



# BROMSGROVE SCHOOL

## SENIOR SCHOOL CODE OF CONDUCT

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# SENIOR SCHOOL CODE OF CONDUCT

## INTRODUCTION

The Code of Conduct exists to ensure the protection of the individual pupil and the smooth functioning of the School community. By promoting positive values of citizenship within School, pupils are prepared to take their place as responsible adults in the world.

Good manners, a sense of responsibility, consideration for others, punctuality and tidiness are expected of pupils at all times. Any breach of good manners or good sense is a breach of this Code and contrary to the welfare of the community. Good behaviour is also expected when pupils represent the School elsewhere or are in the local community.

The rules in this Code of Conduct are readily available to all parents, guardians, pupils and staff on the School website and complement other School policies such as the Pupil Behaviour and Conduct Policy (All Schools), Commendations Procedure (Senior School) and Sanctions Procedure (Senior School). All of us have an obligation to uphold these rules for the common good in which all members of the community should be treated with dignity, kindness and respect. As such, this Code of Conduct also operates alongside existing policies such as the Safeguarding Children Policy (All Schools), Child-on-Child Abuse Policy (All Schools) and Anti-Bullying Policy (Senior School).

Any pupil who persistently undermines the morale and well-being of the School community may be asked to leave the School.

## RULES

### 1. LESSONS

**Pupils are expected to show a positive attitude in class, to be fully involved in a lesson, to assist the development of an effective partnership between teacher and pupils, and generally to promote the learning environment.**

- a) Pupils must attend all timetabled commitments.
- b) It is a serious offence to disrupt the learning environment by poor behaviour in class.
- c) The School expects all students to work hard, seek help in areas of difficulty, and do their best. Academic honesty is highly valued, plagiarism is treated seriously and any sources used within an assignment should be acknowledged so that no unfair advantage is gained. Pupils will be held accountable for any inappropriate use of Artificial Intelligence (AI) in their work.
- d) If a pupil has an authorised absence or valid reason for not attending a lesson or other commitments such as games or activities, they should personally inform the teacher responsible in advance or provide an explanation at the earliest opportunity.
- e) If a member of staff is not present at the start of a lesson, then after an interval of ten minutes, a member of the class should report to reception and await instructions. Pupils must wait quietly.
- f) If a pupil is unwell in lesson time, they should seek the permission of the teacher to report to the School Boarders' Clinic (if a boarder) or the School Reception (if a day pupil); pupils must not return to Houses. Boarding pupils attending the Boarders' Clinic at break times should report promptly at the start of break.
- g) When Sixth Form pupils have study lessons, they should work either in the Library or in their Houses as directed. While they are also allowed to use Café 1553 or to work with peers in other Houses (with staff permission), they should not wander around the campus during these periods.

## 2. DETENTIONS

Sanctions for various breaches of the Senior School Code of Conduct are detailed in the Sanctions Procedure. However, for clarity with regard to detentions, note that all Detentions take priority over all other engagements.

## 3. REGISTRATION

- a) Pupils must attend all Registrations and Roll Calls scheduled during the day and evening.
- b) No day pupil may leave School during the working day without the permission of their Houseparent.
- c) Even with permission, every pupil leaving or arriving at the School during the working day must sign out or in at Reception.

## 4. RELATIONSHIPS

### a) **Equal Opportunities**

All pupils are expected to respect one another, irrespective of age, race, religion, culture, sex, gender, sexual orientation, special educational needs or disabilities.

### b) **Personal Relationships**

As a coeducational establishment, the School values and supports friendships between the sexes. However, no intimate or inappropriate physical contact between or within the sexes is permitted (colloquially known as “The Six Inch Rule”).

Any incident of sexual contact is liable to see a pupil excluded from the School.

It is important that visiting pupils are aware of the rules relating to access within a particular House. Pupils should only visit the communal areas of any other House – this is especially important in boarding Houses, in which the privacy of other pupils’ boarding accommodation areas must be respected. Even within their own House, pupils should not enter other pupils’ rooms in any manner which could compromise privacy or break School rules – they should seek permission to avoid any misunderstanding, upset or potential disciplinary concerns. Pupils are not allowed to visit members of the opposite sex in bedrooms or studies.

### c) **Bullying**

The School expects all pupils to support, respect and value each other and thereby allow each individual to flourish. Bullying or intimidation of another pupil, whether verbal, physical, racial, sexual, cyber or against a disability is strictly forbidden, regardless of motive or medium. All members of the School are expected to abide by the School’s Anti-Bullying Policy.

### d) **Conduct and Decorum**

The School expects all pupils to conduct themselves with decorum and with respect for others within buildings and around the grounds. Sporting facilities provide ample outlet for physical exertion and loud or overly physical/boisterous behaviour is not acceptable elsewhere.

## 5. BANNED ITEMS

More specific details follow in other sections of this Code of Conduct but, for clarity, possession of any of the following items is prohibited by the School, which means that, in line with the DfE guidance *Behaviour in Schools* (February 2024), the School is allowed to make a search for them if it has reasonable grounds to suspect that a pupil may have any of these items:

- a) knives or weapons – see Section 7e
- b) alcohol – see Section 6b
- c) illegal drugs – see Section 6a
- d) stolen items – see Section 7b

- e) any article that the 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 property of any person (including the pupil)
- f) smoking or vaping materials, including snus and tobacco/nicotine pouches – see Section 6c
- g) mobile phones (for Fourth and Fifth Form pupils) – see Section 7f
- h) fireworks – see Section 7e
- i) pornographic images – see Section 7i.

## 6. HEALTH AND SAFETY

### a) **Drugs**

It is strictly forbidden for pupils to sell, buy, be in possession of, consume or be party to any involvement in drugs, solvents or any material designed to affect mental faculties adversely. The School reserves the right to test any pupil who is suspected to be under the influence of any such substance. Since November 2023, UK law has also made the possession of nitrous oxide illegal if it is, or is likely to be, wrongfully inhaled. Any incident involving drugs is liable to see a pupil excluded from the School.

### b) **Alcohol**

Pupils may not consume or be in possession of alcohol except by the permission and direction of the School. Fifth Form pupils and below are forbidden to consume alcohol. Any incident involving alcohol is likely to result in a major sanction.

### c) **Smoking**

The whole of the School Campus is non-smoking. Smoking is forbidden, and this includes vaping. Pupils may not be in possession of cigarettes, tobacco, matches, lighters, nicotine pouches or any vaping items. Any incident involving smoking or vaping – and this includes any pupils choosing to be present when another pupil is smoking/vaping – is likely to result in a major sanction. Should any pupil be found to be in possession of vaping materials containing THC, which is illegal in the UK, the matter will be treated as an incident involving drugs.

### d) **Medication**

Any medication (including alternative and homeopathic medicines) brought into School must be handed in. Day pupils should inform their Houseparent and hand the medication in to Reception to be stored appropriately. Any boarder's medication must be handed in to a member of House staff who will then contact the School Boarders' Clinic.

### e) **Use of Buildings**

Pupils should not use classrooms, laboratories or the Sports Centre facilities unless a member of staff is present or has given permission.

### f) **Cars**

Pupils who drive to School must have permission and a valid permit (see Section 12). All pupil drivers are expected to drive in a safe and responsible manner. All pupil drivers must park in the Housman Hall or Hayward car parks rather than on any roads neighbouring the School campus – at all times we must respect the impact we have on our local residents.

### g) **Unsupervised Activities**

During the School day, pupils should not take part in unsupervised sports or activities.

## 7. SOCIAL RESPONSIBILITY

### a) **Property and Possessions**

Pupils are responsible for the security of their own valuables; it is the responsibility of parents to insure their children's possessions. However, the School offers a scheme operated by HSBC. The premium will be included automatically on the bill unless written notification to opt out is

received by the School. Pupils should always ask House staff to look after any valuable items or sums of money.

Any loss or damage to School property or personal property must be reported immediately to House Staff. All personal property and clothing should be clearly marked with the owner's name and House.

b) **Stealing**

Pupils must respect each other's property. Borrowing without permission is not appropriate, particularly for the inconvenience it can cause. Stealing from another pupil or theft of School property undermines mutual trust and is treated as a very serious offence, liable to result in a major sanction.

c) **Bank Cards**

No pupil must ever divulge credit, debit or phone card details to another pupil. The use of another pupil's card is a serious form of theft. Cards should be kept safely at all times, thereby reducing the risk of temptation to others.

d) **Money**

Any large sums of money – over £20.00 – should be deposited in a personal bank account or lodged with the Houseparent and must not be kept by the pupil.

Boarders must have a Bank or Building Society account. The School will assist in setting up such accounts.

Lending or borrowing of money between pupils, unless in small amounts in a scenario such as buying something in Café 1553, is discouraged.

The buying and selling of items between pupils is not allowed other than with the agreement of the Houseparent.

No betting or gambling is allowed.

e) **Dangerous Weapons and Materials**

Pupils may not be in possession of dangerous weapons, including air guns, replica guns, darts, laser pens and knives. For their own safety, pupils must never be in possession of fireworks or other pyrotechnics. Any incident involving such items is likely to result in a major sanction.

f) **Mobile Phones**

Clear guidance on the School's policy for mobile phones is published in Houses. Mobile phones should never be used in a way that disturbs or offends the privacy of others and their use is prohibited in lessons.

- Fourth and Fifth Form pupils should not have access to a mobile phone during the working School day – any mobile phone in School should be handed in to House staff before morning registration and collected from them after 5.15pm. At any other times, mobiles should be handed in/collected at Reception. Fourth and Fifth Form boarding pupils may have access to their mobile phones outside the hours of the School day but will hand them in (with other devices) to House staff overnight.
- Sixth Form students are allowed to have a mobile phone during the School day, but they should not be visible, heard or used around the School campus, in lessons, or in any communal areas where younger pupils may be present. They can only be used during independent study time in a Sixth Form only area of a House.
- The only exception to the above is at the end of the School day (after 5.15pm) when day pupils may discreetly contact parents to confirm collection arrangements around the car park areas.

Any breach of the guidelines for mobile phones is likely to result in confiscation for the day, or longer-term restrictions in the case of persistent misuse.

g) **Portable Audio Devices**

As well as mobile phones, other devices such as iPods, MP3 players, wi-fi speakers, and headphones may not be used during the School day other than in Houses or with a member of staff's explicit permission. Pupils should not wander around the campus wearing headphones, even of the wireless earbud/AirPod type.

h) **Computer Files/ICT**

All pupils are required to read and (digitally) sign the School's Acceptable Usage Policy. No pupil should ever divulge their network password to anyone. Logging on to someone else's network space is an invasion of that person's privacy and a serious breach of trust. Copying or tampering with any files in another person's network space calls into question the integrity of all computer-assisted learning within the School and is, therefore, a particularly serious offence. No blanket emails may be sent without the permission of the Deputy Head (Pastoral).

i) **Pornography**

The possession of, selling and distribution of obscene material is forbidden. The use of Information Technology facilities (including mobile phones) for such purposes is a serious offence. Pornography degrades the person and community. In line with recent UK legislation, any misuse of technology to create, share or forward 'deepfake' imagery of any member of the School community is a serious offence.

j) **Music**

Consideration must be given to others when playing music. Music may not be played out of doors.

k) **Courtesy**

All pupils are expected to show the appropriate courtesy towards all members of the School, whatever their role in the School, and visitors. As a mark of courtesy, we would still expect pupils (definitely in the Fourth and Fifth Forms) to stand up if an adult enters a classroom during a lesson. It is also expected that pupils show courtesy to others in the town, on School trips, visits and during fixtures against other Schools, whether at home or away.

l) **Litter**

All litter, whether of the pupil's own making or not, must be placed in the litter bins provided. We all have a responsibility in respecting the School environment in which we are privileged to operate each day.

m) **Graffiti**

We are proud of our buildings and their contents: we treat any form of graffiti or vandalism as a very serious offence.

n) **Briefcases/Rucksacks/Bags**

All Fifth Form and below are expected to use plain black School bags, briefcases or rucksacks for their books and files.

These bags should only be left at the following points around the School grounds:

- to the side of the Dining Hall
- in the LRC Foyer in the storage space provided
- in the entrance to Kyteless in the storage space provided
- in the storage racks behind the Arena
- at the top of Kyteless and Chapel steps (immediately before Chapel).

Bags/briefcases/rucksacks are to be placed upright and in orderly fashion so as not to inconvenience passers-by; they should not block pathways.

Pupils are reminded not to leave bags/briefcases/rucksacks in the grounds overnight as their safety cannot be guaranteed.

o) **Lawns**

In order to protect the School greens and lawns, pupils should not use Gordon Green or Routh Hall Green during the School day (except for School Monitors). School or House Monitors of Elmshurst, Mary Windsor, Oakley and Walters Houses may walk across Chapel Lawn on their way to breakfast (for E, MW and O) and Chapel. However, during the winter months, all greens and lawns are out of bounds. Pupils should never walk along Masters' Walk but instead use the raised pathways opposite the Memorial Chapel and Kyteless.

- p) **Car Park**  
In the interest of safety, pupils are not to walk through the staff car park and down the ramp; there are footpaths and steps to the sides.
- q) **Language**  
English is the appropriate language to use at School during the working day. Any swearing is offensive behaviour, which is unacceptable in any language.

## 8. PERSONAL APPEARANCE

- a) **Dress** (See the Uniform and Dress Code on the School website <https://www.bromsgrove-school.co.uk/schooluniform>)  
All uniform, sportswear and casual wear must comply with the published clothing list. Pupils, parents and guardians are expected to support the School with uniform worn smartly and correctly. We ask you to adhere to this code, as any items deemed unsuitable will need to be replaced. Any individual requests about appropriate allowances for religious/cultural reasons or for short-term medical needs should be referred to the relevant Houseparent in the first instance, who can liaise with the Senior Master/Mistress and Deputy Head (Pastoral) as required.  
Day pupils must wear School uniform when travelling to School. When returning home pupils must wear School uniform or, with the permission of their Houseparent or Sports Coach, regulation School sportswear.
- b) **Hair** (See the Uniform and Dress Code on the School website <https://www.bromsgrove-school.co.uk/schooluniform>)  
Pupils' hair must be of a style and cut approved by the Deputy Head (Pastoral), Senior Mistress or Senior Master. Their ruling is final, but (as above) will take into account any individual religious or cultural grounds for consideration.
- c) **Tattoos**  
No visible tattoos are permitted (including when wearing sports/team kit).
- d) **Masks/Face Coverings**  
With the COVID-19 pandemic still in recent memory, the School will continue to adhere to any national guidance on the wearing of masks or face coverings. Currently, there is no requirement for pupils/staff to wear masks or face coverings on the School campus. However, we respect the right of any individual to wear a mask/face covering should they feel more comfortable to do so, provided that it is either one of the disposal style of mask, or a personal fitted mask of a plain coloured style (i.e. without any pattern, motif or design).

All decisions on dress and appearance lie with the Deputy Head (Pastoral), Senior Mistress or Senior Master. Their ruling is final.

## 9. BOUNDS

These rules are designed to protect the safety of pupils.

- a) Day pupils may only remain on the School campus after the end of the School day (5.50pm on weekdays, 4.00pm on Saturday) or visit the campus on Sunday if they have the permission of their Houseparent or are attending an official School activity.
- b) Pupils may leave the campus during the School day during official Down Town times. Details of these times are published in Houses. At other times, pupils should first obtain a written leave slip from their Houseparent which they can show as they sign out at Reception. Upper Sixth pupils may visit the town during any period free of commitments, but only after morning break, having signed out with their Houseparent's permission. When walking to and from School, pupils must follow recognised routes. As a general rule, 'town' is understood to be the stretch of

- the Worcester Road/High Street running from One Stop to the end of the pedestrianised section (by Domino's/Argos), with allowance for supermarkets such as Waitrose and Asda.
- c) Pupils will not visit off licences, public houses, vaping shops or betting shops. (The rules regarding Boarders' visits to public houses are published elsewhere). Pupils are reminded that it is a criminal offence to buy alcohol under the age of 18 and may lead to prosecution by the police.
  - d) When visiting other Houses, a pupil must first gain permission from a member of the Staff of the House concerned. Pupils may only visit the common room area of another House.
  - e) Senior School pupils are welcome to visit the Preparatory School for a genuine reason but must first seek the permission of their own Houseparent and of the Preparatory School duty staff.

## **10. SCHOOL COMMITMENTS**

Bromsgrove School runs on boarding lines and so School commitments and fixtures, including those at weekends, are very much part of the ethos and culture. The expectation is for all pupils (whether day or boarding) to participate in commitments for which they are selected or asked to attend. Dates for such events and fixtures are published well in advance, as are online team lists for sporting fixtures. Any request to miss such commitments for a valid external reason should be made, where possible, to the relevant Houseparent at least two weeks in advance.

## **11. LEAVE FOR BOARDERS**

Boarders may take exeat on any weekend except for Remembrance Sunday weekend, for all or part of the time between completing School commitments on Friday/Saturday and 7.30pm on Sunday.

They must:

- observe the rules relating to the use of cars
- ensure that their Houseparent has all required leave documentation before going on exeat
- ensure, if spending the exeat with hosts other than their parents/guardians, that Houseparents receive the consent of both their parents/guardian and written confirmation from the host.
- either be picked up from School by their host or travel directly to their host in order to ensure some formality in the transfer of duty of care. The School expects the supervising host to be over 25 years of age, and only allows Sixth Form boarding pupils to travel unaccompanied on trains for such exeat arrangements.

## **12. CARS/MOTOR VEHICLES/PUPIL TRANSPORT**

**Pupils should always drive with great safety. Pupils should not drive on to the main School Campus without prior permission.**

- a) Day pupils who hold a driving licence may drive cars to and from School subject to the following conditions:
  - A School indemnity form must be signed by the pupil's parent or guardian and passed via the relevant Houseparent to the Head of Security. Please note the indemnity form specifies both vehicle and driver.
  - Any day pupil passenger may travel in the car only if both pupils' parents and the driver's Houseparent have appropriate signed indemnity forms.
  - Day pupils who drive to School must park at the Housman Hall or Hayward car parks, not in the South car park or on local roads, and display the official School vehicle permit.
- b) All drivers are reminded of the speed restrictions that operate in the School grounds.
- c) A pupil must not drive out of School premises during the School day without the express permission of his/her Houseparent in writing.

- d) Pupils must inform their Houseparent of driving lessons; driving tuition may take place during a study period, but not during timetabled academic lessons or when there are other School commitments. Both Day and Boarding pupils need permission to have driving lessons.
- e) Boarders may not keep vehicles at School. When travelling to or from School, boarders must be driven by parents, guardians or other nominated adult drivers (not current pupils).
- f) Bicycles may be used with the Houseparents' agreement if they are roadworthy, named and kept locked when not in use. An indemnity form signed by parents or guardians should be kept by the Houseparent.
- g) While on School Transport pupils should at all times wear seat belts, behave appropriately and should follow the instructions of the driver and/or member of staff in charge.

### **13. THE MEMORIAL CHAPEL**

- a) As a matter of respect for other people and their beliefs, not to mention for the fallen Old Bromsgrovians to whom the building continues to be a memorial, pupils should enter Chapel in silence. At the end of the service there should be respectful silence until all staff and pupils have left the building.
- b) Only members of Staff and School Monitors may leave bags in the Chapel foyer.
- c) Umbrellas should be left in the foyer and not taken into the Chapel.
- d) Scarves and coats should be removed on entering Chapel.

### **14. DINING HALL**

- a) Food and drink, including sweets etc. may be eaten only in the Dining Hall, Café 1553 and in the Houses. Eating and drinking whilst walking through School or in the town is forbidden. Food may not be taken away from the Dining Hall.
- b) Pupils are expected to queue sensibly at the correct times, show every courtesy to catering staff and to show good table manners when eating.
- c) Chewing gum and bubble gum are forbidden anywhere in the School. It is difficult to dispose of and quickly disfigures paths and furniture. The Senior Master will see any pupil caught chewing gum, and the standard sanction for a second offence is a Headmaster's Detention (HMD).

### **Amendments**

**VARIOUS RULES ARE PUBLISHED FROM TIME TO TIME AND IN GREATER DETAIL. PUPILS MUST READ NOTICES AND LISTEN CAREFULLY TO GUIDANCE FROM THE HEADMASTER, DEPUTY HEADMASTER (PASTORAL), SENIOR MASTER AND MISTRESS, OTHER SENIOR STAFF AND HOUSEPARENTS. IF IN DOUBT, PUPILS SHOULD SEEK CLARIFICATION FROM THE ABOVE.**