



Pupil Code of Conduct Policy

Introduction and Aims

This policy applies to all sections of Lanesborough School, including EYFS. Our intention is to fulfil our school's aims and objectives.

Lanesborough School seeks to implement this policy through adherence to the procedures set out in the rest of this document. The School is fully committed to ensuring that the application of this policy is non-discriminatory in line with the UK Equality Act (2010).

This policy outlines the school's aims and values to promote positive behaviour amongst its pupils. The school believes that all pupils and staff have an entitlement to achieve their maximum potential in a safe and secure environment, where effective teaching, learning and community living can take place. Good behaviour needs to be consistently and positively encouraged and valued so as to create a culture of positive and kind behaviour. The school will not tolerate bullying, racism, homophobia, or any other form of discrimination. Our aim is to actively promote the fundamental British values of democracy, the rule of law, individual liberty and mutual respect and to develop tolerance and understanding towards each other. We encourage the boys to develop a responsible and independent attitude towards life through our whole school 'Values' system.

The Code of Conduct Policy Policy is designed to clarify the school rules we need to follow and the level of respect we should show, to produce a successful, cooperative and happy school community (see Appendix 1 for School Rules and Dress Code).

Prep Pupil Code of Conduct

At Lanesborough we all agree to:

- **treat all others with respect, the way you would like to be treated**
- **work to be our best self and do not waste our own or others' time**
- **forgive others**
- **listen to each other without interruption, but say what you think**
- **be truthful and honest, but make any criticism constructive**
- **celebrate our achievements, but do not be arrogant**

- be patient, kind and caring
- be helpful, polite and well mannered
- respect and do not waste resources - ours, others' and our surroundings
- take pride in our appearance and that of our surroundings.

Pre-Prep Code of Conduct

★ Our Golden Rules ★

We are gentle	We don't hurt others
We are kind and helpful	We don't hurt other's feelings
We listen	We don't interrupt
We are honest	We don't tell lies
We work hard	We don't waste time
We take care of property	We don't damage things



Our Whole School Values

Our Lanesborough Values

Two Year Cycle

Teamwork	Co-operation
Courtesy	Fairness
Integrity	Honesty
Generosity	Gratitude
Ambition	Enthusiasm
Empathy	Humility
Rest	Balance
Responsibility	Respect
Confidence	Tolerance
Adventure	Courage
Appreciation	Positivity



Sport and Matches

When playing in matches, pupils act as ambassadors of the school. As well as performing to a high standard, it is expected that Lanesborough players will behave in a polite and courteous manner at all times.

The school PE & Games Department will not tolerate any of the following:

- Negativity, on and/or off the court/pitch, which adversely affects others
- Rude, offensive behaviour and/or comments directed to other players or members of staff
- Disputing the umpire's decisions, both verbally and non-verbally in a bad-mannered way
- Swearing

Parents and spectators are expected to support these principles and uphold the same standards as players.

Rules and Procedures at the end of a fixture

- It is the Captain's responsibility to make sure the opposition, organisers and umpires are always thanked at the end of a match or competition.
- Every pupil is expected to say goodbye and thank the member of PE staff before departure.
- At home matches, players are expected to act as good hosts and may not leave until the opposition has left, match tea is finished, cleared away and the Sports Hall/field area is tidy
- PE staff have been thanked and permission has been given to leave.
- At away matches, players may not leave until the match is finished and refreshments have been taken, members of the PE Department, both Lanesborough staff and the opposition, have been thanked and permission has been given to leave.

When returning by coach/minibus from away matches, players must make the necessary arrangements to be collected promptly. It is unacceptable for PE staff to be kept waiting for long periods.

Parents are asked to support their sons in following the above code of conduct.

CONCLUSION

This document is available to all interested parties, including parents and parents of prospective pupils and on request from the School Office. It should be read in conjunction with the following documents:

- Equal Opportunities Policy
- Anti-Bullying Policy
- Safeguarding Policy
- Behaviour, Rewards and Sanctions Policy
- Pastoral Care Policy
- Every Child Matters Policy
- Early Years Policy
- Moving On Policy
- Visitors Policy
- Values Policy

Reviewed by the Deputy Head and the Head of Pre-Prep July 2019

It will be reviewed no later than Trinity term 2020

Appendix 1

LANESBOROUGH SCHOOL RULES

GENERAL PRINCIPLE

Pupils should value, respect and treat all others fairly and well, showing consideration for the safety and welfare of themselves and others at all times.

The following rules are based on this principle:

A CONDUCT

1. Pupils should treat each other with respect and kindness. If a pupil is unhappy he should speak to his Form teacher or another adult or another pupil should speak on his behalf. Pupils should always act to support other pupils and follow the Code of Conduct or the Golden Rules at Pre-Prep.
2. Indoors: NEVER run. Always talk and move quietly. Keep to the right on the stairs; use the correct doors for entering and leaving.
Outside: Keep to the paths; take care and look out for others, especially at corners.
3. When a member of staff or visitor enters a classroom, pupils in Prep should stop what they are doing, stand up and be silent until and unless otherwise directed.
4. When the bell rings, pupils on the playground should immediately stay quiet and stand still until directed by the teacher on duty.
5. Prep pupils missing lessons or activities at which their presence is expected, should see the member of staff concerned beforehand.
6. When walking on school trips or between departments, as well as to and from Stoke Park, pupils should always take great care; be aware of, and give space to other pedestrians; and listen to and obey all instructions given by accompanying members of staff.

B DRESS

1. Pupils should arrive at, and depart from school tidily and in clean uniform, including blazer or coat; permission for blazers and ties to be removed in Prep may be given, particularly during warm weather, but should always be worn in Assembly.
2. School uniform is to be worn during school hours or when a pupil is representing the school (at matches, on trips etc.). At other times pupils may attend in tidy casual dress.
3. Games kit, including that worn at after school clubs, must be as listed on the Uniform List.
4. If for any reason a pupil is unable to wear any item of uniform, he must bring a note of explanation to the Head or her Deputy.
5. Hair must be its natural colour and of a cut and style which does not attract attention. It should be cut to be off the ear, out of eyes and not touching the shirt collar. Jewellery of any kind (including rings, studs, bracelets etc.) is not permitted.

C GENERAL

1. No pupils should be in classrooms at break times apart from Years 7-8, unless exempt from outside breaks. In that case they should sit in Room G39 in Prep, or the library at Pre-Prep but should go out to line up

when the bell rings at the end of break. Before 8.25am, pupils must not be in classrooms other than their own. During 'Wet Breaks' pupils in Years 3-6 should go to their designated classrooms.

2. The following must not be brought to school: food (sweets, chewing gum, biscuits etc.), electronic equipment (games, portable devices), toy guns and other things of value, spirit or solvent based products.
3. Medicines, other than asthma inhalers, should be given to the School Office together with a letter requesting that Lanesborough School administer the medication and details of when it was last administered.
4. All clothing and personal property, including watches, must be clearly marked with the owner's name.
5. No swapping, buying or selling.
6. *No pupils may go into another pupil's tray, desk, locker, pocket or bags. A pupil who damages another pupil's property should expect to pay for the damage. Sums of money should be taken to the Office for safe keeping.*
7. Pupils who are not present for Morning or Afternoon Registration in their form rooms must report to the School Office as soon as possible afterwards.
8. In Prep, mobile phones may be brought to school ONLY with the Head's permission and must not be used during the school day.
9. At the end of the day, pupils must leave promptly, unless they are attending Late Class/Detention or Clubs. At Pre-Prep, attendance at Late Class is subject to parents having notified the School Office and in Prep it is subject to pupils having notified their form teacher. Any pupil who has booked in for Late Class will be expected to attend **UNLESS A NOTE OR EMAIL IS RECEIVED FROM HOME**. In Pre-Prep, if a pupil is to be collected by a different person from usual, a note in the home school journal or an email should be sent to the School.
10. In Prep, it is a pupil's responsibility to hand to his parents **promptly** any letter given to him for his parents' information.
11. Games clothing must not be kept in classrooms or left overnight in changing rooms.
12. Parents must notify the school before 9:00am if a pupil is not attending school that day, for whatever reason.