

CODE OF CONDUCT (BEHAVIOUR POLICY)

This policy outlines the expectations regarding behaviour of all pupils at Leweston School. Specific guidelines for Pupils in the Senior School, the Prep Department and the Nursery can be found under the relevant policy section.

Aims

The aims of this policy are that all pupils will:

- Be tolerant and understanding of the feelings and needs of others
- Develop a responsible and independent attitude towards their roles in the community
- Develop an awareness of right and wrong and differentiate between acceptable and unacceptable behaviour
- Learn to have respect for others and to behave courteously towards them
- Contribute to a safe environment
- Be able to work in an orderly atmosphere
- Be able to understand the role of and need for discipline as a positive part of school life.

Objectives

- Discipline and the development of self-discipline are achieved through a co-operative process involving pupils, parents and staff
- All members of the community work towards achieving the aims of this policy by:
 - Respecting one another as individuals
 - Contributing to a well-ordered environment in which all are fully aware of behavioural expectations
 - Encouraging, praising and rewarding good behaviour
 - Promoting a sense of belonging to the community
 - Providing good role models
 - Supporting one another

Strategies

- All members of the School community must be made aware of and agree with the expectations of behaviour. This is to be achieved through staff induction and regular discussion at staff meetings; Tutors and boarding staff play a major role in highlighting this to students
- A copy of the policy is available on the School website
- In order to foster and promote good discipline, teachers will do the following:
 - actively look for the positive
 - praise, give positive feedback and reward good behaviour
 - provide clear, consistent expectations of behaviour

Rewards and Sanctions

- It is the responsibility of all staff to make themselves aware of the systems operating at Leweston regarding Rewards and Sanctions
- Staff should monitor and compare the number and frequency of rewards and sanctions given, in order to ensure that there is a shared understanding of standards and expectations in implementing the system.
- Lunchtime detentions should be logged by individual staff members using iSAMS; After school detentions should be logged by the Head of Year using ISAMS; serious sanctions should be referred to the Deputy Head. Saturday detentions must be authorised by the Head, DH or DHP.

Corporal Punishment

Corporal Punishment is prohibited within the School and on School activities. It may not be used in any circumstances by a member of staff or volunteer.

Physical Restraint

Physical Restraint must only be used to avert danger. If physical restraint becomes necessary, a Record of Physical Restraint record form must be completed, which can be found in the 'Policy on Physical Restraint' which is in the Staff Handbook in the Pupil Management folder.

Arrangements for searching pupils and their possessions

It is very important that pupils' privacy and the security of their personal belongings is upheld. However, in certain extreme situations (such as there being cause to suspect possession of illegal/prohibited substances, alcohol, or illegal material(s), or an instance of a serious theft) it may be necessary for the School to effect a search of a room or lockers or other personal space (school bags etc.). Please refer to the 'Room search policy' which is in the Staff Handbook in the Boarding folder.

The Code of Conduct applies not only in School but also when a pupil is representing the School or wearing School uniform, travelling to and from School or associated with the School at any time.

Form Tutors go through the relevant Code of conduct at the start of each academic year, and again when any updates or changes come into effect.

LEWESTON CODE OF CONDUCT

Pupils should:

- Show respect and good manners at all times to each other, to members of staff and to visitors.
For example:
- Open doors for others and stand back for staff and other adults to pass through first.
- Greet others in a friendly, courteous manner.
- Listen when others are speaking.
- Maintain Silence
 - When entering and moving around the Chapel, and when sitting in the Chapel.
 - In the Library when asked to do so, but particularly during study leave.

- At other times when asked to do so.

General Conduct

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 Rewards and Sanctions and Misbehaviour and Exclusions Policies.

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.

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.

About the School

- Walk on the left and never run in the building.
- Move quietly and quickly in the corridors between lessons.
- Ensure that litter is disposed of in waste bins.
- Observe the rules for use of mobile phones. Pupils in Year 7 to 11 must not have a mobile phone on them during the school day unless required by a teacher. Sixth Form pupils may not use mobile phones in lessons (unless instructed to do so by the class teacher as a learning aid), or as they move around the school between lessons. Mobile phones must not be used in the Dining Room or the Chapel at any time. For details see the Mobile Phone Policy on Form Notice Boards.
- Vandalism and graffiti on the school premises is strictly forbidden.
- Damage should be reported immediately to a member of staff by any person who discovers it.

In the Classroom

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.

Preparedness and Punctuality

- Be on time for lessons and evening study.
- Have the correct books/equipment.
- Keep to deadlines for Prep/homework.

- Ensure that physical needs are met during breaks (e.g. have a drink, use the lavatories) so as not to miss lesson time.

Respect for the Environment/Property

- Store belongings neatly when not in use. Secure valuables, including mobile phones, in a lockable unit with a combination or key lock.
- Keep Form rooms, Common Rooms and the Mesh clean and tidy.
- Be sure to fulfil teatime and classroom cleaning duties.
- Use other people's possessions only with their express permission; using or taking another pupil's possession without permission will be regarded as theft.
- Sit with feet off sofas and tables.
- Conserve resources – use recycling boxes, turn off lights, shut windows.

Food and Drink

- No food except fruit may be taken from the Dining Room.
- Be considerate in the Dining Room. Clear everything away once meals are finished, putting chairs nearly under tables on departure.
- There should be no food or drink (including bottled water) in the Library, IT Rooms, Science Block, DT Rooms or Chapel.
- The use of chewing of gum is unacceptable in School.

Bounds

- No pupil may leave School premises without permission. Pupils in Year 13 may leave school during periods 5 or 6 if they do not have any lessons or other commitments. Temporary absence for boarders should always be entered in the Exeat book on leaving and return indicated by a signature.
- Temporary absence for day pupils is to be recorded on the signing out list in Reception.
- Years 7 and 8 will use the Playing Fields in front of Trinity Chapel as their outdoor space during break and lunch.
- Years 9, 10 and 11 will use the Athletics Field between the Swimming Pool and the Astro as their outdoor space during break and lunch.
- Years 10 and 11 may use their Common Rooms at the discretion of their Heads of Year.
- The Sixth Form may use other parts of the Grounds but should only enter areas reserved for other Year Groups if they are meeting with a Peer Mentee. They should also respect that there will be times that certain areas, such as the Belvedere, are out of bounds due to the weather.
- No pupil may enter the woods or fields adjoining the Leweston property or the Sisters' gardens.
- No pupil may leave the building after dark except to go to the Sports Hall or if they have an activity/portfolio work in the Art & Design block as long as a member of staff is in the building and they report to the teacher on entry and leaving.

Intimate Relationships

- Sound relationships lie at the heart of life at Leweston and every member of our School community has a responsibility to ensure that their dealings with others are amicable and appropriate. This means that they should be considerate of others, respect their rights and opinions and maintain a high standard of conduct at all times.
- Leweston's Code of Conduct regarding intimate relationships is based on clear moral, educational, religious and legal considerations.
- Public displays of overt affection or intimacy, particularly those that might make onlookers feel uncomfortable, are unacceptable.
- Similarly, private acts of physical intimacy or of a sexual nature have no place at School. Pupils found in a compromising situation where there is a reasonable suspicion of inappropriate physical or sexual conduct (e.g. in a locked room or in a partial state of undress) are liable to be permanently excluded from Leweston.
- In some cases, particularly if one or more of the pupils involved is under-age, Children's Services will be informed, and the Police may be informed

Leweston is a mixed community and pupils are encouraged to form friendships in a mature and responsible way. Socialising is allowed in free time and pupils may visit designated communal areas at defined and published times. All other residential areas are out of bounds to the opposite sex. Boys and girls must be allowed privacy in their own areas of the Boarding House. Leweston pupils are at different stages of development and in some respects have different needs, yet all derive strength from each other and from being part of the community. In such a community, as mentioned above, intimate sexual relationships are not appropriate.

As defined in Leweston's Safeguarding document, all reports of sexual violence or sexual harassment are taken seriously. These definitions are clear within the School's Safeguarding policy, and the School will follow the appropriate steps in dealing with reports, including working with external agencies.

Code of Conduct for Boarders – Years 7–11

Boarders are expected to abide by the 'Code of Conduct for Pupils'. The following guidelines should also be observed.

- Times for rising in the morning and lights out for each Year group should be respected.
- Any pupil leaving her House area after evening Prep (e.g. to go to the Library, to visit other Houses etc.) should notify a member of the House Staff. If leaving the building (e.g. to play tennis, go to the Sports Hall etc.) they must sign themselves out in their House. No pupil may sign out or in on behalf of any other pupil.
- Boarders should only visit other Houses if they have the permission of their own Housemistress and that of the staff whose area they are visiting.
- Keep the House quiet during evening study times.
- Music may only be played at a volume which is not audible outside a pupil's study and not during evening study times.

- Pupils should sign out each time they leave school. During the school day they should use the signing out file in the Reception area: during evenings or at the weekends, the book in their own House. They may only leave the campus during the school week with the permission and knowledge of their Housemistress.
- Pupils in Years 7 - 11 may not visit South Wing.
- Day pupils may not be invited to boarding areas without the permission of the Housemistress.
- After lights out a pupil may not leave their House for any reason except illness. In such cases they will be in the care of a member of the House Staff.
- No food is to be kept in bedrooms. Tuck should be stored in the lockers provided.
- Pupils are responsible for keeping valuables and money under lock and key.

Conduct of Pupils at School Socials

- If a pupil is part of a group invited to a social event at another school, they must leave and return to Leweston by School transport. Any pupil who shows evidence of having consumed alcohol beforehand will be prohibited from attending.
- It is our expectation that parents will not provide alcohol at home prior to a pupil joining a School social.
- Any pupil found smoking or having consumed so much alcohol that they are incapable of behaving appropriately will be escorted from the event to the Health Centre or their study bedroom; in the case of a day pupil, parents will be asked to remove them immediately from the social event. The School policy on alcohol and smoking will be referred to in such cases.

Conduct of Pupils out of School

Leweston is entitled to maintain a policy of investigating any information about a pupil's behaviour which is cause for concern, whether arising in school or out of school, including weekends and holidays. Doing so does not mean that the School is assuming responsibility for pupils when they are not in the care of the school. The aim of the policy is to ensure that the School can take disciplinary action if the behaviour of pupils outside school brings the School into disrepute, or if events outside school bring an overlay into School and adversely affect individual pupils or School culture.