BROMSGROVE SCHOOL

SENIOR SCHOOL CODE OF CONDUCT

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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 readily available to all parents, guardians, pupils and staff on the School website. 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.

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.
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) fireworks – see Section 7e
h) 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 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 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 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 use of mobile phones in School is published in Houses. Mobile phones should never be used in a way that disturbs or offends the privacy of others.

- Fourth and Fifth Form pupils should not have access to a mobile phone during the School day – any mobile phones 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.
- Sixth Form students are allowed to have a mobile phone during the School day, but they should only be used to make calls from the student's House, and should not be used/visible around the School grounds or in any other public place, such as the Chapel, Routh Hall, Cobham Theatre or the Dining Hall. The only exception to this is at the end of the School day when day pupils may discreetly contact parents to confirm collection arrangements. Mobile phones should not be used in academic lessons, especially to take photographs or video during the lesson, unless with the explicit permission of the member of staff.

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: 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 Dress Code Summaries below for full details)
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.
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 Dress Code Summaries below for full details)
Pupils' hair must be of a style and cut approved by the Deputy Head (Pastoral), Senior Mistress or Senior Master. Their ruling is final.

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.
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 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 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.

DRESS CODE SUMMARY FOR GIRLS IN FOURTH AND FIFTH FORM (YEARS 9, 10 AND 11)

BLAZER:	School regulation navy blue
SKIRT*:	School regulation skirt, to be worn mid-calf, unaltered, and as sold by the uniform supplier
TROUSERS*:	School regulation tartan trousers, to sit on the back of the shoe
SHIRT:	Winter – School white shirt, fully tucked in, top button done up with tie Summer – School white blouse, 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
ACCESSORIES:	School rucksack/laptop bag or plain black bag/laptop bag (no large logos) School maroon umbrella School scarf
HAIR:	Natural colour – no extremes of colour, cut or style, tied back fully, neatly and off the face. Hair bobbles, bands and headscarves in navy blue or maroon
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
SPORTS KIT:	Only School sports kit to be worn on campus

* Girls have the choice of wearing a skirt or trousers. Many do have both, but this is not essential, and girls may wear whichever is their preference

DRESS CODE SUMMARY FOR BOYS IN FOURTH AND FIFTH FORM (YEARS 9, 10 & 11)

BLAZER:	School regulation - navy blue
TROUSERS:	School regulation - charcoal grey
SHIRT:	Winter – School long-sleeved white 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
ACCESSORIES:	School rucksack/laptop bag or plain black bag (no large logos) School maroon umbrella School scarf
HAIR:	Natural colour – no extremes of colour, cut or style. Hair should be neat, covering neither the collar nor eyes, no part of the hairstyle to be very closely cropped or shaved Clean shaven
JEWELLERY:	A watch
SPORTS KIT:	Only School sports kit to be worn on campus

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 (not tight) fit, always tucked in
PULLOVER:	Plain V-neck pullover in black, dark grey, navy blue or maroon
HOSIERY:	Un-patterned 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 or 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 large logos) School umbrella School scarf
HAIR:	Natural colour – no extremes of colour, cut or style. Hair accessories or headscarves in navy blue, black or maroon
JEWELLERY:	One discreet 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

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 or 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 large 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 discreet ring, bracelet and necklace can be agreed with Houseparent