

School Rules and Code of Conduct



1. Always ensure you are punctual to school and lessons.
2. Make sure you have the correct books and equipment for each lesson.
3. Listen to the teacher and follow instructions carefully. Be respectful and polite.
4. Move around the school quietly and do not run. Keep to the left of the corridors and stairs. Help others by opening doors, standing back to let people pass and offering to carry things. Say good morning to those that you pass in the corridor.
5. Line up quietly when waiting outside a room, out of the way of others passing your queue. Students must not enter classrooms or halls until directed to do so by a member of staff.
6. Enter classrooms silently and stand behind your chair. Answer your name clearly when the register is called.
7. Follow teachers' instructions carefully. You are expected to follow the instructions given with a positive attitude. If you feel that you have been treated unfairly, speak to your form tutor at the end of the school day.
8. Lesson-change bells are a signal to staff; do not pack-up your books until the lesson is concluded by your teacher.
9. Do not eat in lessons and do not bring chewing gum to school. Fill water bottles up before school, during break times and after school.
10. Mobile phones, electronic devices (including smart watches) and other valuables should be handed in to the front office each morning (Year 7 to 10). The school cannot take responsibility for a student's personal possessions.
11. Care and consideration must be shown towards the property of others.
12. Any pupil involved in using offensive language, theft, physical violence, bullying (including online), the use of tobacco, vape, alcohol or illegal drugs, or abusive behaviour to staff or other students will face sanction which may include immediate exclusion from school.

Attendance

The proper place for you to be on a school day is at school. If you are not in school then you must have a justifiable reason and your parents should telephone the school office or notify using ClassCharts before 8.45 a.m. on the first day of absence.



Parents are requested not to arrange family holidays during term time. Where this is unavoidable, requests for leave of absence should be made in writing to Mrs Wright well in advance of the date of planned absence.

Illnesses and Accidents

If you have an accident you must tell a teacher straight away. Normally, a trained First Aider will be sent for. If you are too ill to remain at school or if hospital treatment is necessary, then your parents will be contacted to make suitable arrangements.

If you feel unwell tell a teacher straight away. You will be sent to the Medical Room and the office staff will make arrangements for parents to be contacted as necessary.

Under no circumstances should you leave the school or go home without permission from your Form Tutor or Pastoral Team Leader.

It is best to make medical appointments outside school hours. If you must leave school during the day for any reason, then please bring a note from your parents in advance of the date and ensure you sign out at the front office. If you return, please sign back in.

Medicines

We would ask that, where possible, pupils do not bring any medicines to school. However, if you need to take medicine at school, you need to get a 'Medication Letter' from the school office which your parents need to complete and then they will need to return it to the school office with the medication. Your medicine must be left with the school office. The only exception is if you have an inhaler for asthma.

If you have allergies requiring an EpiPen or if you use an asthma inhaler you **must** bring a spare for the office to have in case of emergency.

Health and Safety

We all have a responsibility toward those around us and ourselves to ensure that we all remain safe in the school environment.

- If you see anything that could be a danger to other people, report it immediately to a member of staff.
- Knives and other sharp items are not permitted in school.
- Never wilfully misuse equipment, or tamper with things provided for safety purposes – such as fire extinguishers.
- If you see a fire, set off the nearest fire alarm and exit the building as quickly and safely as possible – do not stop to collect your belongings.
- Make sure you know where the fire exits are and how to use them.
- If you have an accident, make sure you report it to the front office as a record will need to be kept of the key details, such as where, when and how the accident took place.
- We are a nut and aerosol free school.

Valuables and Lost Property

- Please do not bring expensive items or large sums of money to school.
- Personal entertainment equipment must never be brought to school under any circumstances.
- You must comply with the mobile phone policy, which requires that you turn off your phone and hand it in during the school day. (Year 7 to 10). Your phone will be confiscated if it is seen during the day.
- Lost property should be handed in to the school office without delay. If you lose something, please enquire at the school office and if the item has not already been handed in, you should tell your Form Tutor.
- Sherrardswood School cannot take responsibility for the damage or theft of personal belongings.

Appearance and School Uniform

Girls	Boys
French navy blazer with shield badge	French navy blazer with shield badge
Kilt (Sherrardswood tartan) Trousers, charcoal grey	Trousers, charcoal grey
Blouse, white, open-neck, long sleeve	White, long sleeve shirt
Pullover, French navy	Tie, school design
Navy tights or knee length socks (winter)	Pullover, French navy
White ankle socks (summer)	Socks, grey
Shoes, plain black and a Mary Jane, Brogue, Loafer or Flat Pump type	Shoes, plain black leather, lace-up and a Brogue, Oxford or Derby type
Apron (for Food/Design Technology)	Apron (for Food/Design Technology)

A high standard of personal appearance is expected of all students.

- Correct uniform must be worn at all times including the journey to and from school.
- Shirts and blouses must be tucked in; coats should not be worn in the school buildings. Skirts must not be rolled up.
- Hair colour should be natural and the style must be appropriate for school.
- Hair should not cover eyes. Hair that falls below the shoulder should be tied up, and short hair should not be shaved or too short.
- Short hair should be cut to a similar length all over and the scalp should not be visible. Hair gel is not allowed.
- Jewellery is not permitted in school, other than one pair of small plain gold or silver coloured studs in the lobes (to be removed for swimming and games lessons). Large or small 'Diamond' style studs are not allowed.
- Subtle make up is allowed from Year 9 upwards.
- Boys should be clean shaven.

Break Times

All students must stay on the school premises during morning break and lunchtime. Pupils may use the designated outside play areas to socialise and play sports.

If it is raining, then you will be permitted to socialise in the Sports Hall or Form Room, as instructed by the staff on duty.

Year 11 students have the privilege of using the courtyard behind rooms 5 and 6.

Food and Drink

Sherrardswood School does not have a tuck shop, so students are advised to bring in plenty of healthy and filling snacks for the morning, such as fruit, vegetables, cereal bars, crackers, cheese triangles, rice cakes, sugar-free jelly pots, hummus and pitta etc.

Please be aware that due to a number of student allergies, you should not bring snacks containing nuts.

Students should also bring in a refillable water bottle so they can top up throughout the day. These should not be taken out of bags during Science or ICT/Computing lessons unless permission is given by the teacher.

Food must not be consumed in the corridors, classrooms **or changing rooms** at any time.

Packaging must be disposed of properly in the bins provided. Rubbish must not be thrown on the floor.

Lunch at Sherrardswood

At Sherrardswood School, we provide a variety of lunch options for students, including hot meals, a salad bar, a 'Grab and Go' sandwich option, and desserts.

Students are advised to opt for the hot lunch on offer unless they have a lunch club, choir, twilight lesson or a detention to attend. In these instances, a 'Grab and Go' lunch may be more convenient.

Presentation of Work

Presentation of work is always important. Careless presentation will create a bad impression on your reader. Many readers will make judgements about your general ability and your attitude based upon presentation.

- Do not allow your books to be decorated with stickers or graffiti.
- Always head written work with a title and the date, and underline them using a ruler.
- Try to draft your work then check for content, organisation and accuracy. Rework as necessary, then write-up neatly.
- Take care with layout, making proper use of margins and indented paragraphs. Write in blue or black ink and only use colour when this is necessary to aid presentation.
- Proof-read all work for spelling, punctuation and grammar.

How to set out your work in your exercise book!		
C/W or H/W	Title in the Middle	Date
	L/O: The learning objective should be written here.	
1.	Your work should be written here in a blue or black pen.	
2.	If you make a mistake, just put a single line through the word(s) or sentence.	
3.	Use a ruler to draw straight lines. Underline as above.	
4.	Always draw in pencil.	
5.	Label drawings, diagrams, maps or charts in pen.	
6.	Use colour pencils. Never use felt tips in exercise books.	
7.	Write as neatly as possible.	
8.	Do not use tippex. You can, however, use a highlighter in your book.	
9.	Never write or draw on the cover of your exercise book.	
10.	Never tear pages out of your book.	
11.	Leave a space under each piece of work.	
12.	Never leave blank pages.	
	Draw a line under each piece of work. Start a new piece underneath it.	
C/W or H/W	Title in the Middle	Date
	L/O: The learning objective should be written here.	
	Page number	
	Subheading (if any)	
	This is a new piece of work etc.....	

Homework

Why are you set homework?

Homework reinforces what you have learnt and understood in class, and helps you prepare for something that you might be doing in your next lesson.

When doing your homework you will learn;

- Independence
- How to work at your own pace
- Organisational skills
- Research skills

What should homework involve?

Homework could be any of the following;

- Preparing for a lesson e.g. reading, researching, creating fact files etc.
- Writing an essay, report or story.
- Completing a project or coursework.
- Revising for a test or assessment.
- Reviewing prior learning.
- Completing practice papers.
- Completing exercises in a workbook or revision guide.

How should I do my homework?

- Find a tidy place to work; a messy desk equals a messy mind!
- Turn off or put away any sources of distraction e.g. TV, mobile phone etc. Some people work better with music, most don't.
- Check ClassCharts so that you know what to prioritise, but don't leave work to the last minute!
- Do certain tasks over a couple of nights. Revise for your maths test on Monday, then test yourself on Tuesday.
- Don't begin straight after school when you're tired. Have a break first.
- Don't start too late though or you won't have time to have a social life.
- Make the most of local resources - your textbooks, the public library and the Internet are great sources of information.
- Ask family and friends to test you.
- Try to work for 40-60 minute stretches and then take a 10 minute break.
- Email or speak to your teacher if you get confused or stuck on a piece of homework.
- Attend drop-in or booster sessions for topics you find difficult.
- Reward yourself for working hard.

Rewards

The school aims to promote high standards of behaviour, self-discipline and learning through positive encouragement and reward.

When you do something well your teacher will recognise this by speaking to you in class, writing comments on your work and giving high marks.

Outstanding effort or achievement will be rewarded through our school recognition of achievement scheme. Class Chart points (house points) will be given for outstanding pieces of work and will go towards your House's total.

Each week, 'Stars of the Week' are nominated by teachers for students who, they feel, deserve a special mention. If you have received the most votes for your efforts in your Year Group that week, you will be 'Star of the Week' published in the weekly Newsletter.

Headmistress' Commendations recognise outstanding achievement in work, manners, contribution and kindness.



Sanctions

Students at Sherrardswood School are expected to be hard-working, polite, kind, considerate, respectful and obedient.

If you fail to meet the required high standard of work or behaviour, then you should expect a formal sanction to be imposed:

- You might be asked to return at break or lunchtime to finish any incomplete work.
- You might be kept in detention at lunchtime, in line with the school's detention procedure.
- You might be removed from the lesson by a member of SLT using the 'On Call' system.
- Detention for up to one hour after school on a Tuesday may be imposed. For more serious matters or for repeat offences, a two hour detention may be imposed. Your parents will receive 24 hours' notice explaining the reason why.
- You might be placed 'On Report'. Each teacher will write a comment after every lesson and the report card will be checked by your Form Tutor, Pastoral Leader, Assistant Headteacher or Headmistress and sent home for your parents to sign each day.
- In serious cases, you might be excluded from school for a period of time and then be invited to come in with your parents and agree to accept a written Code of Conduct before being re-admitted.
- In the most serious cases, students might be permanently excluded from the school and the reasons notified to School Governors.

Bullying

What is bullying?

Bullying is a prolonged, repeated attempt to hurt, threaten, exclude or frighten someone. It can be physical, or mental and includes;

- Insults
- Using cruel nicknames
- Making threats
- Taking or hiding of property
- Being unfriendly
- Physical violence
- Isolating someone
- Writing lies about someone
- Spreading rumours
- Teasing

Bullying may be verbal or physical and will not be tolerated by the school in any form whatsoever. If you are a victim of bullying, or if you observe incidents involving others, do not hesitate to inform a member of staff. You should not put up with bullies in your group of friends or class.

eBullying, also known as Cyber-bullying, is the term used to refer to bullying and harassment by use of electronic devices, such as PCs and Mobile Phones – using e-mail, instant messaging, social media, text messages and websites.

If you are a victim of eBullying, or you know someone who is, tell someone about it. You should tell your parents and/or your form tutor, pastoral team leader or other trusted adult. If it is happening at school through the school intranet, inform a member of staff at once. You need to report the time, place and method the eBully used. If you have the email address or username of the eBully, this will help identify them. It is also useful if you can take a screenshot of any unpleasantness.

No form of bullying will be tolerated at Sherrardswood School and we will investigate any allegations brought to our attention.

ICT Contract

Access to the school network of computers (both in school and via the Internet) is provided for learning and other school purposes only. Access is a privilege and not a right. This contract gives the rules for the appropriate use of ICT equipment and services.

You and your parents will be asked to read a copy of the contract carefully and to sign it.

Terms:

I understand that access to ICT facilities at Sherrardswood School must be for learning and other school purposes, and I agree to the following:

1. I am responsible for monitoring and rejecting inappropriate materials, links, dialogues and information accessed/received by me and notifying my ICT teacher of any such material.
2. I will not access any Internet areas that could be considered offensive because of inappropriate content. I understand that this also applies to any Internet-enabled devices that I bring into school.
3. Use of the school email system is for work and study purposes only. I may not use it for social purposes. I will not use my email address to sign up to websites that are not related to my school activities. I will only contact people I know or those approved by a teacher.
4. I understand that all email messages in the school system are stored centrally and that any file that I keep in my network area may be accessed by school staff. I will not open any unfamiliar email messages or files without teacher permission.
5. I am responsible for my behaviour when using the Internet and email. This includes resources I access and the language I use.
6. I will be polite and will refrain from using obscene, harassing or abusive language in electronic messages. If I receive such messages I will tell a teacher.
7. Plagiarism, the passing off the work of others as my own, is unacceptable. When I use any material in assignments, I will list its source and give credit to the original author.
8. I will not introduce or download files which can affect the correct operation of the ICT equipment such as screensavers, cursors, toolbars, music files, games, messaging tools etc.
9. I understand that all my use of the Internet and can be monitored.
10. I will not use a device during the school day or during the journey to and from school for:
Videoing, photographing images of staff or recording conversations with or involving staff.
Videoing, photographing images or recording conversations involving other pupils without the other pupils informed consent.

I understand that if I use the device for any of these purposes it will be confiscated.

Printing Allowance

Pupils are allocated a generous printing allowance which is renewed on a termly basis. This is sufficient to cover the curriculum requirements of a diligent pupil. Use of this printing allowance for purposes which cannot be justified in educational terms will be charged.

Pupil Agreement

If I violate any terms of this agreement, I may be denied access to the ICT network and/or the Internet for a time to be determined by the Headteacher and may face disciplinary action as determined by the Headteacher. I am aware that each case will be considered on its merits.

Parental Agreement

I acknowledge that I have read the agreement on pupil use of the ICT equipment and the Internet and I have discussed it with my child.

I understand that this access is intended solely for educational purposes.

I recognise that, while every effort will be made to monitor pupil use of the Internet, it is impossible for Sherrardswood School to continually monitor and restrict access to all controversial materials. I understand that, if my child brings an Internet enabled device into school from home, then the school cannot filter its access to the Internet.

Signed: Student _____ Parent _____