



The Linden Centre

Pupil Code of Conduct

Signed by:		
	Headteacher	Date:
	Chair of Management Committee	Date

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Contents:

Statement of intent	1
1. General conduct	2
2. In the classroom	3
3. Attendance	3
4. Illness whilst at school	4
5. Pupil-pupil relationships	4
6. Appearance	5
7. Property	5
Appendix A - Code of Conduct Agreement	9

Statement of intent

The Linden centre 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.
- Encouraging 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 between the school and parents to develop.
- Developing relationships with our pupils which ensure early intervention is possible.
- A shared approach which involves pupils in the implementation of the school's policy and associated procedures.
- Promoting a culture of praise and encouragement in which all pupils can achieve.

1. General conduct

- 1.1. The school expects pupils to:
 - Be polite to all members of the school community and to all visitors to the school.
 - Always be ready to offer help to others, if necessary.
 - Not keep their hands in their pockets when talking to an adult.
 - Move around the school in a quiet and orderly manner.
 - Attend all lessons and other school activities punctually and always arrive in good time for commitments.
 - Take pride in the school environment and keep it tidy.
 - Not spit or chew gum – chewing gum is not allowed.
 - Not swear or use offensive language.
 - Not engage in gambling or games of chance.
 - Not damage or disfigure the school premises, either inside or outside the buildings.
- 1.2. Vandalism and graffiti on school premises is strictly forbidden.
- 1.3. Damage should be reported immediately to a member of staff, by the person responsible the person who discovers it.
- 1.4. The school is a working environment; therefore, public displays of affection are not appropriate during lessons, nor during break and lunchtimes, or while on school trips where you are representing the school.
- 1.5. All forms of sexual discrimination, including sexual harassment, gender-based bullying and sexual violence, are forbidden. Acts of sexual harassment and violence will be considered and dealt with in line with the school's Behavioural Policy.
- 1.6. Smoking, drinking alcohol and the taking of drugs are forbidden and it is an offence to have smoking materials, alcoholic drinks or drugs in your possession. This includes the times when pupils are travelling to and from school.
- 1.7. There is zero tolerance for bullying at the school; this includes, but is not limited to, racist bullying, homophobic bullying, transphobic bullying, sexist bullying, or sexual bullying and harassment.

2. In the classroom

2.1. Pupils must not:

- Be disrespectful, argumentative, rude, confrontational or intimidating.
- Lie or answer back to teachers.
- Disrupt a class or make it difficult for others to learn.
- Leave the classroom or school premises without permission.
- Disobey a reasonable request from a teacher.
- Miss lessons.
- Intimidate other pupils.

3. Attendance

- 3.1. Full time attendance and attendance at all lessons is mandatory. Pupils must only be absent from lessons if the absence has been authorised or they are unwell.
- 3.2. The school day runs from 09:00 to 14:00. Pupils are required to remain on the school premises during these times, except where the pupil has an appointment, there is a school trip, or the pupil has been granted permission by a member of staff to leave the premises.
- 3.3. In the case of pre-arranged appointments, the school must be informed in advance and in writing wherever possible.
- 3.4. If selected for a school team, pupils are expected to attend punctually and if they are unable to take part due to injury or illness, ensure that the school is informed at the earliest possibility.
- 3.5. 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 board.

4. Illness whilst at school

- 4.1. If pupils are involved in an accident or feel ill during the school day, they must tell a member of staff as soon as possible. No pupil may go home without permission from the Centre Lead who will contact the School office, who will in turn, contact the pupil's parents.
- 4.2. If given permission to go home with due to illness or injury, staff will make the school office aware and the register will be amended.

5. Pupil-pupil relationships

- 5.1. Pupils are not overly affectionate at school.
- 5.2. Pupils will not marginalise or bully anyone who is in a relationship.
- 5.3. The school promotes and supports diversity, and will not tolerate bullying of any form, including sexist, homophobic and transphobic bullying. Pupils are encouraged to speak to a member of staff immediately if they witness, or are a victim of, bullying.
- 5.4. The school takes a zero-tolerance approach to all forms of sexual harassment, sexual violence and harmful sexual behaviours.
- 5.5. Pupils are taught to understand what harmful sexual behaviour is in an age-appropriate manner.
- 5.6. Pupils are taught about relationships in an age-appropriate manner.
- 5.7. Pupils are taught about what constitutes a healthy relationship, and about wellbeing and health in accordance with the school's Relationships and Health Education Policy.
- 5.8. Pupils are taught about what constitutes a healthy relationships and about sexual health in accordance with the school's RSE and Health Education Policy.
- 5.9. All pupils understand that they can speak to any staff member if their relationship starts to become harmful or abusive or if they have any other concerns or questions relating to their relationship.
- 5.10. All staff members operate an 'open-door' policy for pupils wanting to report any concerns relating to themselves or their peers.
- 5.11. Staff members handle concerns from pupils, raise concerns and act in accordance with the school's Child Protection and Safeguarding Policy and Harmful Sexual Behaviour Policy at all times.

6. Appearance

- 6.1. The school uniform, detailed separately, is compulsory. This includes for the journey to and from school.
- 6.2. No jewellery or rings, earrings or studs are to be worn at any time in school.
- 6.3. Hair is to be clean and tidy. Long hair must be tied back. Hair should be of a natural colour. Unnatural coloured hair or various coloured hair is not allowed.
- 6.4. Pupils are reminded that they are representatives of the school.

7. Property

- 7.1. Pupils are responsible for their own belongings.
- 7.2. 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.
- 7.3. Pupils are responsible for replacing lost or damaged school property.
- 7.4. PE is a compulsory part of the curriculum and pupils must attend with appropriate kit at every lesson.

8. Mobile technology

- 8.1. The school accepts that personal mobile phones are often given to pupils by their parents to ensure their safety and personal security.
- 8.2. Parents should be aware if their child takes a mobile phone to school.
- 8.3. The school accepts no responsibility for replacing lost, stolen or damaged personal mobile devices either at school, or travelling to and from school.
- 8.4. Acceptable use:
 - Mobile devices should be switched off and kept out of sight during lessons, unless using the device as part of a lesson with the permission of their class teacher.
 - Mobile phones should only be used for voice calls with the express permission of their parents and teachers, and for emergencies only.
 - Mobile phones should not be used in any manner.
 - Pupils are responsible for protecting their own personal information including their phone number.
 - Unless express permission is granted, mobile devices should not be used to make calls, send SMS messages, iMessages or emails, take photos or use any other application during lessons and other educational and pastoral activities.
 - Files should not be sent between mobile phones, and Bluetooth and Wi-Fi functions should be disabled whilst on school premises.
- 8.5. Spot checks
 - Any staff member may ask any pupil to show them what they are doing on their mobile phone at any time.
 - Pupils are required to comply with any request to disable the screen lock function of their phone and show any staff member what they are doing.
- 8.6. Sanctions
 - Using a mobile phone is a privilege which can be revoked at any point.
 - Any pupil caught breaking the Personal Electronic Devices Policy will have their mobile device confiscated.
 - Confiscated mobile devices will be locked away securely in the headteacher's office.

- Confiscated mobile devices must be collected by the pupil's parent.
- Bullying via mobile will be disciplined in line with the school's Anti-Bullying Policy.

9. Items barred from school premises

9.1. Fire lighting equipment

- Matches, lighters, etc.

9.2. Drugs and smoking equipment

- Cigarettes
- Tobacco
- Cigarette papers
- Electronic cigarettes (e-cigs)
- Alcohol
- Solvents
- Any form of illegal drug
- Any other drugs except medicines covered by the prescribed medicines procedure

9.3. Weapons and other dangerous implements and substances

- Knives
- Razors
- Catapults
- Guns (including replicas and BB guns)
- Laser pens
- Knuckle dusters and studded arm bands
- Whips or similar items
- Pepper sprays and gas canisters
- Fireworks
- Dangerous chemicals
- Items that can be used to hit, e.g. hammers

9.4. Other items

- Liquid correction fluid
- Chewing gum

- Energy drinks
- Offensive materials (i.e. pornographic, homophobic, racist etc.)
- Aerosols including deodorant and hair spray

10. Non-compliance

10.1. Failure to comply with the school's Pupil Code of Conduct will lead to sanctions as detailed in the school's Behavioural Policy.

11. Monitoring and review

11.1. This code of conduct will be reviewed on an annual basis by the headteacher and any changes made will be communicated to all pupils and staff at the school.

11.2. All pupils will be provided with a copy of this code of conduct when their attendance at the school begins and will be required to familiarise themselves with the procedures and guidance outlined.

Appendix A - Code of Conduct Agreement

I, _____ agree to abide by the terms of the Pupil Code of Conduct and understand the consequences if I break the school rules.

Signed by

Pupil		Date:	
Parent		Date:	
Form tutor		Date:	