



# HEATHFIELD SCHOOL

## Pupil Code of Conduct Policy Appendix to the “Promoting Positive Behaviour Policy”

<b>Policy Area:</b>	General
<b>Relevant Statutory Regulations:</b>	ISSR Part 2  ISSR Part 3  NMS Part G, Promoting Positive Behaviour and Relationships  Equality Act 2010  School Standards and Framework Act 1998  DfE Keeping Children Safe in Education 2023  Behaviour and Discipline in Schools January 2019
<b>Key Contact Personnel in School</b>	
<b>Nominated Member of Leadership Staff responsible for the policy:</b>	Deputy Head (Pastoral and Boarding)
<b>Version:</b>	2023.02
<b>Date updated:</b>	10 October 2023
<b>Date of next review:</b>	1 September 2024

*This policy will be reviewed at least annually, and/or following any concerns and/or updates to national and local guidance or procedures.*

### Introduction

The Pupil Code of Conduct is an appendix to the Promoting Positive Behaviour Policy of Heathfield School (the “School”) and is designed to clarify the rules we need to follow and the level of respect we should show, to produce a successful, cooperative and happy Heathfield community. Good behaviour needs to be consistently and positively encouraged and valued so as to create a culture of positive and kind behaviour. Please remember that the School is judged by the appearance, good manners and general behaviour of its members. A high standard of behaviour is expected from pupils at all times both in and out of school, when accompanied or not by staff. A Heathfield pupil is expected to demonstrate the key values of the school at all times namely Kindness, Respect, Honesty and Positivity. Every pupil should make every effort to make a positive contribution to School life. We expect pupils all to take an active part in lessons and in a minimum of two Co-Curricular activities and we actively encourage pupils to look for opportunities to expand the activities on offer.

The School’s community of Governors, staff, parents and pupils wish to evoke a kind, honest, positive and respectful environment where all can flourish and where all adhere to a code of conduct, rather than to lists of rules. Our code of conduct is predicated on the following four principles:

1. Respect for Ourselves
2. Respect for Others
3. Respect for our Environment
4. Responsibility for our Actions

The School sees education as a partnership between all stakeholders and we have an expectation that all incorporated within our community will uphold our values. We expect the highest values and standards of behaviour inside and outside the classroom, as well as outside the School and in any written or electronic communication concerning the School. Everyone has a right to feel secure and to be treated with respect; the School will not tolerate unkindness, harassment, bullying, sexism, racism, homophobia, or any other form of discrimination or exclusivity.

## **General Principles**

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Every pupil is expected at all times to:

- Behave in an orderly and self-controlled way;
- Show respect to all members of staff, visitors and each other;
- In class, make it possible for all pupils to learn;
- Move quietly around the School;
- Treat the School buildings, School property and all personal property with respect;
- Wear the correct uniform at all times during the School's teaching day;
- Take responsibility for her own actions and behaviour in person or online;
- Adhere to the School Policies, in particular those related to behaviour such as Anti-Bullying, Anti-Smoking, Alcohol and Drugs;
- Accept sanctions when given;
- Refrain from behaving in a way that brings the School into disrepute, including when outside School;
- Avoid any conduct which would lead any reasonable person to question her motivation and intentions.

## **Respect & courtesy to staff, visitors and other pupils**

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All members of the School community are expected to show kindness, respect, honesty and positivity towards each other, staff and visitors at all times. Should a pupil's behaviour be a cause for concern, they will be initially spoken to by their Head of Year ("HOY"), Tutor or Housemistress and would be expected to apologise. More severe breaches of acceptable behaviour may result in a sanction such as community service, detention, gating or even temporary or permanent exclusion for extreme breaches.

Swearing is not acceptable at any time and nor is the use of profanity in any written / electronic communication.

The School does not tolerate any unkind behaviour towards other pupils, staff or anyone who is part of the School community. Unkind and unpleasant behaviour will be treated seriously by the School and if severe enough or is an ongoing repeated behaviour, it may be regarded as bullying and the following steps will be undertaken:

- The incident will be recorded as one of bullying and will go on a pupil's record;
- A Restorative Justice discussion will be offered to both the victim and the bully;
- Repeated bullying will result in parents/carers being informed and could ultimately lead to a short term exclusion;

- A system of bullying awareness is used when dealing with instances of bullying. This involves pupils signing to acknowledge their awareness of the seriousness of their behaviour. At Level 3 (as defined in the Anti-Bullying Policy) this will also involve parents.

For more detailed information, please refer to the Anti-Bullying Policy.

Racist, sexist and homophobic remarks have no place at our School, this includes a pupil's comments online. The School is a tolerant, respectful community and that includes embracing those with different beliefs or lifestyles; pupils are expected to demonstrate this respect and understanding towards all pupils and staff at the School and to the public when off-site representing the School in any manner. Where a pupil is found to be expressing racist, sexist or homophobic views likely to cause offence to others, they will initially be warned. Repeated or serious remarks will result in a range of sanctions including being spoken to, detention, community service, gating, internal or external suspension. Expressing such views in public (which is against the law in the UK) when representing the School will be regarded as bringing it into disrepute. Racist, sexist and homophobic remarks will be recorded in the Serious Incidents Log maintained by the Deputy Head (Pastoral and Boarding). All incidences will be sanctioned according to their severity as outlined in the Promoting Positive Behaviour Policy.

### **Personal Electronic Devices ("PED")**

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The School recognises the need for mobile phones, and acknowledges the usefulness of MP3 players, tablets and other hand-held electronic devices for educational, social and global awareness. However, all mobile device rules must be obeyed and technology free times and spaces in School respected. They must not be used during lessons unless directly instructed by a member of staff for education purposes. Lesson time is considered to be any time during a lesson session even if the pupil is not in the classroom (e.g. if the pupil is late for a lesson and is using a PED in the corridor), the time when a pupil is lining up for a lesson, and during Tutor time. Recording of lessons is strictly prohibited.

Pupils who are found to have a PED out in a corridor outside lesson time (break or lunchtime) will initially be asked to put it away or have the device confiscated until the end of the day from their Head of Year. For repeated offences, pupils can collect the confiscated item from the Deputy Head (Pastoral and Boarding) at the end of the week. If this occurs a further time, the PED will be confiscated and given directly to parents and the pupil will be asked to hand this on a daily basis to the HOY for an agreed time. Should this not resolve the issue and the PED is confiscated a third time, the pupil will not be allowed to bring a PED onto site at all for the remainder of the term. If a mobile phone is being misused in the Boarding Area, it will be confiscated at the discretion of the Housemistress and passed to the Deputy Head (Pastoral and Boarding); a detention will also be set by the member of staff involved.

Pupils will adhere to the different electronic boundaries placed upon them, handing their phones and devices in without issue as requested. Pupils will be sanctioned should they be found to be deviant around keeping or not submitted their devices. Please see the Mobile Phone and Portable Devices Policy for more detailed information.

Pupils will be regularly educated about keeping themselves safe and their conduct online. Pupils are regularly reminded that no pupil or member of staff should be photographed or any image uploaded to social media without an individual's permission.

### **Care of property and the environment**

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Everyone at the School should show concern and respect for the environment in which we live and work; this includes all School equipment as well as the classrooms, dining room, Chapel, boarding area and outside space. Litter should always be put in bins and care taken to ensure all areas are kept tidy. Chewing gum is not permitted on the School site; pupils found chewing gum will be initially asked to dispose of it. Any repeated offences a pupil will be given an after-School detention which is

also recorded on Engage. For repeated offences, pupils will be given further appropriate sanctions, such as community service to help clear and tidy the School.

Where pupils have not shown appropriate care of their common room, they will initially be asked to tidy it. If the lack of care and attention continues, they may lose the right to use their common room for a fixed period of time.

If a pupil is found to have deliberately damaged School property, they will be expected to rectify the damage (for instance cleaning graffiti). However, in certain circumstances when it may not be appropriate or possible for them to do so, their parents will be charged for the cost of cleaning, repair or replacement. Sanctions will be matched to the severity of the damage and could range from after-School detentions and community service within the School to internal exclusion or exclusion for more severe instances or persistent offenders.

Theft will be regarded particularly seriously as it results in a breakdown of trust within the boarding community and in some circumstances the police will be involved. Where there has been 'borrowing' without permission, or general use of another pupil's items without her knowledge, the pupil may be spoken to, to help them understand the situation and the consequences. In the case of outright and deliberate theft or continued 'borrowing without permission', a range of interventions will be put in place which may include support for the pupil who has been stealing but could also include community service and exclusion for repeated offences.

### **Behaviour in Classrooms and in Prep**

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Pupils should always treat staff and other pupils with respect and not hinder the learning process for anyone; they should seek to play an active part in lessons, raising a hand to ask questions when appropriate. Shouting out or general rudeness is never acceptable.

Pupils should follow the directions of the staff and should stand up when staff and visitors enter the room, **if asked**. They should enter rooms quietly and sensibly, paying close attention to any specific health and safety rules in operation (for instance in the laboratories and around the Swimming Pool). Food should not be taken into classroom areas, the library or computer rooms, at any time. Pupils should also treat rooms and furniture with respect. There should be no graffiti. Where there has been poor behaviour in lessons or prep the procedures and sanctions laid out in the Promoting Positive Behaviour Policy will be followed. If a pupil is late to lesson or Tutor time, or arrives unprepared in any way, they will be put into lunchtime detention. If this happened in the morning, the detention will take place the same day and if it happened in the afternoon the detention will take place the following day.

Prep and any other assignments should be completed and handed in on time; late or missing work will result in the pupil being put in clink the same night (clink is a fully supervised prep session from 7.15pm – 8.45pm for Form III and above, and from 7.15pm – 8.15pm for Forms I and II). If a pupil is put into clink twice in one week, they will spend the following five days in clink. Use of computers must be with care and pupils must remember to observe the School rules on acceptable use of the internet and email. Each pupil has a Pupil Planner or diary and they should use it sensibly.

All incidences of poor behaviour in lessons will be recorded on Engage and where there have been repeated instances, the pupil may be placed on subject report, behaviour report or an academic support card and a call made or an email sent home. If there is no improvement in their behaviour or attitude, their parents may be invited in for a meeting with her HOY or the Deputy Head (Pastoral and Boarding) at which point it may be necessary to sign a behaviour contract. Failure to follow the agreed terms could lead to temporary or permanent exclusion.

### **Safety on and off site**

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The safety of the pupils at all times is paramount, but it is recognised that as they progress through the School they should be trusted to go off site at certain times without oversight of a member of staff, in accordance with the Parent Permission forms completed annually.

For this freedom to work successfully there needs to be trust, and failure to follow the following rules will result in this privilege being withdrawn:

- When off site, pupils must always go in threes, remain in threes and return in threes;
- They may not leave the site without permission at any time;
- Whether on site or off site, the Drugs, Smoking and Alcohol policies must be followed. (See separate policies for further details);
- Pupils should be reminded that all School rules apply to any activity escorted by the School and that any instructions given by staff must be carefully observed;
- Pupils should remain in groups as directed by the leader of the party, following general and emergency instructions as directed and must be punctual for check-in times;
- The Leader's phone number will be distributed at the start of any trip, in case of emergencies.

### **Signing In and out**

- All pupils must sign out every time they leave the School premises, and sign back in the moment they return. This includes leaving the site for an appointment, sports lesson or practice or any other reason.
- Day pupils sign in and out via the portal at reception (08:00 – 18:00). Should a Day pupil remain on site after 18:00 they will sign out with the relevant Housemistress.
- All pupils are expected to sign out of the boarding house during the evenings to ensure that the Boarding staff are aware of where they are. Any breach of this rule will result in an initial discussion with sanctions following for any repeated offences.
- No pupil should sign themselves out of School without prior permission or notification. Parents are expected to email at least 24hrs in advance of any appointments and should the pupil be unwell they must go to the Surgery where their health will be assessed and where necessary collection will be arranged from there by the Surgery staff.
- No pupil should ever leave the School without signing out with a member of staff.
- If going out at the weekend to Ascot or Windsor, pupils must make sure that they are in a group of no fewer than three.
- Between 09:00 and 16:00 weekdays all pupils will sign out and back in, at Reception.
- From 16:00 until 09:00 the next day, during the weekdays, all pupils are to sign out and back in with their Housemistress.
- From 16:00 on Friday, all weekend to 09:00 on Monday pupils must sign out and in with their Housemistresses.

Form IV may go into Ascot at the weekend, Form V and LVI may go to Windsor or Ascot as directed by their Housemistress.

### **Fire Alarm Procedure**

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If the fire alarm rings at any time, pupils should move quickly and quietly to the assembly point on the lacrosse pitch. Once there, they should line up in alphabetical order (boarders then day pupils) in total silence while the registers are taken. They should remain standing in silence until the all-clear has been given and they are instructed to go back inside. In certain circumstances and when it has been deemed safe, the pupils may be told to assemble in the Sports Hall. In those instances they should follow the instructions of a senior member of staff on duty.

### **Chapel and Assembly**

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Pupils should respect the School Code of Conduct, following School rules at all times. They should enter Chapel, the St Mary's Theatre, Assembly Hall or any other space being used, in silence as directed by the Head Pupil Team or other Prefects. Pupils should remain seated until asked to leave by the Prefects.

## **School Uniform**

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The correct uniform should be worn at all times during the School day unless otherwise directed. Particular attention should be paid to the rules regarding jewellery, nail varnish, hair and makeup. A member of staff is empowered to sanction a pupil in regard to the state of their uniform. Additional jewellery should be confiscated and handed to the HOY and pupils can be asked to immediately rectify uniform infringements. If a pupil's uniform is found to be unsatisfactory, initially the pupil will be given an opportunity to fix the problem. Where the issue is repeated their Tutor (and Housemistress for boarders) will be informed. Repeated refusal to wear the uniform appropriately will be subject to sanctions. If there is a repeated refusal to follow the uniform guidelines, this will be recorded on Engage and the pupils will be required to check in each morning with their HOY for a uniform check. Where there are on-going issues, pupils will be put on a uniform report.

### **Uniform rules**

Pupils should wear their school shirts tucked in. Jumpers should be the School navy with their House badge clearly displayed. Any jumpers with holes in sleeves etc should be asked to be changed. Skirts should be approaching the knee in length. School shoes should be black leather, they should be clean and the backs should not be worn down. No trainers, fashion or otherwise, are permitted as School shoes. School jackets should be worn at all formal parts of the school day e.g. Assembly, Chapel, Compline or at School events. In the winter pupils are permitted to wear black or navy coats and scarves.

### **Jewellery**

Pupils are allowed to wear:

- a watch
- one ring
- a religious symbol on a chain
- a discreet pair of stud earrings in the lobe of the ear
- School badges on their jumper.

Additional jewellery such as bracelets and additional earrings will be confiscated and handed to the pupil's HOY. The pupil can then arrange to collect it at the end of the day, this can be extended at the HOY's discretion.

Use of nail varnish and excessive make-up is an infringement of school uniform rules and should be dealt with as such. Should a pupil need to remove either their make up or nail varnish pupils should go to the administration office where they will be issued with remover. They should return to lessons as swiftly as possible.

### **Hair**

Hair styles should be simple, tidy and in keeping with school uniform:

- long hair should be tied back, only in Form V are pupils permitted to wear their hair half up/down and the Sixth Form can wear their hair down.
- bright coloured combs or ribbons are not to be worn
- pupils must not cut each other's hair
- extremes of hair style/colour are not permitted, this includes hair braids that must be natural in colour and have no beads or metal embellishments.

## **Sixth Form**

All Sixth Form pupils will wear smart business attire. Slippers and open toe shoes are not recognised as appropriate footwear for the School day. Jackets must be worn for all formal occasions including Chapel, Assemblies, Trips as specified by the Trip leader and School events.

In the Sixth Form, pupils are permitted to wear nail polish and additional jewellery. This jewellery must be removed for safety reasons in lessons such as PE and Science. No facial piercings are permitted at any time.

No pupil is permitted to have a tattoo.

## **Dining Room**

Pupils are expected to wait in an orderly line before entering the Dining Room unless there is no queue. All year-groups are expected to wait, apart from the LVI and UVI, who may enter at the discretion of the staff on duty.

All pupils are expected to show good table manners and each pupil is expected to take responsibility for clearing their place at the end of each meal, so leaving it in the state they would like to find it.

Pupils must treat all staff, including catering staff, in the same way as any member of the community, with kindness and courtesy, and are expected to be helpful at all times. Cutlery, china and napkins are to be used appropriately and should not be removed from the Dining Room. No food should be taken from the Dining Room without special permission.

Mobile phones are not to be used by anyone at any time in the Dining Room. Staff may need to use mobile phones to register pupils or follow up on pupil absence; this is the only use that is exempt.

## **IT policy**

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Pupils are expected to abide by the IT Acceptable Use Policy and the Mobile Phone and Portable Devices Policy at all times. Pupils are regularly made aware of e-safety advice and should self-report or report on peers in regard to any inappropriate comments, behaviours or uploads.

## **The Boarding Area**

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A pupil recognises that they must be 'fit to board' – where a pupil can follow and adhere to the expectations of boarding without heavy dependence on others to cope; where a pupil is emotionally, physically and mentally capable to cope in a communal setting without undue distress to themselves or others.

Pupils should respect the boarding principles and adhere to the rules of their relevant boarding house. Pupils should treat everyone (pupils, house staff, support staff) with courtesy and respect, remembering that this is a shared living space where common areas such as common rooms or kitchens need to be tidied.

The boarding area is recognised as home for our Boarding pupils and therefore any guests e.g. Day girls should sign in with the Housemistress before going into the private boarding area. A pupil's boarding house is closed during lesson time (bar Sixth Form) and all pupils should recognise that they are 'going to school' for the day and utilise the spacious common rooms downstairs mixing as a collective Year group. Pupil's access fobs will enable them access through the specific doors at allotted times.

Posters should only be put on boards provided (using drawing pins only), and these need to be appropriate and cannot cause offence to either resident or visitor. Plug in fairy lights are not to be used and blue tack or cellotape used to stick anything to walls. Pupils should observe House routines as laid down by House staff which may include implementing quiet time, participating in set activities and always being quiet after lights out. Respecting the personal space, belongings and privacy of others is essential to positive collaborative living.

Pupils are responsible for keeping their rooms clean and tidy and to co-inhabit dormitories with others showing tolerance, kindness and co-operation. Pupils will attend all meals in a timely fashion. Any instance of missing a meal will be recorded and the pupil will be questioned for her reasons.

### **Late Breakfast Sanctions**

#### **Forms I – II – 07.20 Breakfast.**

Lateness – Arriving after 07.30 in a week

1 x Late = Sign in with Housemistress at 07.00.

2 x Late = A week signing in with Housemistress at 07.00.

3 x Late = Loss of weekend privileges.

#### **Forms III – V – 07.45 Breakfast**

Lateness – Arriving after 07.55 in a week

1 x Late = Attending junior breakfast at 07.20.

2 x Late = Attending a week of junior breakfast at 07.20.

3 x Late = Loss of weekend privileges.

NO SHOW – Failure to attend breakfast during the week.

1 x No Show = Attending a week of junior breakfast.

2 x No Show = Loss of weekend privileges.

3 x No Show = Loss of weekend privileges and detention.

#### **LVI – 07.45 Breakfast**

Lateness and failure to attend breakfast – Arriving after 07.55 during the week

1<sup>st</sup> Offence = Attending junior breakfast at 07.20

2<sup>nd</sup> Offence = Attending a week of junior breakfast

3<sup>rd</sup> Offence = Loss of weekend privileges and detention.

\*Staff are at liberty to adapt these sanctions as they deem appropriate depending on individual circumstances.

### **After “Lights Out” Sanctions For Forms I - III**

- Warning after 20 minutes
- Talk with Housemistress about behaviour after lights out
- Up Early – reporting to Housemistress at 07.00 in full School uniform, neat and tidy and bedroom area tidy
- Community task
- Lunchtime detention
- Stopped from going on weekend outing
- Visit to the Deputy Head (Pastoral and Boarding)
- Parents called into School to discuss behaviour

### **Rewards**

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In a positive behaviour environment, the use of praise and rewards is important, although this must be applied fairly and consistently. Please see the Promoting Positive Behaviour Policy for details.



High levels of motivation should be developed in various ways. In particular, the achievements and contributions of pupils, both as individuals and groups, should be recognised and commended. This can be done by:

- individual praise eg in private, in assembly, in class
- awarding merits
- awarding of high-flyers and staff awards in celebration assemblies
- presentation of Achievement Certificates
- phone call, email or letter home
- commendation to HOY, Deputy Head (Academic) (DH(A)), Deputy Head (Pastoral and Boarding) (DH(P&B)) and/or the Headmistress

Merits are highly sought after as they contribute to the House competition but must be fairly and consistently awarded. Merits must be entered on Engage, as this is the central record for monitoring progress, but should also be written into and initialled in the pupil's planner. Where there is a discrepancy between the number of merits in the record book and on Engage, the Engage record will be followed.

### Merit Awards

Milestones	No. of Merits	Reward
Bronze Award	10	Bronze certificate, awarded in House Assembly
Silver Award	20	Silver certificate awarded in House Assembly, Letter of Achievement from HoH sent home
Gold Award	30	Gold certificate awarded from DH(P&B)/DH(A), Letter of Achievement from DH(P&B) sent home
Diamond Award	40	Diamond certificate awarded in termly Celebration assembly, Letter of Achievement from Headmistress
Platinum Award	50	Platinum Award Sticker Platinum certificate awarded in termly Celebration assembly, Letter of Achievement from Headmistress
Exceptional achievement or behaviour		Letter from Headmistress to the pupil

### Sanctions and Discipline

All behaviour concerns and sanctions should be entered on Engage to allow all members of the pastoral team (Tutors, HOY, Housemistress) visibility of any issues which have arisen. By logging all concerns on Engage, it means all staff have a more complete view of the pupil and there is less likelihood of pupils' behaviour going unnoticed, particularly in the early stages.

As with awarding merits, it is essential that sanctions are applied fairly and consistently. In most instances, the process should include a warning, the issuing of a behaviour point/demerit, detention, department detention, faculty detention, DH(P&B) / DH(A) detention.

Please see the main body of the Promoting Positive Behaviour Policy for more details of sanctions.

### Support with Difficulties

Pupils are encouraged to talk with staff about any problems they face. Pupils should always have a person to turn to when they need. There is always someone who can listen and offer advice.

- Tutor

- Subject teacher
- HOY
- Housemistress
- Deputy Head (Pastoral and Boarding)
- Deputy Head (Academic)
- Nursing sisters
- Chaplain
- Headmistress
- School Counsellor
- Prefects
- Peers
- External Sources e.g. Childline
- Independent listener

### **Related Policies**

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- Alcohol Policy
- Anti-Bullying Policy
- Anti-Smoking and Nicotine Policy
- Boarding Handbook
- Disability Policy
- Drugs Policy
- Educational and Co-Curricular Trips and Visits Policy
- Equal Opportunities Policy
- Exclusion Policy
- IT Acceptable Use Policy
- Mobile Phone and Portable Devices Policy
- Physical Restraint Policy
- Promoting Positive Behaviour Policy
- Pupil Handbooks
- Self-Harm Policy
- Social Media Acceptable Use Policy for Students