



HAMPTON COURT HOUSE
Independent Co-Educational School

School Rules and Code of Conduct
2011 – 2012

CONTENTS

1. Politeness and Good Manners	3
2. Dress Code and Personal Appearance	3
3. Safety	4
4. Bullying	5
5. Facebook, Twitter & other social media	6
6. Classroom Behaviour	7
7. The School Day	7
8. Lunch Time	8
9. Tolerance	9
10. Wildlife	9
11. Music making	10
12. The PC Room / Mac Suite	10
13. The Science Laboratories	11
14. Mobile telephones	11
15. iPods, iPads, tablets, laptops & other electrical items	11
16. Drugs, Alcohol, Knives, Smoking	12
17. Common Sense	12

1. Politeness and Good Manners

- a) When inside the building, you are asked to remain calm at all times. You must not shout or indulge in rowdy behaviour.
- b) When asked by a teacher to carry out an errand, you are expected to do so quickly and cheerfully.
- c) You must be polite in all your dealings with your teachers; the school expects you to behave especially well with visiting and part-time teachers.
- d) Pupils attending or participating in school events (e.g. netball or judo matches, chess tournaments) are expected to exhibit a high standard of sportsmanship and impeccable behaviour (i.e. you must **never** argue with or question the referee's decision).
- e) If you have a commitment to a teacher (e.g. for chess tuition, for singing, for extra work etc.) you are not permitted to change your mind just before the session is due to begin. If you have a legitimate reason to change a time or to postpone a special teaching session, then this should be done at the start of the day, either in person or through the school office.
- f) If you are involved in rehearsals for a concert or a school play, it is **your** responsibility to think ahead and to ensure that your rehearsal does not clash with a private music lesson. Speak as early as possible to the Director of Music in order that a resolution can be found.
- g) If you wish to speak to a teacher and that teacher is engaged in conversation with someone else, do not barge into the conversation with your question. Wait patiently and discreetly try to catch the eye of the teacher with whom you wish to speak.
- h) Open the door for your teachers if you happen to be in front of them. They in turn will open the door for you, should the situation be reversed.
- i) Show respect to those who work around the clock to keep the school looking clean. Ensure that you do not leave a trail of crisps or chocolate wrappers behind you.
- j) It is good manners to stand up when visitors enter a room. The exception is during lessons, then the lesson should continue as usual.

2. Dress Code and Personal Appearance

- a) Hampton Court House does not have a rigid school uniform; we **do** have a dress code, to which you must adhere. Failure to do so will result in your being sent home.

- b) We attach **great importance** to how you look. In general...
- clothing and footwear must be clean, well fitted and in good repair
 - sportswear – including tracksuits and gym shoes – may only be worn on designated Sports days
 - clothing must be free of wording, lurid designs and prominent logos
 - underwear is worn underneath clothes, not for purposes of display
- c) Full details of the dress code may be found in the Almanack. However we emphasise here the following:
- Luridly coloured, skimpy or showy dresses or skirts may not be worn. Skirts or dresses should be around knee length.
 - Pupils should wear smart shirts or blouses. Boys' shirts must be collared.
 - Sweatshirts and 'hoodies' must not be worn.
 - Tights must not be laddered nor have holes.
 - Pupils in Years 5 and above may not wear shorts to school.
 - The hair of all HCH pupils must be worn in a becoming and sensible fashion – eyes and faces should be on view. Girls are asked to tie back long hair. Discreet highlighting in natural colours is not encouraged but will be overlooked. Wholesale dyeing or bleaching of hair is not permitted.
 - All students must have appropriate kit for Sports. In Years 6 and above, this consists of Hampton Court House branded sportswear supplied by SPS.

3. Safety

The most important school rules concern safety.

- a) There must be no running **at any time** in the building. In particular, you must not run in the long corridor or down the stairs leading to the conservatory. All stairs should be ascended and descended quietly and without unseemly haste.
- b) You are not allowed outside unless there is a teacher on duty.
- c) When you arrive in the morning, please sit in the main hall or make your way to your classroom. Remember that you may not play outside, either before or after school, unless a teacher is on duty.

- d) Please note that the play area (swings, slides, sand pit etc.) is primarily for use by children in the Lower School (up to and including Year 4). Older children must conduct themselves appropriately in this area.
- e) When playing outside, no pupil is allowed to cross the safe-play perimeter lines. If a football is kicked into an out-of-bounds area, permission must be obtained from the duty teacher before retrieving the ball. At the beginning of each term, your form teacher will walk you around the grounds, ensuring that you understand where you may and may not play.
- f) You are not allowed within 1 metre of the safety fence around the lake and in no circumstances may you touch the fence.
- g) Pupils are permitted to climb the trees **only** when your parents/guardians have given the school written permission that they are happy for you to do so.
- h) No pupil is permitted to engage in games which involve the holding or brandishing of sticks.
- i) If you are hurt by another pupil, you must **not** retaliate. Instead, inform a teacher immediately.
- j) Primary age children (up to and including Year 6) may not leave school at the end of the day unless accompanied by a parent/guardian or a **known** driver/nanny.
- k) You should wait for collection either in your classroom or in the main hall. On sunny days, it is permissible to wait immediately outside the building on the oval grass area.
- l) You are not allowed to wait for your parents in the car park.
- m) Pupils aged 12 and over are permitted to make their own way to and from school, but only when the school has received written consent from their parents.
- n) No pupil (of any age) may leave the premises during school hours without authorisation from the Headteacher.
- o) Bicycles may be used only for the purposes of travelling to and from school; they may not be used during the school day (e.g. during break time).

4. Bullying

All pupils should be free to come to school, take part in the day's activities and go home without being bullied. Bullying is regarded – along with infringements of safety rules – as the most serious breach of school discipline and is dealt with accordingly.

Bullying is described on page 12 of your *Almanack*.

- a) At Hampton Court House, each pupil works together with the teachers to stop any form of bullying. In this school, there is no such thing as 'sneaking' or 'snitching'. If you are being made unhappy by another pupil – or if you witness an incident in which one child is being unpleasant to another – then you have a duty to report this immediately to a teacher. You will not be in trouble, but rather you will be praised for helping to make Hampton Court House a safe and happy environment for all.
- b) **If you stand by and allow bullying to happen without stopping it or telling an adult, you are doing something wrong.**
- c) If you are found bullying another pupil (name calling, taunting, excluding another child from play or using physical force), then you will be kept in at break time and lunch time. A record will be kept in your school file.
- d) If you are found to be bullying on a second occasion, then you will be sent home early and will not be allowed to return to school the next day. Your parents will receive a letter explaining the reason for your suspension from school.
- e) If you are found on a third occasion to taunt, intimidate or otherwise bully another pupil then you will, subject to the findings of the school disciplinary committee (and following consultation with your parents), be expelled from the school.
- f) If you feel that you are a victim of bullying, tell someone: a parent, a friend, a teacher or anyone you can trust.
- g) Please help us to make a happy and harmonious place for all, free from bullying. The school will not allow any individual to spoil the happiness of others.

5. Facebook, Twitter & other social media

- a) The School requires that you adhere to an acceptable and civilised code of behaviour when online.
- b) If you post an unpleasant comment about another pupil online, even if out of school hours or during the holidays, the School will consider this bullying, which will lead to disciplinary proceedings and, potentially, expulsion from the School.
- c) There are an increasing number of cases across the country of children and teenagers ending up in criminal courts and even jailed over comments they have posted online. Think very carefully before clicking 'send' or pressing 'enter'. You should never write anything online that you are not prepared to defend publically, to your parents and/or to the police.

- d) Please note that you may not request to be a Facebook 'friend' with a member of staff until you have left the school.

6. Classroom Behaviour

- a) Your behaviour and attentiveness in class must be of such a standard as to allow the teacher to conduct the class without undue disruption and to allow the other children to learn to the best of their abilities.
- b) You must arrive for every lesson with your pencil case and with the necessary books placed in front of you.
- c) Ideally you should not ask to 'be excused' during lessons.
- d) You must not lean back on your chair: this is a dangerous practice.
- e) You should not sip water or any other drink during your lessons, unless the weather is exceptionally hot and your teacher has given you express permission.
- f) Should your class be visited by prospective parents then the class should continue as usual (ie it is not necessary to stand up). It is helpful of course if your behaviour during these times is of the highest order!
- g) At the end of lessons, pupils must walk to and from classrooms quietly and in an orderly fashion. Please note that, when moving to a new classroom, pupils should wait for a class to finish before entering the room.
- h) Pupils must attempt to do all homework prescribed by the teacher. Where there is a genuine failure to understand the work then you should see your subject teacher or Director of Studies the next day **before school begins** to explain the situation.

7. The School Day

- a) Pupils should aim to arrive at school at 8.30, as registration closes at 8.40. If, for any reason, you are late, then you must report to the ground floor office before joining your lesson.
- b) If, for any reason, you need to leave before the end of the school day (e.g. for a doctor's appointment), then you must let the ground floor office know as you leave. **Do not leave the school without formally 'signing out'**.
- c) You must not indulge in any behaviour (tantrums, screaming, hysteria or the use of foul language) which is likely to bring the School into disrepute. Crying needlessly is frowned upon and not encouraged.

- d) Playing games outside (e.g. football) with younger children is encouraged – but please exercise extreme caution when playing with smaller or younger children to ensure that they are not hurt.
- e) When the first bell rings for the end of break, please make your way immediately towards your classroom. Five minutes later, when the second bell rings, you should be in your classroom ready for your next lesson.
- f) On wet days you must regrettably remain inside. Please take care not to run or to become over-excited. Any snacks/food must be consumed in the conservatory and not in the classrooms.
- g) Ensure that you are always on time for afternoon registration which takes place at 13.15 in your form room.
- h) Important whole school assemblies begin promptly at 13.15. The school requires that pupils display the highest standards of behaviour on these occasions.
- i) When returning to the building from the garden, please take care to brush your feet and to ensure that mud and small stones are not brought into the building.
- j) If you see a crisp packet or any other item of litter in the grounds, please pick it up and place it in the nearest dustbin.
- k) **You may not bring chewing gum or bubble gum to school.**
- l) Look after the school and all its furnishings, particularly that which is old and beautiful. Please do not put your feet on the sofas or sit on them in an inappropriate manner.
- m) Do not stand on the bases of the pillars in the main hall.
- n) Do not trail your hands along any of the walls.
- o) If chairs have to be moved, they must be lifted and not scraped across the parquet floors.
- p) **It should be obvious that you must not write on the tables or walls. You can expect to be suspended from school immediately for such acts of vandalism.**

8. Lunch Time

Lunch is an important social occasion and all pupils are expected to conduct themselves appropriately.

- a) In the interests of hygiene, pupils with dirty or inky hands will not be served.
- b) You are encouraged to try all the food, which is of an exceptionally high quality. Try not to leave food on your plate. This is an ugly practice, which we discourage.

- c) Hold your knife and fork correctly and ensure that you eat in a civilised fashion.
- d) If queuing for your food, then please form an orderly line. Do not push or shove your way to the front.
- e) **Never** run in the conservatory or race around the tables in an over-excited way.
- f) You are allowed second helpings but it is polite to wait first until everyone has had their first helping.
- g) If you bring a packed lunch to school, please remember that you may not consume any fizzy drinks (except mineral water).

9. Tolerance

- a) Hampton Court House is a strictly non-denominational school. However, the school has the utmost respect for all the world's great religions. Each pupil must show respect at all times to those who have firmly-held religious beliefs.
- b) Taunting a pupil on the grounds of religion, race or colour or any other difference is considered bullying and will be dealt with accordingly (See *section 4 – Bullying*).
- c) We all have strengths and weaknesses. Some of us are more musical than others; some of us are better at numbers than others; some of us are better footballers; some of us have better French accents than others. It is a policy of the school that no pupil (and indeed no teacher) should tease or poke fun at someone who is less able at a particular skill.

10. Wildlife

- a) Each pupil is to have the greatest respect for all animals and wildlife.
- b) Care must be taken not to damage the plants or the natural habitats of the many small creatures that live in the gardens.
- c) Spiders, bees etc must not be harmed in any way and must never be swatted either inside or outside the building.
- d) The frogs and toads must not be taken away from their natural habitat.
- e) Ensure that nothing is thrown into the lake.
- f) You have a moral duty to take an interest in the environment and the future of the planet.

11. Music making

- a) We ask that you respect the art of music making. If someone is playing the piano, 'cello or violin, and you need to enter the room, then please do so with due quietness, ensuring that you do nothing to disturb the concentration of the musician.
- b) The school pianos are valuable. Nothing is to be placed on them (except your sheet music). Ensure that pens, keys and all other sharp objects are kept away. Please do not touch the pianos unnecessarily with your hands as you pass by.
- c) The pianos may not be played between lessons.
- d) The Bösendorfer in the main hall may not be played, unless specific permission has been obtained directly from the Head of Music.
- e) When not in use, 'cellos and guitars must always be put away in their cases or else laid to rest on their sides.
- f) You may not use a musical instrument or bow belonging to somebody else without permission.

12. The PC Room / Mac Suite

- a) The ICT Policy is posted prominently in the PC room and Mac Suite. Failure to comply with the rules set out in this Policy may result in your being barred from access to the school computers.
- b) Each authorised user will be given a log-on password to access the school server. You must not give your password to a third party.
- c) You must leave the computer in the standard 'tidy position'. All programs and windows must be closed down and you must formally log off, leaving the computer ready for the next user.
- d) No food or drink is to be consumed in the computer room.
- e) The computer room is essentially a 'quiet area' and you are asked to respect others' need to work.
- f) You must not attempt to alter the set-up or running of any computer or peripheral within the school.
- g) You should be aware that anything sent or received by email will be filtered for content.
- h) The school internet has a filtering system in place; in any case, you must not attempt to access any inappropriate or unacceptable material.
- i) Computer games are not permitted, save for a few strategy-based games (e.g. chess programs).

13. The Science Laboratories

The Science laboratories are potentially dangerous places and rules pertaining to classroom discipline are therefore strictly enforced. Pupils who do not behave sensibly will not be allowed to carry out practical work.

- a) No pupil may enter a science lab unless accompanied by a teacher.
- b) You must wear goggles during potentially dangerous experiments.
- c) You must follow the teacher's instructions carefully at all times.

14. Mobile telephones

- a) Years 10 and 11 may use their mobile phones sensibly during the school day – though they must be switched off and out of sight during lessons.
- b) Pupils in Years 9 and below may bring phones to school but their use during school hours (8.40 to 16.00) is prohibited. Misuse of your telephone will result in confiscation.
 - i. Your telephone must be switched off during the day.
 - ii. Phones must be switched off and out of sight during lessons.
 - iii. You are not permitted to make telephone calls, send text messages or access the internet on your phone during school hours.
 - iv. You are not permitted to play any computer game on your mobile telephone during school hours.
 - v. If you need to call home, you must ask permission in Reception, and make your phone call there.
 - vi. If your parents need to contact you during the day, they may do so through Reception, who will then pass on the message.
- c) No pupil is allowed to use a phone's camera facility within the school. The taking of video and still images of individuals without their consent is considered an invasion of their privacy and is strictly forbidden.

15. iPods, iPads, tablets, laptops & other electrical items

- a) iPods, iPads and other similar devices may be brought to school but on the understanding that **this is entirely at your own risk**. It is strongly recommended that such items be handed into the school office for safekeeping, rather than leave them unattended.

- b) It is strictly forbidden to sit the main hall or walk around the school or in the gardens whilst 'plugged in', i.e. with earplugs dangling from your ears. You can expect the immediate confiscation of your music player in such circumstances.

16. Drugs, Alcohol, Knives, Smoking

- a) Needless to say, you can expect to lose your place at the school if you become involved with any of the above activities.
- b) Older students (Year 9 and above) are issued with a booklet clarifying the school's position on a range of teenage issues, as part of the School's *Personal, Social and Health Education programme*.

17. Common Sense

A breach of common sense is a breach of school rules.