



HOLYPORT COLLEGE

PUPIL CODE OF CONDUCT

INTRODUCTION

Holyport College is a community which places a strong emphasis on consideration for others, good manners, smart appearance and hard work. Being a member of this unique community is a privilege and this privilege brings responsibilities with it. All members of the College community and others with whom we come into contact deserve respect and appreciation. We all have a duty to preserve the good name of the College, to care for the fabric of the College buildings and the appearance of the College grounds and to act in an environmentally responsible manner.

The Pupil Code of Conduct is not intended as a complete guide, but for assistance and applies to all pupils when they are in the care of the College and at other times when they may reasonably be associated with it.

In general, no pupil shall say or do anything contrary to good order, decency or common sense. At all times, pupils will demonstrate care, consideration and courtesy for others. This is the most important rule of all and will override all the others.

BEHAVIOUR

Nothing must be done by any member of the College community that will adversely affect the right of any other member of the community to enjoy and benefit from being a member of the College, or which may expose them to harm.

In particular, the College will not tolerate:

- Bullying in any form, whether physical, verbal or emotional
- Rudeness, violence or disorderly conduct
- Theft or damage to the property of others

- Disruption of any kind to lessons or other activities
- Insolence or disobedience towards those in authority
- Tampering with fire safety or security equipment
- Smoking or alcohol consumption
- Possession or use of any illegal drug – any pupil who becomes involved with illegal drugs in any capacity is liable to be permanently excluded from the College.
- Sexual activity or entering any area of the College designated for the use only of the opposite sex, or introducing a visitor into such an area is liable to permanent exclusion from the College.

Pupils must remain in house or designated house area unless attending lessons and meals or unless their absence has been approved by a member of staff. Pupils must keep within bounds at all times. The College bounds for pupils are displayed in each house.

Pupils must respect the privacy of others within the boarding house and elsewhere.

CLASSROOM CONDUCT

Pupils must always behave in a manner which supports their learning and that of other pupils and shows respect to staff and guests.

They must come to lessons promptly, properly equipped, prepared to work and properly dressed. They must enter the classroom in an orderly fashion and take care of the classroom and equipment

They must respect each other and each other's property.

They must raise their hands when they need help or to seek permission to speak.

They must work quietly when required to do so and complete tasks to the best of their ability.

They must follow the instructions given by staff to safeguard their safety and ensure that they learn properly.

APPEARANCE

Pupils must dress in accordance with the College Dress Code. Clothing must be clean, neat, tidy and be worn modestly. Hair must be of an acceptable style and long hair must be tied back when required.

Make up and jewellery, where worn, must be unostentatious.

All pupils must accede to the reasonable requests of staff with regard to appearance.

PUPILS' PROPERTY

Pupils have a responsibility to safeguard their own property as well as to respect the property of others. All property and clothing must be clearly marked with the name of the owner.

Substantial sums of money should not be kept by pupils but should be handed to the Housemaster for safekeeping – the College is not liable for any loss if money is not handed in to the Housemaster.

Pupils may not bring to College any weapons, solvents, fuel or other dangerous articles. Pupils may not have in their possession any material of a pornographic, defamatory or otherwise offensive nature.

All electrical equipment must be registered with the Housemaster and be submitted to regular PAT testing. Any equipment which fails a PAT test or which is not submitted for testing may be confiscated by the Head of House and disposed of at his/her discretion.

The use of smartphones is forbidden during the school day, overnight and at certain other times as determined by the school. At these times students in years 7 to 11 who are boarders hand in mobile phones to Housemasters, other students are encouraged not to bring phones into the College but where they do they must be switched off and kept well out of sight. When the use of mobile phones is allowed, they must be used sensibly and in accordance with the College's regulations. Mobile telephones and other equipment capable of taking and transmitting images are not allowed on the College site unless parents and pupil have signed the College's Acceptable Use Agreement.

Pupils' property is brought to College at the risk of the owner and insurance is the responsibility of pupils or parents.

Pupils may not buy and sell possessions except with the approval of the Housemaster or as part of an approved College activity. Pupils may not lend or borrow money or valuable items other than in exceptional circumstances and with the approval of the Housemaster.

COLLEGE PREMISES

All pupils must take care of the College buildings and grounds and do nothing to cause avoidable damage. The writing of graffiti is forbidden. If damage occurs it must be reported at once to the Director of Finance and Operations or to the Housemaster if in a Boarding House.

Pupils are expected to do their utmost to act in an environmentally responsible manner. Pupils must not drop litter and should take the initiative in clearing up any litter that they see around the College site. Pupils must use the recycling facilities provided. Lights and other electrical equipment, including computers, must be turned off when not in use.

Pupils must respect wall displays in classrooms and corridors and protect them from damage. The chewing of gum is prohibited.

FOOD AND DRINK

Pupils must attend all meals to which they are entitled. Queuing for meals must be orderly and good manners must be observed once inside. Food, cutlery and crockery must not be removed from the refectory.

Food and drink may not be consumed outside boarding houses except with permission on special occasions. With the permission of the class teacher, pupils may consume drinking water from a clear plastic bottle with a sports cap in lessons.

INFORMATION TECHNOLOGY

Pupils must use College issued iPads and other the Information Communication Technology infrastructure of the College responsibly and according to the E-Safety Policy. Pupils must not create, possess, transmit, access or attempt to access material of a pornographic, defamatory or otherwise offensive nature. They must not use iPads or the other Information Communication Technology infrastructure of the College in any way which jeopardises the privacy or safety of others.

Every care must be taken to avoid introducing viruses or causing any other damage to the College network. Pupils must not interfere with computer hardware, attempt to override the network security measures or perform any other unauthorised action using the College's computers or network.

Pupils using their own computing equipment in College are subject to the same rules as those using equipment provided by the College.

PLAGIARISM

Pupils must not copy, or attempt to copy, material from another pupil or any other source and represent it as their own unaided work. Pupils must respect the copyright of published material. Any infringement of this rule in relation to examination work will be reported to the appropriate awarding body and may result in disqualification from some or all public examinations.

SANCTIONS

No form of physical punishment is allowed in the College.

All sanctions imposed by staff must be recorded.

All sanctions imposed must be fair and proportionate. An appeal against a sanction may be made to the Headteacher or the Deputy Headteacher but an appeal does not prevent a sanction taking effect immediately it has been imposed.

The Headteacher has the authority to exclude a pupil from the College either temporarily or permanently or to exclude a boarder from the boarding accommodation of the College. A pupil may be subject to an internal exclusion for serious breaches of classroom discipline.

