

## WIRRAL GRAMMAR SCHOOL FOR BOYS STUDENT CODE OF CONDUCT

*'Sapientia Ianua Vitae'*  
Wisdom is the Gateway to Life



### VALUES STATEMENT

WGSB has a culture of care and compassion that has at its centre the wellbeing of all within the community.

WGSB offers a breadth and variety of opportunities and experiences to all students.

WGSB has an environment where all students aspire to meet or better their personal best every day.

WGSB is a community of harmony where commonalities are celebrated, and difference is valued and nurtured.

### EXPECTATIONS

We have the highest expectations of our students. The maintenance of an orderly learning environment is an essential feature of school life. Each student has seven precious years in which to optimise their potential. Consequently, poor behaviour cannot be tolerated and firm, but fair sanctions are applied.

We expect the following of our students:

1. Students should uphold the values of the school
2. Students are respectful and courteous to all staff and peers
3. Students should come to school prepared and equipped to learn
4. Students should celebrate the success of others
5. Students should adhere to the uniform guidance
6. Students should never behave in a manner which cause injury or offence to others both within and beyond our School community

#### Guidelines for Pupils

- Students must **listen in silence** to teachers and other adults who are speaking to them.
- All adults should be spoken to in a **respectful and courteous** manner at all times.
- Students come to school to learn and must therefore **not behave in a manner which disrupts** their own learning or that of others.
- Students come to school to learn and must therefore arrive at lessons **properly equipped** to do so (e.g. pen, exercise book, text book etc.).
- While they may be brought to school, **mobile telephones must be switched off** on arrival on site and stay hidden in a pocket or a bag until the end of the school day. The exception is for 6<sup>th</sup> form students who may use such devices in areas of private study (other than the LRC) during lesson time only. 6<sup>th</sup> form students are not permitted to use phones in corridors or at break and lunchtime in communal areas where younger students are present.

- Students must arrive at lessons **correctly dressed**. Uniform will be checked at the start and finish of every lesson and at other times around the site.
- At the start of a lesson or tutor period, students must **enter the classroom** in a calm and orderly manner and as instructed by the teacher or adult supervising the class. This may include being required to stand silently behind their chair until invited to sit.
- **At the end of a lesson** or tutor period, students must leave in a calm and orderly manner and as instructed by the teacher or adult supervising the class. Students must not leave a lesson or tutor period until the teacher/adult dismisses them.
- Students must **arrive promptly** to all lessons and tutor periods. Students must be on site and outside their tutor room by 8.55am.
- In the corridors and stairways Students must **walk on the right hand side**. Students must move around the school site **in a calm, orderly and considerate manner**.
- Chewing gum is **banned** from the school site.
- Students may only eat and drink in the canteen (refectory) and the hall annexe at lunchtime and breaktime, and outside (if litter is correctly disposed of in a bin). Water may be drunk in lessons if the teacher gives permission. Eating and drinking (including water) are not permitted in the corridor.
- Bags must not be left unattended on the floor outside classrooms, outside the canteen (refectory), the LRC, in foyer areas and stairwells. There are a number of storage racks around the building and outside where bags may be left at the owner's risk. Whenever possible, lockers should be used for the storage of bags.
- No outdoor coats should be worn inside.

## ROUTINES

### Form Tutor Time

Form Tutors will carry out daily checks on uniform.

There is no wasted time – all students participate in a weekly programme of activities across each year group. Activities **will** run like this, but the days will depend on the assembly rota:

- Attendance and equipment review
- Year Assembly
- House activity
- Individual target reviews / PSHE Current Affairs
- Review of commendations and reprimands

### Assemblies

#### Year assembly

- Students will arrive promptly at their tutor room to be registered before moving directly to the Main Hall or Conference Hall.
- Students should line up outside the assembly venue with their Form Tutor, who will check standards.
- Students will be greeted by a member of staff at the door
- Students should enter and wait for the start, in silence

- Students should sit in their allocated location with their Form Tutor
- At the end of the assembly, students will be dismissed by Form Group

#### **House assembly**

- Students will arrive promptly at their tutor room to be registered before moving directly to the Main Hall
- Students should line up outside the assembly venue.
- Students will be greeted by a member of staff at the door
- Students should enter and wait for the start, in silence
- Students should sit in their allocated Year location
- At the end of the assembly, students will be dismissed by Year Group

#### **Entry to classrooms**

- Students will line up, in single file outside the classroom (where applicable)
- Students will be greeted by the teacher at the door
- Students should enter the room and stand behind chairs, in silence, in the seating plan and place their equipment on the desk
- Students will complete the Do it Now retrieval activity
- The register will be taken in silence

#### **During lessons**

- Students will be aware of the teachers' signal to stop what they are doing and, in silence, listen to the teacher
- If a visitor enters the room, students should promptly stand behind their desks

#### **Exit from classrooms**

- Students will be directed to pack up equipment by the teacher
- The teacher will log commendations or reprimands as necessary
- Students will stand behind chairs, in silence, and ensure their uniform meets expectations
- Students will be dismissed by the teacher
- The teacher will check uniform at the door on exit

#### **MOBILE PHONE USE**

While they may be brought to school, **mobile telephones must be switched off** on arrival on the site and stay hidden in a pocket or a bag until the end of the school day. Students seen using mobile phones will have them confiscated and they will not be available for collection until the end of the following school day.

A phone will only be returned the same day if a parent is prepared to collect it from reception (up to 4.15pm Monday to Thursday, and 4.00pm on Friday). In the case of repeat offenders, the phone will not be returned to the student and we will require a parent to collect the confiscated item.

On the second infringement of the rules, the parent must collect the phone and if there is a third infringement, the phone must be handed in each day to the school office.

The exception is for Sixth Form students who may use such devices in areas of private study (other than the LRC) during lesson time only. Phones must be used for academic purposes and **not** gaming during lesson time. Sixth Form students are not permitted to use phones in corridors or at break and lunchtime in communal areas where younger boys are present.

Subject staff may give permission for pupils to use their mobile phones if they feel that it will enhance learning.

### **ATTENDANCE AT SCHOOL**

In the morning, students are expected to be on site by 8.55am and at tutor period by 9.00am at the latest. Boys must remain on site until 3.40pm unless written permission is requested by parents. (Sixth form students are allowed off site but only at break and lunchtime).

### **PROPERTY**

Students must have respect for the property of the school and other people as well as your own. Do not bring anything valuable to school, including expensive branded clothing. If you bring money or a mobile phone do not leave it unattended (e.g. in a blazer hanging in a changing room or left on the school field). It is your responsibility to look after such things. Make sure all items have your name on them. Lost Property is dealt with by Mr Newman who advertises the opening times of the lost property store.

### **ICT – ACCEPTABLE USE**

We take the view that ICT has the potential to enrich students' learning in new and exciting ways. However, with the provision and use of ICT go responsibilities for ensuring that its use is appropriate and user confidentiality is maintained. Abuse of our ICT infrastructure, internet or e-mail is taken seriously and will be dealt with in line with the school's Behaviour Policy.

We welcome students to bring their own devices, however, students must check with teachers before they start to use it in lesson. Additionally, students must ensure that any mobile data connection is disabled, and all devices must be checked for viruses and malware regularly.

We ask that students follow the terms as set out in the ICT and Internet Acceptable Use Policy.



## Acceptable use of the school's ICT facilities and internet: agreement for pupils and parents/carers

### When using the school's ICT facilities and accessing the internet in school, I will not:

- Use them for a non-educational purpose
- Use them without a teacher being present, or without a teacher's permission
- Use them to break school rules
- Access any inappropriate websites
- Access social networking sites (unless my teacher has expressly allowed this as part of a learning activity)
- Use chat rooms
- Open any attachments in emails, or follow any links in emails, without first checking with a teacher
- Use any inappropriate language when communicating online, including in emails
- Share any semi-nude or nude images, videos or livestreams, even if I have the consent of the person or people in the photo/video
- Share my password with others or log in to the school's network using someone else's details
- Bully other people

I understand that the school will monitor the websites I visit and my use of the school's ICT facilities and systems.

I will immediately let a teacher or other member of staff know if I find any material which might upset, distress or harm me or others.

I will always use the school's ICT systems and internet responsibly.

I understand that the school can discipline me if I do certain unacceptable things online, even if I'm not in school when I do them.