



Hollinhey Primary School

Pupil Code of Conduct

Date policy last reviewed: September 2022

Signed by:

S.Clough Headteacher

Date: October 2023

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Statement of intent

Hollinhey Primary School believes that in order to facilitate a suitable environment for education, acceptable behaviour must be displayed in all aspects of school life.

We are committed to:

- Promoting positive behaviour.
- Promoting self-esteem, self-discipline, and positive relationships based on mutual respect.
- Ensuring equality and fairness of treatment for all.
- Encouraging and rewarding good behaviour.
- Challenging and sanctioning unacceptable 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.
- Developing appropriate 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

Pupils will be expected to:

- Be polite to all members of the school community and to all visitors to the school.
- Promote an inclusive and tolerant environment.
- Report any incidents of bullying or sexual harassment to a member of staff.
- Always be ready to offer help and support to others.
- Move around the school in a quiet and orderly manner.
- Wear the school uniform correctly at all times.
- Attend all lessons and other school activities punctually.
- Accept the school's sanctions in line with the Behaviour Policy.
- Take pride in the school environment and keep it tidy.
- Not bring to school any items banned by the school, including drugs, alcohol and cigarettes.
- Not swear or use offensive language.
- Not engage in gambling or games of chance.
- Show consideration for school property and the property of others.
- Adhere to this code of conduct any time they are representing the school, including when wearing uniform off the premises.

2. Classroom behaviour

Pupils will always try their best in the classroom and ask for help when needed. Classwork and homework must be completed on time. 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.

3. Attendance

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.

The school day runs from 08.50 to 15:20. 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.

In the case of pre-arranged appointments, the school must be informed in advance and in writing wherever possible.

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.

In the case of pre-arranged appointments, the school must be informed in advance and in writing wherever possible

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 Headteacher.

4. Lateness

Pupils must arrive punctually for morning registration. If a pupil arrives after 8.50am they should report to the school office and be signed in. Arriving after 9am and before the register closes at 09.20am, a late mark will be given. After the register closes at 9.20am, then an appropriate absence mark will be recorded. Pupils must arrive punctually for afternoon registration.

5. Illness whilst at school

If pupils are involved in an accident or feel ill during the school day, they must inform a member of staff. No pupil may go home without permission from a member of the SLT who will arrange to contact the pupil's parents.

If given permission to leave school due to illness or injury, pupils must be signed out at the school office.

6. Pupil to Pupil Relationships

The school is not opposed to pupils starting relationships with one another and will not prevent appropriate relationships between pupils.

The school is a working environment; therefore, public displays of affection are not appropriate on the school premises.

Pupils will not marginalise or bully anyone who is in a relationship.

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.

The school takes a zero-tolerance approach to all forms of sexual harassment, sexual violence and harmful sexual behaviours.

Pupils are taught to understand what harmful sexual behaviour is in an age-appropriate manner.

Pupils are taught about relationships in an age-appropriate manner.

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.

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.

All staff members operate an 'open-door' policy for pupils wanting to report any concerns relating to themselves or their peers.

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.

7. Appearance

The following are not to be worn while on the school premises or wearing school uniform outside of the school:

- Jewellery, including rings, earrings and studs
- Nail varnish
- Make-up
- Tattoos

Hair is to be kept 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.

The school's Uniform Policy is to be followed at all times.

8. Property

Pupils are responsible for their own belongings.

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.

Pupils are responsible for replacing lost or damaged school property.

PE is a compulsory part of the curriculum and pupils must attend with appropriate kit at every lesson.

9. Mobile technology

The school accepts that personal mobile phones are often given to pupils by their parents to ensure their safety and personal security.

Currently, the school acknowledges the increasing use of mobile technology as part of the curriculum but will provide this equipment for pupils. Own devices must not be used.

Parents should be aware if their child takes a mobile phone to school.

The school accepts no responsibility for replacing lost, stolen or damaged personal mobile devices either at school, or travelling to and from school.

Acceptable use

Mobile devices should be handed in to the School Office before entering the playground and collected after the class has been dismissed at the end of the day before leaving the school

premises. Phones should not be taken into the main school building, toilets, classrooms or on to playgrounds.

Mobile devices are not to be used by pupils in the playground, on the school field or in cloakrooms.

Spot checks

Any staff member may ask any pupil to hand their mobile phone in to the School Office

Sanctions

Repeated failure to hand in their mobile phones will result in the device being 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.

10. Items barred from school premises

Items barred from the school grounds, but the list is not limited to:

Fire lighting equipment

- Matches,
- Lighters, etc.

Drugs and smoking equipment

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

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

Other items

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

11. Non-compliance

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

12. Monitoring and review

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.

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 it. The next scheduled review date of this policy is **Oct 2024**.