



## BEHAVIOUR POLICY

### THE SCHOOL CODE OF CONDUCT

**Treat everyone, whether younger or older, with the same kindness and respect with which you yourself would wish to be treated. Any breach of the law of the land is a breach of the school rules. No girl may put the welfare or safety of another in jeopardy through her words or deeds.**

### POLICY STATEMENT

In accordance with the Aims and Objectives of Downe House we aim to provide good adult and peer role models of caring, considerate, courteous and cooperative behaviour, where mutual respect ensures that each person is permitted to thrive and develop a right sense of self-worth.

Downe House has high expectations of each member of the school community in terms of creating a positive attitude which is constantly and consistently reinforced by praise and encouragement. We seek to celebrate personal achievement in all areas of school life and thus raise self-esteem.

Downe House recognises the importance of the role of the various representative bodies within the School, including the School Council and the House Committees, in promoting the highest standards of behaviour around the school. Service to the community is intrinsic in the ethos of the school and is expected of everyone. It is expected that everyone will take a common responsibility for maintaining only the highest standards of personal conduct in accordance with the aims and objectives of the school.

### PRACTICE

Staff should actively promote the following behaviour in and around the School:

#### 1. AROUND SCHOOL

Girls should respect the School Code of Conduct. They should take care to look after the environment in which we live and work including all school equipment.

Litter should always be placed in the proper place. Language used must promote a positive self-image. Swearing is not acceptable.

If the fire alarm rings at any time, girls should move quickly and quietly to the assembly point.

Girls should greet everyone with politeness and helpfulness, welcoming visitors to school with courtesy and guiding them to the right place as is appropriate.

Girls should take care of their own safety and that of others and should report any stranger acting suspiciously to the nearest adult.

Day Girls should register with the staff on duty in the dining room at lunch every day.

The correct uniform, as listed in their planner, should be worn at all times during the School day unless otherwise directed.

#### 2. IN THE CLASSROOM AND IN PREP.

Girls should respect the School Code of Conduct.

They should be punctual and organised, taking the correct books and equipment to classes. They should seek to play an active part in lessons, raising a hand to ask questions when appropriate.

Girls should follow the directions of the staff and should stand up when the Staff and Visitors enter the room, following particular instructions carefully. Food should not be taken into classroom areas and they should enter the rooms quietly and sensibly, paying heed to any safety codes in operation in those areas e.g. Laboratories, or Swimming Pool.

Girls should always treat other pupils with respect and not hinder the learning process for everyone. They should also treat the room and furniture with respect especially at the end of each lesson. There should be no graffiti.

Prep and coursework should be completed and handed in on time. Use of the computer facilities must be with care and girls must remember to observe the School rules on acceptable use of the internet and email. Each girl has a Student Planner or diary and they should use it sensibly.

### **3. IN THE HOUSE**

Girls should respect the School Code of Conduct. By acting honestly and with integrity trust will be built up. Girls should treat everyone (girls, house staff, domestic staff) with courtesy and respect, remembering that this is a shared living space where common areas such as common rooms, kitchens and quiet rooms need to be tidied. Posters should only be put on boards provided, and these need to be appropriate and cannot cause offence to either resident or visitor.

Girls should observe House routines as laid down by House staff which may include being quiet after lights out, respecting the belongings and privacy of others.

Permissions should be requested well ahead of time so that proper planning can be done and girls must observe the rule of leaving the site in threes unless accompanied by an adult.

### **4. ON THE FIELD**

Girls should respect the School Code of Conduct, ensuring that all instructions are followed. Frequently, they contain information relating to the Health and Safety Policy and are designed for the protection of the individual. It should be made clear to all girls that fair play is intrinsic in the Aims and Objectives of the School and the highest standards of sportsmanship will prevail. Support of the team is paramount and visiting teams will be accorded the proper courtesy and hospitality.

Staff should ensure that girls recognise that bad language is unacceptable.

### **5. IN THE DINING ROOM**

Girls should respect the School Code of Conduct. They are expected to show good table manners and each girl is expected to take responsibility for clearing her place at the end of each meal, so leaving it in the state she would like to find it.

Girls must treat all catering staff in the same way as any member of the community, with kindness and courtesy and are expected to be helpful at all times.

Cutlery, china and napkins are to be used appropriately and should not be removed from the Dining Room. No food should be taken from the Dining Room without special permission.

### **6. IN CHAPEL /ASSEMBLY**

Girls should respect the School Code of Conduct.

They should enter Chapel or the Performing Arts Centre in silence as directed by the Seniors.

Girls should remain seated until asked to leave by the Seniors.

### **7. AT PERFORMANCES OF PLAYS/CONCERTS**

Girls should respect the School Code of Conduct, wearing the correct dress as specified by House staff.

Visitors should be entertained with courtesy and consideration. For example, they may have preference in terms of seating and performances should be supported with appropriate applause.

### **8. ON SCHOOL OUTINGS OR JOURNEYS**

Girls should respect the School Code of Conduct.

Girls should be reminded that all school rules apply to any activity escorted by the school and that any instructions given by staff must be carefully observed.

Girls should remain in groups as directed by the leader of the party, following general and emergency instructions as directed and must be punctual for check-in times.

## FOOTNOTE

This POLICY should be viewed in conjunction with

- The Parents' Contract including the Terms and Conditions
- Exclusion Policy and Procedure
- IT Acceptable Use Policy
- Email Etiquette Policy
- The Safeguarding and Promoting the Welfare of Pupils Policy ( Child Protection Policy)
- The Prevention of Bullying Policy
- The School Code
- The Discipline Policy
- The Rewards Policy
- The Sex Education Policy
- The Anti-Substance Abuse Policy
- All DEPT HANDBOOKS

And any other documentation deemed appropriate by the Headmistress.

## MONITORING and REVIEW

Behaviour of the individual is monitored closely through the House Staff, Tutors, Medical Dept and in class. Rewards and Sanctions offer opportunities to modify poor behaviour or remedy work not done. It is important to recognise the difference between work not done and poor behaviour. The two can be related but need not be. Time is spent with girls, so that girls can be encouraged to develop high standards of behaviour knowing they have support at the highest level. The Tutor and HsM should be kept informed of any girl whose behaviour gives cause for concern in any area. This should be discussed with the Head of Section and possibly the DHM or HM if this is more serious.

There will be an annual evaluation of the effective implementation of this policy led by the DHM. The Headmistress will keep the Governors informed on the implementation and effectiveness of this policy. The Board of Governors will support the implementation of this policy and its practice.

Review Leader:	Deputy Headmistress
Reviewed:	December 2009
Next Review:	December 2010