
G D S T

Code of Conduct Senior School and Sixth Form Students

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 students treat each other?

- Be community minded and 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 students treat the staff?

- Be positive, polite, cooperative and helpful.
- Take responsibility for your own ACTIVE learning and complete homework as well as you can.
- Pay attention in class, be eager to learn 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 student, 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 students when carrying out their duties.
- Sixth formers should be sensitive when listening to younger pupils. They cannot offer total confidentiality and should refer to their Big Sister training.

How should staff treat students?

- Treat all students fairly and with respect.
- Be firm, fair and listen.
- Be positive, polite, approachable and helpful.
- Encourage and support students to achieve their potential, using praise whenever possible.

- Take an interest in their achievements outside the classroom, supporting co-curricular events when possible.
- Be aware of workload issues for pupils and set appropriate homework tasks.
- Offer pastoral support when required and be sensitive about a student'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.
- Be mindful of neighbours and local residents when arriving at school for an early school trip departure or returning late.
- 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 student 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 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 student should enter a laboratory, studio, fitness suite, 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 student should have medicines in her possession (except epipens, diabetic pens and inhalers for asthma in the Senior School).
- No student 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 students who arrive early may go to their Form Rooms after 8.00am or wait in the Dining Hall.
- Students are to be in their form rooms for registration by 8.30am.

- Students in the Senior School arriving after 8.40am on an assembly day should go immediately to the Wellbeing Lodge reception to sign in with Miss Reed.
- No student may leave school without permission from a member of the Senior Leadership Team or School Nurse, who will inform Miss Reed.
- Any student with permission to leave school during the day must attend the Wellbeing Lodge to sign out with Miss Reed (Senior School).
- No student should absent themselves 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, students can adopt the 'Time Out' request for a member of staff to collect them from a lesson..
- By 4.05pm, when the bell rings, students should have left the premises unless engaged in a supervised after school activity or working in the library or IT suites. students 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 student'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 student'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 student is to borrow clothes or property from another student even with that student's permission.

4. Mobile phones

- Adhere to the ICT User agreement policy
- Mobile phones should be locked away in lockers during the school day. The exception is for U5 who may use them in their common room only and 6th form may use in Lanchester House. Pupils are currently allowed to use a phone for payment in the dining hall at morning break however this is being reviewed and likely to change in coming months.
- When using social media T.H.I.N.K
T-is it True?
H-is it Helpful?
I-is it Inspiring?
N-is it Necessary?
K-is it Kind?

- As a result of considering the above we advise that you do not take, download or store photos or videos of students or staff (or others in the community) in school (or outside) on iPads or phones without their permission. Do not share, edit images/ videos of the same, without their permission.

5. Appearance

- Refer to uniform list [here](#)
- Shirts should be tucked in at all times and coats are not to be worn inside the school building.

6. Prohibited and banned items

- The list of prohibited items in School is:
 - Knives and weapons
 - Alcohol
 - Illegal drugs
 - Stolen items
 - Cigarettes, tobacco or vaping paraphernalia
 - Fireworks
 - Pornographic images
 - Any article a member of staff reasonably suspects has been, or is likely to be used to commit an offence or to cause personal injury to, or damage to the property of, any other pupil or person
- The list of banned items in School are:
 - Sharp items such as knives (including pocket knives), box cutters or razor blades (except those prescribed for use in school sanctioned activities, such as compasses)
 - Fire creating objects (e.g., lighters, matches)
 - Chewing gum
 - Nuts (due to allergies)
 - Medicinal drugs. Prescription or other medicinal drugs should be stored with the Nurse (see medications policy)

Please see Norwich High 'Discipline and Behaviour for Learning Policy ' [policy](#) for further details.

Policy last reviewed: September 2023
 Next review date: September 2024
 Person responsible for review: Deputy Head (Pastoral)
 Audience: Staff/Parents/Pupils