on the school grounds or school properties, or when representing the School, at any time of the day or night, including when pupils are on school visits.
- Substances not prohibited by law, but considered to be drugs (e.g. legal highs), as well as any equipment associated with their use, are also not permitted to be brought onto the premises, or bought, sold or transferred on the premises. Solvents are not permitted on site except with specific permission from a teacher. These regulations also apply when pupils are on school visits.
- Students suspected of carrying prohibited substances will be searched according to our search policy.

5. School grounds and buildings

The preservation and care of the school grounds, buildings and all property are your responsibility. All damage should be reported immediately to a member of staff.

- You must move from place to place in the School quietly and with care; think of others; take your turn through doorways.
- Some areas of the School have obvious risks associated with them, in particular the stage and balcony of the School Hall, the kitchen and Birkenhead Car Park, please keep away from these areas.
- Laboratories, Computer rooms, Design Technology, Art and store rooms may be entered only when a member of staff is present.
- Enter and leave the site through the pedestrian gates, not the vehicular gates.
- Food and drink must not be consumed whilst walking about the school buildings or in classrooms.
- Only 'Air-flow' balls may be used for games in the playground. (These may be purchased from the main office with a debit card).
- Cricket bats/tennis rackets etc. may not be used with Air-flow balls in the playground.
- Use paths wherever possible in the school grounds, avoiding the use of grass and the school field.
- The school field is for organised practices and Games only. Students are not allowed on the field or in the cricket nets unless specifically supervised by a member of staff.
- The central staircase in Elmfield is available for emergency use only.
- You should not be in classrooms/practice rooms outside of lessons unless you have permission from a member of staff.

6. Social media & online

When using social media, students should:

- Be respectful of and protect the privacy of others.
- Never engage in any form of harassment or abuse of others, including sexual harassment. Consider whether they would make the comments in public or other traditional forms of media. If not, you should refrain from doing so on social media.
- Never use another person's image, name or identity to create a social media account.
- Never log in or use another person's account.
- Not post comments, videos or images of the school or its students on-line without clear permission.
- Be proactive in removing content which might be offensive.
- Avoid making, posting or facilitating statements, images or videos that:

- cause undue distress or provoke anti-social or violent behaviour
- are offensive, false, inaccurate or unjustified
- abuse, bully, victimise, harass, threaten or intimidate students or staff
- bring Tiffin School into disrepute

Please note that this is not an exhaustive list. There are many different types of social media misuse.

7. Cars, motorbikes, bicycles, scooters and skateboards

If you cycle to school:

- Once in the school grounds you must dismount and walk, push your bike to the bicycle sheds.
- Bikes must be securely padlocked in the bike sheds provided.
- All bikes should be security tagged using a recognised system such as that offered by the police.
- You should not leave bikes on the premises overnight.
- Students riding bikes to School should conform to safety precautions which recommend the wearing of light-reflecting objects.
- Cyclists must wear helmets.
- No student is to bring a car, moped, motorcycle, scooter or skateboard onto the school premises.
- The School has no insurance to cover loss or theft of bicycles etc. This must remain the responsibility of the owners.

8. Personal belongings

The safeguarding of personal property is your concern.

- You must have all personal belongings clearly marked with your name. You should not bring valuable articles to School. This action does not change the eventual position held on loss, theft or damage, which remain the responsibility of the owner. Lockers must be used for storage of any valuables, especially during P.E and Games.
- You must not sell or exchange any goods, nor should you be in the possession of property belonging to others.
- Mobile phones, personal audio, audio visual systems may not be used or worn on school premises (except by sixth formers, though not in school corridors). On the school site these must be switched off and put away. These items will be confiscated if used without permission and handed in to the school office. They can be collected by the student at the end of the same day. Students who have these items confiscated will be given a demerit, a 30 minute Head of Year detention and their parents will be informed. Use of this type of equipment by students may be possible where directed by a member of staff as part of the content of a lesson. Wearable technology, e.g. Smart watches must not be worn to school.
- Chromebooks must only be used in the designated areas i.e. at a table in the dining hall before school, the LRC or as instructed by staff in lessons. They should not be used in classrooms or the playground without explicit staff permission. At lunch time they should be secured in lockers. Chromebooks must not be used to access inappropriate sites or Games during or outside lessons.
- You must not bring anything to School that is actually or potentially dangerous to others or intended to cause disruption, such as water pistols, toy firearms, fireworks or weapons. Any type of knife including pen knives or craft knives, or sharp objects that might be considered dangerous must not be brought to school. If in doubt please ask your Head of Year if a particular object is allowed. Students suspected of carrying dangerous and/or prohibited items will be searched according to our search policy.
- No insurance is held by the Governors or Head to cover loss of, or damage to, property brought to School and to all school activities. They accept no responsibility for losses or damage sustained by individuals or School Societies under any circumstances.
- Students/Parents will be charged for malicious damage to school property.

9. Sanctions

Failure to adhere to the school code of conduct or behaviour policy will result in school sanctions.

- Demerits are the record of a sanction given to a student for infringing the expectations the School has of their behaviour.
- 10 demerits will result in a Senior Leadership Detention.
- 3rd SLT detentions will result in fixed term one day internal suspension
- 6th SLT detention will be a fixed term one day external suspension
- Detentions – Senior Leadership Detentions take place on Fridays (or other days by prior arrangement)
- Department and Head of Year Detentions are arranged by the relevant teachers and take place both at lunchtimes and after School.
- At least one day's notice will be given for detentions after school. (Teachers may detain a student for up to 10 minutes after school, without notice).
- You will not be excused from detention without the permission of the teacher setting the detention. Serious cases of disruptive behaviour, physical aggression towards other pupils, harassment and abuse, bullying, rudeness to, or disobedience of staff, theft, breaches of the Network Contract or Code of Conduct, as well as possession of banned items and substances such as illegal drugs, tobacco products, vapes/e-cigarettes, or drug or alcohol abuse, may result in fixed term suspension. (This is not an exhaustive list).
- In extreme cases of a serious breach of the School's Code of Conduct, Behaviour Policy, or behaviour expectations (including, but not restricted to, harassment or assault on pupils or staff, possession of an offensive weapon, possession/dealing/trafficking/supplying of drugs, repeated use or possession of drugs), OR persistent breaches of the Code of Conduct, Behaviour Policy or behaviour expectations, permanent exclusion will be used if necessary.