



Hampton Court House

School Rules & Code of Conduct

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School Rules and Code of Conduct

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1. Politeness and good manners

1. When inside the building, you are asked to remain calm at all times. Please do not shout or indulge in rowdy behaviour.
2. 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).
3. 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.
4. 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 one of the Directors of Music in order that a resolution can be found.

5. If you wish to speak to a teacher and that teacher is engaged in conversation with someone else, do not interrupt the conversation with your question, wait patiently until they are free to talk to you.
6. 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.
7. Show respect to those who work around the clock to keep the school looking clean – and help them by putting rubbish into bins and by doing all you can to keep your classroom tidy. This also applies to the bathrooms.

2. Dress code and personal appearance

We do not have a school uniform because we believe that learning to dress appropriately is an essential part of a well-rounded education. We hope that our children will develop a sense of style that suits them and suits their environment, and prepares them well for professional life. To that end we have a dress code which we believe sets an appropriate tone without being too prescriptive.

Clothing and footwear must be clean, well-fitted and in good repair. Outdoor wear, including coats, hats and fleeces, may be worn outdoors but not indoors. sportswear, including tracksuits, may only be worn on designated sports days. Clothing must be free of wording, lurid designs and prominent logos (small, discreet logos are acceptable).

Trousers and Jeans:

Denim may only be worn in classic colours: navy or black and not in faded, worn or shabby condition, including no jeans with holes or rips, even if these are fashionably intentional. Jeans must not be low-slung or slouch style. Pupils may wear smart, well-cut trousers in other materials (preferably natural such as cotton or wool).

Skirts and Dresses:

We prefer pupils to wear trousers or dark, simple, good quality skirts with blouses. Luridly coloured, very short or showy dresses or skirts may not be worn. Skirts or dresses should not be shorter than just above the knee.

Shirts, Blouses and Jackets:

Pupils should wear smart shirts or blouses. Shirts should be collared. We encourage pupils to wear a casual blazer or sports jacket. Tops should cover the shoulders. Crop tops and tops with 'spaghetti straps' are not permitted.

Jumpers and Pullovers:

Pupils must have a woollen pullover or cardigan of V-neck, crew or polo neck design. We prefer darker, more muted colours. Sweatshirts and hoodies must not be worn.

Socks and Tights:

In warm weather, pupils wearing sensibly cut dresses or skirts need not wear tights. Tight-fitting 'leggings' are considered as tights and must be worn beneath a long tunic of adequate length. Tights may not be laddered nor have holes.

Shorts:

In warm weather, smart knee-length shorts may be worn.

Footwear:

Pupils can wear leather, suede or canvas loafers or lace-ups, slip-on shoes, or appropriate boots (not Doc Martin style). All footwear must be dark in colour: brown, black or navy. Shoes may have white soles, so long as the shoe is clean and in good repair.

Jewellery, Make-Up and Hair:

Pupils in Year 9 and above may wear subtle, discreet make-up and some unobtrusive items of jewellery (which they bring at their own risk). Pupils may in no circumstances attend school with visible nail varnish. The hair of all HCH pupils must be brushed and worn in a becoming and sensible fashion. Pupils with long hair are asked to tie it back. Discreet highlighting in natural colours is not encouraged but will be overlooked. Wholesale dyeing or bleaching of hair is not permitted.

3. Safety

The most important school rules concern safety.

1. 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.
2. You are not allowed outside unless there is a teacher on duty.
3. When you arrive in the morning, please sit in the main hall or make your way to your form room if you are in Year 7 and above. Year 5 and 6 must wait in the main hall until 8.30am. Remember that you may not play outside, either before or after school, unless a teacher is on duty.
4. Year 10 and 11 may wait sensibly outside of the science labs until 8.30am. If it is raining, you are advised to wait in the conservatory.
5. Please note that the play area (swings, slides, sand pit etc.) is for use by children in the Lower School (up to and including Year 4) only.
6. When playing outside, no pupil is allowed to cross the safe-play perimeter lines:
 - Lower Years on the top field during morning and afternoon break

- Lower Years at lunch time on the front lawn up to the hill
 - Y5-9 must stay within the path around the pond, unless going to a club or lesson in the science labs or computer science lab
 - Y10-13 are allowed onto the hill by the Forest School area
7. Please ask permission from a teacher on duty if you need to go into an out of bounds area. 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.
 8. You are not allowed within 1 metre of the safety fence around the lake.
 9. No pupil is permitted to engage in games which involve the holding or brandishing of sticks.
 10. If you are hurt by another pupil, you must **not** retaliate. Instead, inform a teacher immediately.
 11. Primary age children (up to and including Year 4) may not leave their classroom at the end of the day unless accompanied by a parent/guardian or a **known** driver/nanny.
 12. Pupils in Years 5 and Year 6 must not leave school by themselves unless the relevant form tutor has received written confirmation that it is permitted from the parents.
 13. You should avoid waiting in the car park, and wait in the main hall instead.
 14. No pupil (of any age) may leave the premises during school hours without authorisation from the Deputy Head Pastoral or Assistant Head of Pastoral.
 15. 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). Pupils should walk their bicycle across the school grounds - not ride across school grounds.

4. Bullying

1. All pupils should be free to come to school, take part in the day's activities and go home without being bullied. Bullying of any kind, verbal, physical, sexual whether in person or online will NOT be tolerated at our school. Remember bullying can be either a one off incident or repeated over time.
2. At Hampton Court House, each pupil works together with the teachers to stop any form of bullying. We will not tolerate anybody being called a 'snitch'. 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 to a teacher. You will be praised for helping to make Hampton Court House a safe and happy environment for all.
3. If you stand by and allow bullying to happen without stopping it or telling an adult, you are doing something wrong.
4. If you are found to be bullying another pupil, a full investigation will be carried out and you may be issued with a sanction, a record will also be kept of this behaviour and your parents will be informed.
5. If you are found to be bullying on a second occasion, then an escalation of sanctions will apply, which could even lead to an exclusion - fixed term or permanent. Your parents will be informed again.
6. If you feel that you are a victim of bullying, tell someone: a parent, a friend, a teacher or anyone you can trust, or email safeguarding@hchnet.co.uk.

5. Social Media

1. The School requires that you behave in an acceptable and civilised manner when on social media, or other forms of online interaction.
2. If you post an unpleasant comment about another member of the school community 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, permanent exclusion from the School.
3. Think very carefully before clicking 'send' or pressing 'enter'. You should never write anything online, or transmit material that you are not prepared to defend publically to your parents and/or to the police.
4. Your conduct online, just as your conduct in school, should serve as a model for those who look up to you.
5. Please note that you may not request to be a 'friend' or follow a staff member on any social media platform.

6. Classroom behaviour

1. 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.
2. You must arrive for every lesson with your pencil case and with the necessary books placed in front of you.
3. Ideally you should not ask to go to the bathroom or to refill your water during lessons, this should be done during breaks or lesson change over.
4. You must not lean back in your chair.

5. You may drink water during lessons, but there should be no fizzy, caffeinated, or sugary drinks.
6. Should your class be visited by prospective parents then the class should continue as usual.
7. 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.
8. 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 Form Tutor the next day before school begins to explain the situation.

7. The school day

1. Pupils should aim to arrive at school at 8.30, as registration closes at 8.35. If, for any reason, you are late, then you must report to reception before joining your lesson.
2. Morning assemblies are held on Tuesdays and Thursdays for Years 5-11. You must not sit on the sofas, chairs or stools. Year 10 and 11 may stand at the back but everyone else must sit on the floor. You must not talk during assembly.
3. 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 reception know as you leave. Ensure that you formally 'sign out' in Reception. You must obtain a card from reception to hand in to Paul or Eugene at the gate. Any appointments should be authorised ahead of time by your form tutor and/or the Deputy Head Pastoral.
4. You must not indulge in any behaviour which is likely to bring the school into dispute, this could result in a formal sanction issued by the school.

5. Playing games outside (e.g. football) with younger children is encouraged – but please exercise caution when playing with smaller or younger children to ensure that they are not hurt.
6. When the bell rings for the end of break, please make your way immediately towards your classroom. Five minutes later you should be in your classroom ready for your next lesson.
7. On wet days you must regrettably remain inside. Please take care not to run or to become over-excited. You should go to your form room, the main hall or conservatory and follow the teacher on duty's instructions.
8. Ensure that you are always on time for afternoon registration which takes place in your form room, or in the main hall on assembly days.
9. Afternoon assemblies begin promptly at 13.15. The school requires that pupils display the highest standards of behaviour on these occasions, you are not permitted to sit on the sofas, chairs or stools during assembly.
10. If you see an item of litter in the grounds, please pick it up and place it in the nearest dustbin.
11. You may not bring chewing gum or bubble gum to school.
12. 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. Be careful not to stand on the bases of the pillars in the main hall. If chairs have to be moved, they must be lifted and not scraped across the parquet floors.
13. You must not write on any of the tables or walls, this is an act of vandalism.

8. Lunch time

1. Lunch is an important social occasion and all pupils are expected to conduct themselves appropriately.
2. Please wash your hands before coming down for lunch.
3. You are encouraged to try all the food, which is of an exceptionally high quality. Try not to leave food on your plate as this is wasteful.
4. If queuing for your food, then please form an orderly line. Do not push or shove your way to the front.
5. You are allowed second helpings but it is polite to wait first until everyone has had their first helping.
6. If you bring a packed lunch to school, please remember that you may not consume any fizzy drinks (except mineral water).

9. Respecting differences

1. Hampton Court House is a strictly non-denominational school. However, the school has the utmost respect for all the world's religions. Each pupil must show respect at all times to those who have firmly-held religious beliefs.
2. 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*).
3. 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 one should tease or poke fun at someone who is less able at a particular skill.

10. Wildlife

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

11. Music making

1. 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.
2. 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.
3. The pianos may not be played between lessons.
4. When not in use, 'cellos and guitars must always be put away in their cases or else laid to rest on their sides.
5. You may not use a musical instrument or bow belonging to somebody else without permission.

12. The Computer Science Lab

1. The ICT Acceptable Use Policy is posted prominently in the Computer Science lab and form rooms. Failure to comply with the rules set out in this Policy may result in your being barred from access to the school computers.
2. Each authorised user will be given login details to access the school server. You must not give your password to a third party.
3. You must leave the computer ready for the next user. All programs and windows must be closed down and you must formally log off.
4. No food or drink is to be consumed in the computer room.
5. The computer room is essentially a 'quiet area' and you are asked to respect others' need to work.
6. You must not attempt to alter the set-up or running of any computer or peripheral within the school.
7. You should be aware that anything sent or received by email will be filtered for content.
8. The school internet has a filtering system in place; in any case, you must not attempt to access any inappropriate or unacceptable material.
9. Computer games are not permitted.
10. You should not enter the Computer Science Lab unless there is a member of staff present.

13. The science laboratories

The Science laboratories are potentially dangerous places; please follow carefully all instructions given by your teacher.

In particular:

1. No pupil may enter a science lab unless accompanied by a teacher.
2. You must wear goggles during experiments.
3. You must not eat or drink in the science lab.

14. Mobile telephones

1. Pupils in Years 9 to 13 may use their mobile phones sensibly during the school day – though they must be switched off and out of sight during lessons. If you are feeling unwell, you must ask a member of staff if you can go to reception to call your parents, you must not call them from your own devices..
2. Sensibly means:
 - a. Your phone must remain on silent at all times.
 - b. You may use your phone to help you complete homework during break times. Listening to music through headphones whilst doing your homework during break times must be agreed upon ahead of time with your form tutor.
 - c. We ask you to help us build a culture where students are not sitting for long periods scrolling through social media.
 - d. You must not make or answer personal calls during the school day.
 - e. You may only access your phone during a lesson if expressly given permission by a teacher.
 - f. Failure to act sensibly with your mobile phone will result in losing the privilege of having access to your phone during the school day. Sanctions will be put in place in these cases.
3. Pupils in Years 8 and below may bring phones to school but their use during school hours (8.30 to 16.00) is prohibited. Misuse of your telephone will result in having to place your phone in Reception or with the Deputy Head Pastoral for the remainder of the school day.

- a. Phones must be switched off and out of sight during the school day.
 - b. You are not permitted to make telephone calls, send text messages or access the internet on your phone during school hours unless expressly permitted by a teacher.
 - c. You are not permitted to access social media or play any computer game on your mobile telephone during school hours.
 - d. If you wish to call home, you must ask permission to go to the Reception.
 - e. If your parents need to contact you during the day, they may do so through Reception, who will then pass on the message.
4. No pupil is allowed to use a phone's camera or recording facility within the school unless expressly given permission by a teacher.

15. Tablets, laptops, & other electronic items

1. Tablets, laptops, and other similar devices may be brought to school only with permission from a member of staff, and if being used to support your learning. It is your responsibility to take care of these items.
2. You are not permitted to sit in the main hall or walk around the school or in the gardens with headphones, earphones, or earpods in your ears or hanging around your neck. You can expect the immediate confiscation of your device in such circumstances.

16. Drugs, knives and smoking

1. Bringing any drugs, knives or cigarettes into school will result in a sanction, which is very likely to be a suspension .

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2. If you suspect someone else has brought any of these items into school you must report it to a member of staff immediately.