

This Policy applies from EYFS to Lower 3 (Year 6)

Code of Conduct/Behaviour Policy Prep school

Policy owner	Deputy Head (Prep)
Policy last reviewed	January 2022
Policy next review date	January 2023
Policy audience	Staff/ Parents/Pupils

As a school we recognise that good interpersonal relationships are the key to development and progress. The 'Believing in Butterflies' strands place the development of the whole girl at the heart of all we do in the Prep school. The three key messages are take care of the little things, grow a little every day and be bold, be brave and spread your wings. The school is a community and all members should treat each other with respect at all times.

We all aim to treat other people as we would wish to be treated ourselves.

How should girls treat each other?

- Be aware of the feelings of others and listen to their opinion.
- Be positive in your dealings with others and never put them down.
- Offer support to anyone who is unhappy or lonely.
- Respect the differences between people whether physical, social, racial or religious.
- Respect the property of others; hand in lost property and do not tamper with other people's work, possessions.
- Respect the privacy of others; do not encroach on their space or copy their work.
- Do not use bad language.

How should girls treat the staff?

- Be positive, polite, cooperative and helpful.
- Take responsibility for your own learning and complete homework as well as you can.
- Pay attention in class and contribute positively.
- Be punctual to lessons and come prepared.
- Participate in extra activities and behave in an exemplary way when on trips.

How should staff treat girls?

- Treat all girls fairly and with respect.
- Be firm, fair and listen.
- Be positive, polite, approachable and helpful.
- Encourage and support girls to achieve their potential, using praise whenever possible.
- Take an interest in their achievements outside the classroom, supporting extra-curricular events when possible.

- Be aware of workload issues for pupils and set appropriate homework tasks in keeping with the homework timetable.
- Offer personal, timely support when required and be sensitive about a girl's problems without offering total confidentiality.

How should we treat the wider community – visitors to the school and outside school?

- Be polite and courteous at all times.
- Be considerate of others – do not block pavements, drop litter, leave bags in unsuitable places, talk too loudly in public places.
- Behave in an orderly manner on public transport, queuing as appropriate.
- Behave with due regard to road safety so that the safety of others is not put at risk.
- Represent Norwich High School with pride, appreciating how fortunate you are to belong to such a positive and successful community.

SCHOOL RULES

There is no comprehensive, definitive list of school rules and the rules will evolve as circumstances dictate. However, there are underlying guidelines for all members of the school community. These include:

1. Safety

- No running in school corridors or on stairs. Walk on the left hand side where possible.
- No girl should sit on window ledges, lean out of open windows, go onto flat roofs or climb to a height.
- All belongings should be stored tidily and safely.
- No girl should enter the science room, swimming pool or music room before a member of staff arrives.
- Cycling is not permitted in the school grounds.
- No girl should have medicines in her possession (except asthma inhalers in the Prep School for those who can self-medicate as agreed with the School Nurse). Administration of Medicines Policy should be followed.
- No girl should bring electronic or electrical equipment onto the school site without prior agreement. Any mains powered electrical equipment must be PAT tested by the IT technician before being used. The responsible use of mobile phones is permitted (other than in the areas labelled as 'mobile-free zones') otherwise, mobiles should be locked away in personal lockers during the school day.
- Girls are not encouraged to bring mobile phones in to the Prep School, should they need to, they are to be given to the Form Tutor upon arrival and collected from them at the end of the school day. Girls should not use mobile phones within the building in accordance with the EYFS Camera and Mobile Phone Policy.

2. Attendance

- This is covered in the Supervision of Pupils Policy

3. Absence

- Leave of absence, which must be applied for at least THREE DAYS in advance, will be granted by the Head of Prep School only for reasons of exceptional importance.
- If a girl is absent without prior agreement, parents should telephone the school office before 9.00 a.m. on each day of absence. If she is absent more than three days, parents should send an interim letter of explanation to the Form Tutor. In all cases a parentally signed

absence note, stating exact dates of absence and reason, must accompany the girl on her return to school.

4. Property

- School can take no responsibility for a girl's property or for sums of money brought on to the premises. Reasonable efforts will be made to trace MARKED property.
- In the best interests of everybody sums of money must be kept to the minimum and carried in a marked purse on the person, NOT left in cloakrooms or classrooms. If more than a small sum is brought to school it must be deposited with the school office in a named envelope or purse or given to the Form Teacher on arrival at school.
- All clothing and possessions brought to school must be marked with the owner's name. Games kit and science overalls should be marked with the girl's name on the front.
- Musical instruments and their cases must be named and should be left in specially designated places. They must be insured by the owners and should not be left in school after 4.05 p.m.
- No girl is to borrow clothes or property from another girl even with that girl's permission.

5. Appearance

- Clean, neat school uniform, as specified in the current uniform list, must be worn.
- Girls should travel to and from school in full school uniform. From Year 3 this includes an appropriate coat or blazer.
- Long hair should be tied back with navy or red hair accessories. No hair colouring that appears artificial may be used.
- No make-up, nail varnish, jewellery except watches or one small plain stud in each ear or jewellery with a religious significance.
- No badges to be worn except those awarded by the school.

Please see Norwich High 'Rewards and Sanctions' policy for further details.