



BROMSGROVE SCHOOL

SENIOR SCHOOL CODE OF CONDUCT

Author:	Deputy Head (Pastoral) Senior School
Reviewed:	August 2018; interim review March 2019
Next Review Due:	August 2019
Scope:	Senior School

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.

These rules are circulated to all parents, guardians, pupils and staff. All of us have an obligation to uphold these rules for the common good.

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 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.
- d) If a pupil has an authorised absence or valid reason for not attending a lesson or other commitments such as games, activities and Head of Year, 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, he/she should seek the permission of the teacher to report to the School Health Centre; pupils must not return to houses. Pupils attending the Health Centre 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 and should not visit another house or 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. THE MEMORIAL CHAPEL

- a) As a matter of respect for other people and their beliefs 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 should be removed on entering Chapel.

4. 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 written permission of their Houseparent
- c) Even with permission, every pupil leaving the School during the working day must sign out at reception.

5. RELATIONSHIPS

- a) **Equal Opportunities**
All pupils are expected to respect one another, irrespective of ethnic origin, gender, sexual orientation and religious faith.
- 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. Any 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 remain within the communal areas of the House. 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 physical, verbal, written, posted on a website, e-mailed by text messaging or photography is strictly forbidden. All members of the School are expected to uphold the pupil policy on bullying.

6. HEALTH & 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 adversely affect mental faculties.
- 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.
- c) **Smoking**
The whole of the School Campus is non-smoking. Smoking is forbidden, this includes 'vaping'. Pupils may not be in possession of cigarettes, tobacco, tobacco replacement (vape) items, matches or lighters. This upholds the School's Health Education Policy.
- d) **Medication**
Any pupil having medication (including alternative and homeopathic medicines) prescribed by their home doctor or provided from home must inform their Houseparent/Housemother and/or the staff of the School Health Centre.

- e) **Use of Buildings**
Pupils should not use classrooms, laboratories or the Sports Centre 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 11). All pupil drivers are expected to drive in a safe and responsible manner. All pupil drivers must park in Housman Hall Car Park.
- g) **Unsupervised Activities**
During the School Day pupils should not take part in unsupervised sports or activities.

7. SOCIAL RESPONSIBILITY

- a) **Property & 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. Stealing from another pupil or theft of School property undermines mutual trust and is treated as a very serious offence. Borrowing without permission is unacceptable.
- 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 very serious form of theft. Cards must be kept safely at all times, thereby reducing the risk of temptation to others.
- d) **Money**
Any large sums of money – over £10.00 – 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.
Money must be neither lent nor borrowed.
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.
- f) **Mobile Phones**
Mobile phones should never be used in a way that disturbs or offends the privacy of others.
 - During the School day, mobile telephones may only be used to make calls from the pupil's House. They should be switched off except when such calls need to be made.
 - Mobile phones should not be used around the School Grounds or in any other public place and must never be switched on in academic lessons, in Chapel or in the LRC foyer.
 - The only exception to this is at the end of the School day when pupils contact parents to arrange to be collected.
 - Mobile phones should not be used to take photographs or video during a lesson.

- Photographs should only be taken in lessons with the permission of the member of staff in charge.
- g) **Portable Audio Devices**
IPods, MP3 players, headphones etc may not be used during the School day other than in Houses.
- h) **Computer Files/ICT** – see separate Acceptable Usage Policy (AUP) for details
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.
- 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. 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 our School environment.
- m) **Graffiti**
We are proud of our buildings: 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 waterproof black briefcases, School regulation rucksacks or plain black bag (capable of holding files).
Briefcases/Rucksacks/Bags can only be left at the following points around the School grounds:
 - By the side of the Dining Hall.
 - To the side of Lyttelton porch.
 - At the top of Kyteless and Chapel steps (immediately before Chapel).
Briefcases/Rucksacks/Bags are to be placed upright and in orderly fashion and not to inconvenience passers-by; they should not block pathways.
Pupils are reminded not to leave briefcases/rucksacks/bags in the grounds overnight as their safety cannot be guaranteed.
In the Library, briefcases/rucksacks/bags are to be placed in the storage area.
- 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). During the winter months both Gordon Green and Routh Hall Green are out of bounds. House Monitors of Elmshurst, Mary Windsor, Oakley and Walters may walk across Chapel Lawn on their way to breakfast and Chapel. 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 only acceptable language during the working day.
- r) **Bad Language**
Swearing is offensive behaviour; it is unacceptable in any language.

8. PERSONAL APPEARANCE

- a) **Dress** (See separate Dress Code for full details)
All uniform, sportswear and casual wear must comply with the published clothing list and be worn correctly.
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 sports wear.
- b) **Hair** (See separate Dress Code for full details)
Pupils' hair must be of a style and cut approved by the Deputy Head (Pastoral), Senior Mistress or Master. Their ruling is final.
- c) **Tattoos**
No visible tattoos are permitted (including when wearing sports / team kit).

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) or visit the campus on Sunday if they have the permission of their Houseparent to use the LRC or attend 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 chit from their Houseparent. Upper Sixth pupils may visit the town during any period free of commitments after morning break with Houseparent's permission. (see Down Town Rules for details). When walking to and from School, pupils must follow recognised routes.
- c) Pupils will not visit Off Licences, Public Houses 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.
- e) Senior School pupils are welcome to visit the Preparatory School, but must first seek the permission of their own Houseparent and of the Preparatory School duty staff.

10. LEAVE FOR BOARDERS

Boarders may take exeats 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 a Leave Slip before going on exeat. (see Boarders' Handbook for details)

If spending the exeat with hosts other than their parents/guardians, ensure that Houseparents receive the consent of both their parents/guardian and written confirmation from the host.

11. 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:
 - i) That a formal application has been made to the Transport Manager.
 - ii) A School Indemnity form must be signed by the pupil's parent or guardian and kept by the Transport Manager and a copy by the Deputy Head (Pastoral). Please note the Indemnity form specifies both vehicle and driver.
 - iii) Any day pupil passenger may travel in the car if both pupils' parents and the driver's Houseparent have appropriate signed Indemnity forms.
 - iv) To ensure the security of cars, all cars must be parked at Housman Hall Car Park and display the official School Vehicle Permit.
 - v) Day pupils who drive to School must park at Housman Hall and not in local roads.
- 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 should not take place during academic lessons or when there are other School commitments. Both Day and Boarders 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 present 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) Whilst on School Transport pupils should at all times wear seat belts, behave correctly and should follow the instructions of the driver and/or member of staff in charge.

12. 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.

Amendments

Various rules are published from time to time and in greater detail. Pupils must read notices and listen carefully to guidance by the Headmaster, Deputy Head (Pastoral), Senior Master and Mistress, other Senior Staff and Houseparents. If in doubt, pupils should seek clarification from the above.

DRESS CODE SUMMARY FOR GIRLS IN FIFTH FORM AND BELOW

BLAZER:	School regulation navy blue
SKIRT:	School regulation skirt (winter or summer) To be worn below the knee, unaltered, and as sold by the School Shop
SHIRT:	Winter – School white shirt, fully tucked in, top button done up with tie Summer – School white shirt, fully tucked in
TIE:	School or House tie
PULLOVER:	School-crested regulation navy blue V-neck pullover
TIGHTS:	Un-patterned natural or navy blue (not black) tights or knee length navy socks
SHOES:	Smart and formal plain black leather flat shoes (no patent, suede or material) Ballet, boot or trainer styles are not acceptable
OVERCOAT:	School regulation overcoat, worn with the School blazer
SPORTS KIT:	Only School sports kit to be worn on campus
ACCESSORIES:	School rucksack/laptop bag or plain black bag/laptop bag (no logos) School maroon umbrella School scarf
HAIR:	Natural colour – no extremes of colour, cut or style Tied back fully, neatly, and off the face
JEWELLERY:	A watch One set of small stud earrings, to be worn at the bottom of the earlobe (no other piercings) No necklaces, bracelets or rings
MAKE-UP:	No make-up and only clear nail varnish

Any concerns or special requests can be discussed with your Houseparent/Senior Mistress or Deputy Headmaster.

DRESS CODE SUMMARY FOR BOYS IN FIFTH FORM AND BELOW

BLAZER:	School regulation - navy blue
TROUSERS:	School regulation - charcoal grey
SHIRT:	Winter – School white long-sleeved shirt Summer – School short-sleeved white shirt Tucked in, top button always done up with tie
TIE:	School or House tie
PULLOVER:	School-crested regulation navy blue V-neck pullover
SHOES:	Smart plain black leather lace-up shoes (no patent, suede or material) Boot or trainer styles are not acceptable
SOCKS:	Dark grey
OVERCOAT:	School regulation overcoat, worn with the School blazer
SPORTS KIT:	Only School sports kit to be worn on campus
ACCESSORIES:	School rucksack/laptop bag or plain black bag (no logos) School maroon umbrella School scarf
HAIR:	Natural colour – no extremes of colour, cut or style Neat, covering neither the collar nor eyes No part of the hairstyle to be very closely cropped or shaved Clean shaven
JEWELLERY:	A watch

Any concerns or special requests can be discussed with your Houseparent/Senior Master or Deputy Headmaster.

DRESS CODE SUMMARY FOR SIXTH FORM GIRLS

TAILORED SUIT:	Plain dark grey, navy blue or black No bold stripes or checks Jacket and skirt/trousers of matching material Skirt to sit on or below the knee (not tight) Trousers of a smart cut (not skinny, bootleg or jeans-style) to sit on the back of the shoe
BLOUSE:	Plain white or light pastel shade (no dark colours) Collared 'shirt' style with buttons to the top of an appropriate fit (not tight), always tucked in
PULLOVER:	Plain V-neck pullover in black, dark grey, navy blue or maroon
HOSIERY:	Unpatterned natural, black or navy blue tights Natural, black or navy blue pop socks to be worn with trousers
SHOES:	Smart plain black leather or patent (no suede or material) Heels not more than 3cms in height (no stiletto heels) Ballet, boot and trainer styles are not acceptable
OVERCOAT:	School coat or plain tailored coat in navy blue, black or dark grey (to be worn over suit)
SPORTS KIT:	Only School sports kit to be worn on campus
ACCESSORIES:	School rucksack/laptop bag or plain black bag (no logos) School umbrella School scarf
HAIR:	Natural colour – no extremes of colour, cut or style
JEWELLERY:	One discrete necklace, watch, bracelet and ring One set of small, unobtrusive earrings to be worn at the bottom of the earlobe (no other piercings)
MAKE-UP:	Subtle make-up and clear nail varnish

Any concerns or special requests can be discussed with your Houseparent/Senior Mistress or Deputy Headmaster.

DRESS CODE SUMMARY FOR SIXTH FORM BOYS

TAILORED SUIT:	Plain dark grey, navy blue or black No bold stripes or checks Trousers of a smart cut (not skinny, bootleg or jeans-style) to sit on the back of the shoe Alternatively, sports jacket and dark grey/black trousers
SHIRT:	Plain white or light pastel shade (no dark colours) Tucked in, top button always done up with tie
TIE:	School or House tie
PULLOVER:	Plain V-neck pullover in black, dark grey, navy blue or maroon
SHOES:	Plain black leather (no suede, patent or material) Boot and trainer styles are not acceptable
SOCKS:	Plain dark or formal coloured striped/patterned socks
OVERCOAT:	School coat or plain tailored coat in navy blue, black or dark grey (to be worn over suit)
SPORTS KIT:	Only School sports kit to be worn on campus
ACCESSORIES:	School rucksack/laptop bag or plain black bag/laptop bag (no logos) School umbrella School scarf
HAIR:	Natural colour – no extremes of colour, cut or style Neat, covering neither the collar nor eyes No part of the hairstyle to be very closely cropped or shaven Clean shaven
JEWELLERY:	A watch A discrete ring, bracelet and necklace can be agreed with Houseparent

Any concerns or special requests can be discussed with your Houseparent/Senior Master or Deputy Headmaster.