



KINGSTON
GRAMMAR SCHOOL

FOUNDED 1561

SCHOOL CODE OF CONDUCT

This Code of Conduct sets out the standards of conduct and behaviour expected of students at Kingston Grammar School (“the School”).

All students should respect the aims and values of the School and be proud of their School community. They should do all they can to make the School a place in which all are treated with equal courtesy and kindness and are happy; where hard work is valued, a sense of fair treatment for all is honoured, artistic endeavour is promoted and individuality is celebrated.

This Code applies to all students when they are on the School premises, or in the care of the School, taking part in any School-organised or School-related activity such as trips and visits, travelling to and from School, wearing school uniform or in some other way identifiable as a student at the School. It also applies to any other conduct outside School (including online) that could have repercussions for the orderly running of the School, poses a threat to another student or member of the public, or could adversely affect the reputation of the School.

For school trips, there is a separate Code of Conduct which applies in addition to this Code.

All members of the School community should also be familiar with and adhere to the School's separate but related policies which are listed at the end of this Code of Conduct.

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CODE OF CONDUCT

1. All students must conduct themselves in a way that will bring credit to themselves and the School. Any breach of good manners or common sense is unacceptable - **courtesy and consideration** for others and the environment should be the guiding principles.

2. Any breach of the law will be dealt with accordingly.

3. **Appearance**

School uniform must be worn at all times in, to and from School and when representing the School, unless specific relaxations to dress regulations have been made clear. Uniform regulations can be found on My School Portal.

4. **Bullying**

- a. Bullying of any kind will not be tolerated, including online or outside of School. It will be dealt with immediately and taken very seriously in line with the School's Anti-Bullying Policy.
- b. All staff are trained to support students affected by bullying and all students are encouraged to talk to any adult at School if they are being bullied or they are worried about someone who might be being bullied.

5. **Smoking, Alcohol, Drugs and other Substance Abuse**

Students must be aware of, and abide by, the School's *Smoking, Alcohol, Drugs and Other Substance Abuse Policy*. Incidents of breach will be dealt with in line with the Policy and are likely to result in the issue of sanctions.

6. **Banned Items and Substances**

The possession at School of any of the following is forbidden:

- a. Knives and weapons
- b. Alcohol
- c. Illegal drugs and other illegal/illicit substances and related paraphernalia
- d. Stolen items, tobacco and cigarette papers, vapes and related paraphernalia
- e. Any other item included in the Definitions in the Smoking, Alcohol, Drugs and other Substance Abuse Policy
- f. Fireworks or offensive weapons
- g. Pornographic images and other offensive or inappropriate material
- h. Anything also that can cause harm to any individual - student, staff or other - or damage to their property, or that has been used to commit a criminal offence or a member of staff might reasonably suspect is likely to be used to commit an offence.



A search may be conducted by the Head or an authorised member of staff if they have reasonable grounds to suspect that a student may have certain banned items in their possession, in accordance with the School's *Behaviour Policy* and relevant guidance.

7. Participation in School Activities and Behaviour in lessons

- a. Students are expected to be ready to learn and to participate in school activities.
- b. Students must:
 - i. Arrive punctually for all lessons.
 - ii. Bring the correct equipment for all lessons.
 - iii. Sit in their allocated seat according to seating plans directed by classroom teachers.
 - iv. Use electronic devices (including mobile phones) only as and when instructed by teachers.
 - v. Respect the views of all students and offer differing perspective and arguments in a constructive and appropriate manner, and
 - vi. Follow any other “classroom contract” or other instructions issued by class or subject teachers.
- c. Any disruption of lessons is unacceptable. Repeated disruptions will result in intervention by the Head of Department or Form Tutor as appropriate.

8. Participation in Sports

- a. Sports coaches aim to post team sheets for sports fixtures 72 hours prior to the fixture and will communicate with any student moving between teams.
- b. Students are required to look through the calendar of fixtures for the upcoming season and if they are unable to play, they should notify their coach at least two weeks in advance.
- c. In the event of a ‘last minute’ reason for unavailability, the school asks that parents and students communicate directly with the coach of that team.
- d. School sanctions will be followed if the reason for missing a fixture is either provided too late or is inadequate.
- e. Students are expected to commit to their school sport throughout the year and to take responsibility when representing their team and school.



9. Conduct in general and towards others / in and around School

- a. Students should be courteous, kind and considerate, and behave in a safe and sensitive manner towards all other members of the School community and School visitors at all times.
- b. Public displays of intimacy are unacceptable.
- c. Attacks by students on other students or staff will not be tolerated and will be dealt with immediately and severely.
- d. Movement about the school should be conducted in an orderly way; there should be no running in corridors or on staircases.
- e. Food and drink should not be consumed in classrooms or corridors other than those set aside for this purpose. Students are expected to behave in a courteous, civilised and well-mannered way in the Dining Halls, in the Lunch Queues and when having lunch. Crockery and cutlery should be cleared away at the end of lunch.
- f. Chewing gum is forbidden at all times on the School premises.

10. Respect for School Property

- a. Students must respect School buildings, equipment and furniture.
- b. Vandalism (including graffiti) is a serious matter and costs arising from damage will be charged to you; accidental damage must be reported to your Head of Year and some contribution towards replacement cost may be expected.

11. Respect for The Environment

All members of the School community should recognise their environmental responsibility and try to adopt the following basic guidelines at School:

- Turn off lights when leaving rooms which are unoccupied.
- Do not leave computers on standby or with screens switched on.
- Use both sides of paper where possible and do not waste paper.
- Use the re-cycling bins provided.
- Show respect for the plants and vegetation.
- Do not drop litter - put it in the bins provided.

12. Mobile Phones and Other Electronic Devices

- a. Students must adhere to the *Student IT Acceptable Use Policy Agreement* which they are required to sign annually before access is granted to School digital systems.



- b. Students must also adhere to the *Bring Your Own Device (BYOD) Policy* as a condition of using their own device on the School site and logging on to School facilities.
- c. Students who fail to comply with the Student IT Acceptable Use Policy Agreement and/or BYOD Policy will be subject to disciplinary action.

13. School (Arriving, Leaving and Permitted Areas)

- a. All students must arrive punctually for morning registration by 8.35am and afternoon registration by 2 pm.
- b. Students must use the pedestrian gates to enter and exit the school site and must use the correct entrance doors in and out of the buildings.
- c. No student may go outside the School's normal boundaries during the school day without the permission of their Head of Year or another Senior member of staff. Where students are authorised to leave School premises during the day they must sign out at Reception (separate rules operate for the Sixth Form as per the Heads of Upper and Lower Sixth Form's instructions).
- d. Unless a student is working in the Library or ICT Centre (which are open until 4.45pm daily) or is involved in a supervised school activity, they should leave the school premises by 4.30pm.
- e. Classrooms, the Gym and laboratories/workshops may only be entered when supervised by a member of staff. The lift in the QEII Building may only be used with permission from staff.

14. Safety

- a. Cycling to school
 - The School strongly recommends that:
 - All students cycling to or from school must wear a protective helmet.
 - Bicycles must have suitable lights, both front and rear, and the lights must be used after dark and when there is poor visibility.
 - A reflector strip or reflective clothing is worn.
 - Cyclists should use the cycle paths to and from school. Where there are no cycle paths on a student's route to and from school, they must cycle sensibly at all times and observe the Highway Code.
 - There must be no cycling within the School grounds. On entering the school site, cyclists must dismount and walk their bikes to the appropriate secure place.
 - Any bicycle brought to school should be left securely on site using the designated cycle areas at the front of the School. The School cannot accept any responsibility for damage or theft.



b. Driving to school

- Students are not allowed to park cars or motorcycles on school premises other than at Ditton Field.
- If students wish to drive and park at Ditton Field, then in order to comply with the school's site safety requirements, their parents must provide the school with their prior written consent.
- Students may not drive other students on school related activities (eg for Games at Ditton Field, or on school trips/sports fixtures) without the prior written consent from the parents of both parties.
- Students who drive to/from school or on school related activities must have their own appropriate insurance cover.

15. Property & Security

- a. All clothing, sports kit and personal possessions must be clearly marked. The School office manages all lost property.
- b. Other people's property must always be respected. Stealing or unauthorised possession of or deliberately damaging another's property is likely to be treated as serious misconduct and dealt with under the School's *Exclusions Policy*.
- c. Selling and exchange of property may not take place at school without the Head of Year's permission.
- d. Students should be aware of the personal safety risk of using mobile technology in an urban environment and students should use their phones selectively and discretely on the journey to and from school.

16. Other Policies

This Code of Conduct should be read in conjunction with the following related policies (all available on SharePoint):

- a) Anti-Bullying Policy
- b) Smoking, Alcohol, Drugs and Other Substance Abuse Policy
- c) Student IT Acceptable Use Policy
- d) Online Safety Policy
- e) BYOD Policy



- f) Attendance Policy
- g) Behaviour Policy
- h) Equality, Diversity and Inclusion Policy
- i) Exclusions Policy.

17. Sanctions

- a) It is hoped that students will respond to the School's positive encouragement and rewards and will comply with this Code of Conduct.
- b) Where students' conduct falls below the standards of behaviour reasonably expected by the School, sanctions may be implemented in line with the School's *Behaviour Policy*.
- c) Serious breaches or other serious misconduct may result in fixed period or permanent exclusion in line with the School's *Exclusions Policy* which sets out a non-exhaustive list of examples of behaviour that may merit exclusion. Fixed period or permanent exclusion may also be justified for lesser offences where there has been previous misbehaviour.