

## Code of Conduct

### Year 7 – 11

Queen Elizabeth's has high expectations in terms of work, behaviour, dress and attendance. A code of conduct is necessary to enable all members of our community to be able to work in a safe, well-ordered and pleasant environment.

Courtesy and consideration should be shown at all times.

Remember...

- Food and drink may only be consumed in the Canteen.
- Walk on the left on the stairs.
- At breaks and lunchtimes you may use your year form rooms. Do not loiter in corridors, cloakrooms, stairways or toilets and do not sit on heaters.
- You should not leave bags in corridors (the only exceptions are outside the library, DT and ICT rooms when you have DT/ICT lessons).
- Ball games may only be played on the field and hard play area – away from cars and windows. NB Footballs must not be kicked against wire netting.
- Valuable possessions should not be brought to school – the school cannot take responsibility for them.
- Personal audio equipment and mobile phones may not be used in school (or taken on school trips) and should be switched off and placed in lockers (or bags) during the school day.
- Chewing gum and correction fluid are not allowed in school.
- Tobacco, alcohol, e cigarettes, shisha pipes/pens and any other harmful substances are banned. Possession, use or being under the influence of any of these will lead to exclusion. Trading in drugs will lead to permanent exclusion.
- Knives or other potentially dangerous implements must not be brought into school and the breaking of this rule would usually lead to permanent exclusion.
- Motorised vehicles are not allowed to be driven to and from school by students unless there are exceptional circumstances and with the prior permission of the headteacher.

Whilst in school, travelling to and from school or while wearing school uniform, pupils are representing Queen Elizabeth's Grammar and we will take action if pupils do not conduct themselves responsibly.

The school has the right to discipline pupils in a reasonable manner, which may include a recorded lunchtime detention or after-school detention (for more serious misdemeanours and for the third detention). Parents are informed by letter of all detentions and will be given at least 48 hours' notice of an after-school detention. These are normally held on Wednesdays from 4.00 – 5.00 pm. The headteacher also reserves the right to exclude a pupil for very serious or repeated offences. In the case of exclusions parents may, if they so wish, make representation to the governing body.

## **Years 12 & 13**

Upper School students are expected to set a good example of behaviour and appearance at all times.

Remember...

- In Norbury study rooms you may play music at breaks and lunch times, but only use personal headphones during private study periods.
- Food and drink may be consumed in Norbury but all litter must be disposed of in the bins provided. Rooms should be kept tidy at all times.
- Chewing gum is not allowed
- Upper School students may go down to town at lunch time without prior permission. You should behave in an appropriate manner and not eat in the streets. At all other times you must be in school, whether in lessons or private study.
- Attendance rules are the same as for the main school, all day – every day – Monday to Friday.
- Tobacco, alcohol, e cigarettes, shisha pipes/pens and any other harmful substances are banned. Possession, use or being under the influence of any of these will lead to exclusion. Trading in drugs will lead to permanent exclusion
- Knives or other potentially dangerous implements must not be brought into school and the breaking of this rule would usually lead to permanent exclusion
- The use of motor vehicles is discouraged because of the dangers they present on site. They may only be allowed, on written request to the headteacher, provided guidelines are adhered to.
- Ball games may only be played on the field and hard play area – away from cars and windows. NB Footballs must not be kicked against wire netting.
- Valuable possessions should not be brought to school – the school cannot take responsibility for them. Mobile phones may not be used in the main school.