

SANDHURST SCHOOL CODE OF CONDUCT

Individual Responsibilities

UNIFORM

Wear the correct uniform smartly. Watches, stud earrings (one pair maximum worn in the lobe of the ear) and a single discreet ring may be worn in school but will have to be removed for certain activities. Blazers and ties should be worn at all times. Trainers may only be worn for P.E. Sweatshirts are not appropriate at any time.

If you are not in full uniform, you will be sent home to change, unless a letter has been received and a non-uniform card issued.

Extremes in hairstyles or dress are not allowed. You may not wear makeup or nail varnish.

- If you are late to school or need to leave early for any reason, you must report to reception.
- The main entrance door is for the use of staff and visitors only.
- If you cycle to school your bicycle must be kept in a roadworthy condition. The police make frequent spot checks to ensure your safety.
- Only go to the staffroom if instructed to do so by a member of staff.
- You must not bring chewing or bubble gum into school.
- Eating and drinking is only allowed in the designated areas.
- You are advised not to bring valuable property to school.
- Students of any age are not allowed to consume alcohol, drugs or cigarettes, or to bring them onto the school site, during school hours or at any other time when the school is responsible for the health and safety of its students.
- The following areas are out of bounds at breaks and lunch times:
 - front of school
 - cycle sheds
 - field area behind Science/History rooms
 - boiler house
 - The Spot
 - staff car parks
- Correcting fluid such as tippex is not allowed to be used in school. (It is not permitted in Public Examinations).
- All mobile phones must be switched off and kept in bags during lessons.

Be considerate of others

- You must be polite and respectful at all times. The Headteacher, teachers, office staff, kitchen staff, dinner controllers, visitors, caretakers and prefects merit the same consideration.
- Move around the school at a walking pace; running causes accidents.

- Do not interrupt the lessons of others by noisy movements around school. Be considerate during lesson changes.
- Observe the two-way system in the main block unless instructed to do otherwise by a member of staff.
- During breaks and lunchtimes, ball games can be played only on the specified area of the playground. Consider other playground users when you play.
- Bullying, verbal and physical abuse will always be severely punished.
- Do not throw stones or other dangerous objects.
- Put all litter in the bins provided.

Be considerate of your own and other people's property

- Make sure you have all the equipment you need for the day's lessons, carried in a strong, protective bag.
- Look after your own property and make sure everything is named. Your property is your responsibility and should not be left unattended.
- If you find anything return it to its owner if you can. If not, hand it in to the office or to a teacher.

PLEASE REMEMBER THAT SANDHURST SCHOOL'S 'CODE OF CONDUCT' IS MEANT TO MAKE EVERYBODY'S LIFE MORE PLEASANT. WE WORK IN A LARGE COMMUNITY WHERE COMMON SENSE AND REGARD FOR THE WELFARE OF OTHERS MUST GOVERN OUR ACTIONS.

THE ONLY ONE GENERAL SCHOOL RULE IS:

'BEHAVE IN A SENSIBLE AND CONSIDERATE WAY AT ALL TIMES'