

This Policy applies from Year 7 to Year 13

Code of Conduct Policy – Senior School

As a school we recognise that good interpersonal relationships are the key to development and progress. 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 or lockers/padlocks.
- 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.
- Excuse yourself in advance if you need to miss a lesson.
- Participate in extra activities and behave in an exemplary way when on trips.

How should the Sixth Form Head Girl, Deputies, Captains and pupils treat each other?

- Respect the authority of sixth-formers who have been elected and follow their instructions.
- Sixth formers should speak firmly but politely to other girls when carrying out their duties.
- Sixth formers should be sensitive when listening to younger pupils. They cannot offer total confidentiality.

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.
- Offer personal 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.
- The front stairs at Eaton Grove are to be used only by staff and by girls instructed to do so for Assembly or Fire Drill.
- All belongings should be stored tidily and safely. No school bags are to be left in corridors. In form rooms bags should be left at the back or side of the room so as not to impede movement.
- No girl should enter a laboratory, studio, gym, swimming pool or music room before a member of staff arrives.
- Driving within the school grounds is restricted to members of staff.
- Cycling is not permitted in the school grounds.
- No girl should have medicines in her possession (except epipens, diabetic pens and inhalers for asthma in the Senior School and asthma inhalers in the Prep School for those who can self-medicate).
- 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. Mobile phones are not permitted during the school day, in particular 'mobile-free zones' - which includes changing areas. Mobiles should be locked away in personal lockers during the school day.

2. Attendance

- Senior school girls who arrive early may go to their Form Rooms after 8.15am or 8.00am for L4 upwards or wait in the Dining Hall.
- Girls to be in their form rooms for registration by 8.30am.
- Girls in the Senior School arriving after 8.40am on an assembly day should go immediately to the Eaton Grove reception to sign in.
- No girl may leave school without permission from a member of the Senior Leadership Team or School Nurse, who will inform the office.
- Any girl with permission to leave school during the day must enter her name and time of leaving on the absence list at Eaton Grove Reception (Senior School).

- No girl should absent herself from any lessons. In the case of illness, Senior School pupils should report to their teacher (or go directly to the Medical Centre during break or lunchtime). In exceptional cases, girls are issued with a 'Time Out' card.
- By 4.05pm, when the bell rings, girls should have left the premises unless engaged in a supervised after school activity or working in the library or IT suites. Girls should not return to form rooms after 4.05pm. (The library in Eaton Grove and/or IT suites are open every day until 6.00pm). A signing In/Out system operates in the Library for those pupils staying after 4.05pm.
- Sixth Form students may arrive any time from 8am and access any part of the Sixth form Centre.
- Sixth Form students may stay in the Sixth Form Centre after school until 5pm but should 'thumb in' using the biometric system. If staying later than 5pm, then at 5pm they should move to the main school library and follow the same guidance as Senior School pupils.

3. 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.
- All clothing and possessions brought to school must be marked with the owner's name. Science overalls should be marked with the girl's name on the front. Possessions should be locked away in lockers when not in use.
- 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 4.05pm.
- 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 must travel to school wearing an appropriate coat or blazer.
- Hair should be worn in a style that keeps it out of the wearer's eyes and out of the way of equipment or work being done. No hair colouring that appears artificial may be used.
- Only girls in the Sixth Form may wear discreet make-up.
- For girls below the Sixth form - one pair of small plain gold/silver stud earrings may be worn in the ear lobe, but no other jewellery. U5 pupils have less restriction regarding the type of stud earrings in the lobe as agreed by the School Council and SLT.
- The Sixth Form enjoys the freedom of having no formal uniform. There is a requirement to dress smartly and appropriately for school.

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

