

## CODE OF CONDUCT

The most important rule is that we consider other people and treat them as we would like to be treated. Do this and all the rest will follow.

Always be polite.

Always be on time for school and lessons and do your homework as well as you possibly can.

Always have your planner, books, pen, pencil, ruler, rubber. School bags must be left in lockers; PE kit carried in plastic bags.

Always obey your teachers and Support Staff, **immediately**.

Always wear the correct full uniform (indoor **and** outdoor). Make up is not allowed. **Long hair must be tied back with blue or black bobbles or ribbon.**

Always walk around school, never run, shout or scream.

If you are late make sure that you sign the late book **before doing anything else**.

If you know in advance that you are going to be absent, always bring a note or appointment card the day before.

Always make sure you are signed out of school by a Senior member of Staff or your Year Head if you need to leave school early. **Never leave school without permission.**

Leave **ALL** valuables at home. **Carry money on you at all times.**

If you need to bring large amounts of money into school, take it to the Secretary and ask her to lock it away until 3.00 pm.

Always keep your classroom and corridor **clean** and **tidy**. **Always put any litter in a bin.** Do not move chairs or desks from classrooms unless instructed to.

Try to make sure you go to the toilet at Breaks and Lunchtime, as the toilets are locked at other times and you will not be allowed out of a lesson except in a real emergency. If you have a medical reason for needing to go to the toilet outside these times, you must bring in a letter to your Year Head, who will give you a note to carry round with you, explaining to your teachers that you have permission to go to the toilet during lessons.

If you are sick report to the general office. At lunchtime report to the teacher on duty in the dining room. Any medicines which have to be taken during school time **must be left with the school secretary, clearly marked with your name and form.**

Crisps, snacks and sweets may be eaten at break - **Please put all litter in a bin.**  
**PACKED LUNCHES MAY ONLY BE EATEN IN THE DINING ROOM.**

Any pupil found chewing gum will be referred to Year Heads w