



Code of Conduct for Students

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Code of Conduct for Students

Both the school and individual students have justifiable expectations of each other which include:

- Students have a right to expect that the school will provide a secure, nurturing environment to learn in; the school has a responsibility to provide this.
- The school expects students to behave in a way which will contribute to such a safe, friendly environment; it will not tolerate behaviour which undermines this principle.

At Tanglin, our codes of conduct seek to reinforce the core value of **Respect** amongst all members of the School community. The Code of Conduct for Students identifies the following areas:

Responsibility
Environment
Safety
Principles
Empathy
Citizenship/Courtesy
Trust

The Code of Conduct is most effective in a caring environment where behaviour not in accordance with the Code, is recognised and dealt with promptly and appropriately.

Breaches of the Code are addressed in accordance with the Misbehaviour and Sanctions Policy. The [Infant School Behaviour Guidance](#) gives further details on how excellent standards of behaviour are developed with our youngest students.

1. Responsibility

1.1 Role Models

Students should act as role models for younger children, projecting positive behaviour.

1.2 Digital Footprint

Students should be aware of their digital footprint and use the internet responsibly, in accordance with Tanglin's Responsible Use Guidelines (Appendix 2).

1.3 Property

Everyone should take responsibility for looking after their own property. All personal items should be clearly labelled and it is recommended that items of significant monetary or personal value are not brought into school. See also Appendix 3 for more specific guidance on items that should not be brought into school.

1.4 Attendance

Students are expected to attend school unless they are unwell or have been granted leave of absence by the Head of School.

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1.5 Punctuality

Students are expected to be punctual to school and to lessons; frequent lateness will be treated as a disciplinary matter.

2. Environment

It is everyone's right to have a safe, clean and comfortable place in which to work. Looking after the environment and avoiding unnecessary waste is the responsibility of us all

2.1 School Facilities

Students should not interfere with school facilities or equipment unless specifically asked to do so by a member of staff.

2.2 Litter

Dropped litter causes our environment to be untidy and unhealthy. Bins for recycling paper, plastic and cans are provided, along with bins for food waste and general waste; these should be used appropriately.

2.3 Conservation

It is everyone's responsibility to minimise waste of resources, for example by thinking before printing and by switching off projectors, air conditioners and lights when leaving a room for more than a few minutes.

2.4 Food and Drink

Food and drink should only be consumed in the designated areas and at the appropriate times; chewing gum is banned from school. All students are responsible for the correct disposal of their food and drink items.

3. Safety

3.1 Reporting concerns

The safety of students and staff is always a priority. If students spot anything in school that they think might be unsafe, they should report it to a teacher or other adult as soon as possible

3.2 Movement

For safety reasons everyone must take care when moving around the school. In busy corridors, walkways and stairwells students should walk, and keep to the left.

3.3 Leaving the School Site

The school takes very seriously the responsibility it has for students whilst in session. We need to know who is on the premises at all times. Students in the Infant and Junior School may not leave the campus during the school day unless this has been arranged with the parent(s); adults collecting children other than at the normal end of day must sign them out at the relevant school office. Senior School students may only leave the premises during the day if parents have informed the tutor by email or written note; they must sign out at the Senior School office and sign back in if they return later in the day.

Sixth Form students may be granted the privilege of being able to leave the school site during the school day, in line with rules that will be determined by the Senior School Leadership Team.

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3.4 Online Safety

Students will learn how to stay safe online as they have progressively more access to the internet. The appropriate Responsible Use Guidelines (Appendix 2) must be adhered to.

4. Principles

4.1 The Golden Rule

Students should always treat others as they would wish to be treated themselves.

4.2 Responsibility for actions

Students should take responsibility for their actions; they should always do what they know to be right and behave sensibly even when an adult is not around.

4.3 Academic Honesty

Students should always acknowledge the work of others. Senior School students must adhere to the Academic Honesty policy.

5. Empathy

5.1 Supporting Others

Students are expected to respect the rights, needs and feelings of others. In return, they can expect such consideration to be shown to them. Everyone should act in a way which promotes the dignity, health and safety of others.

5.2 Bullying Behaviour and Offensive Language

No one should initiate or be expected to tolerate: bullying behaviour (in any form); intimidation; teasing ; ostracising; the use of language which is offensive in any way; offensive use of electronic communication. [See Anti-Bullying Policy for further guidance]

5.3 Public displays of affection

Public displays of intimate behaviour between students may cause offence to others and are therefore not appropriate.

6. Citizenship/ Courtesy

6.1 Representing the School

Each member of the school represents the whole community and must strive to maintain the high reputation that Tanglin enjoys. Good behaviour and appropriate attire and language are expected at all times in school and also when representing the school at events, taking part in field study trips or adventure holidays, and travelling to and from school, whether on school buses or public transport.

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6.2 Personal Appearance

Students are responsible for their personal appearance and are expected to take pride in it. All students are required to adhere to the school uniform guidance prescribed for their age group (See Appendix 1); the school uniform gives a sense of identity and belonging and helps create our feeling of community.

6.3 Courtesy

Courtesy is an important part of our daily lives. It costs nothing but shows our respect for each other and makes life more pleasant for everyone. Courtesy involves, for example: speaking politely, listening carefully, doing as requested, holding doors open for each other, making visitors welcome, not interrupting conversations, not pushing.

7. Trust

7.1 Property

Students must not interfere with other students' property in any way. This will be viewed very seriously.

7.2 Electronic property

Students must not share passwords and should never access another's School network account, or other online accounts.

7.3 Honesty

Students are expected to be truthful with each other and at all times when speaking to members of staff.

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Appendix 1: Uniform and Personal Appearance Guidance

Make-up, jewellery and hair – all students

- Neither make-up nor nail varnish may be worn by students in the Infant and Junior Schools. Discrete make-up and neutral nail varnish is allowed in the Senior School.
- Students may wear an inexpensive wristwatch.
- Students with pierced ears may wear no more than a single stud in the lobe of each ear.
- Students in the Junior and Senior Schools may wear a fine chain with a single, small pendant.
- Other jewellery, including necklaces, bangles and friendship bands, are not allowed.
- Tattoos and body piercing are not allowed.
- Hair should be kept neat and clean and long hair should be tied back. All-over dyes will only be tolerated if they are close to the student’s own hair colour. Highlights must be minimal and in natural hair colours. Students in doubt as to what is acceptable should check with their Head of School before taking action.
- Over-casual appearance and extreme styles will not be tolerated.
- Watches, chains and earring studs must be removed for Physical Education lessons and sporting activities.

Shoes for all students

Shoes must be plain black leather (not suede or sports shoes). Shoes that come above the ankle are not acceptable. Extreme styles will not be tolerated.

Sports shoes and trainers are only acceptable for PE and Games.

Uniform for Infants - Nursery, Reception, Years 1 to 2

GIRLS	<ul style="list-style-type: none"> • Cotton seersucker dress - ‘Tanglin plaid’ design - short sleeve with soft collar • Swimming - ‘sun smart’ one-piece suit or ‘sun smart’ cycle shorts and T-shirt (not compulsory for Nursery) • Hair accessories – simple styled hairbands, ribbons and hair clips in black, blue, red, green or ‘Tanglin plaid’
BOYS	<ul style="list-style-type: none"> • Cotton seersucker shirt - ‘Tanglin plaid’ design - short sleeve, worn outside shorts • Dark blue knee-length shorts • Swimming - ‘sun smart’ one-piece suit or ‘sun smart’ cycle shorts and T-shirt, or swimming briefs and ‘sun smart’ T shirt (not compulsory for Nursery)
GIRLS AND BOYS	<ul style="list-style-type: none"> • Shoes - Black leather (see above) • Ankle length white socks (not trainer socks) • PE Kit - White cotton Tanglin T-shirt with school colours and logo; blue cotton shorts edged in red, with logo • Hat - Red ‘sun smart’ brimmed hat (can be purchased from The Shop) • School bag - Regulation back-pack (can be purchased from The Shop) • Cool bag - For keeping lunch cool (can be purchased from The Shop) • Reading Folder - to protect reading material (can be purchased from The Shop)

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Uniform for Juniors - Years 3 to 6

GIRLS	<ul style="list-style-type: none"> • White Oxford cotton blouse • 'Tanglin plaid' design wrap-around skirt or culottes in polyester / viscose • Ankle length white socks (not trainer socks) • Swimming - one-piece costume with 'sun smart' T-shirt
BOYS	<ul style="list-style-type: none"> • White pin-point cotton / polyester button-down-collar shirt • Dark blue knee-length shorts • Ankle length white socks (not trainer socks) • Swimming - 'sun smart' cycle shorts with 'sun smart' T-shirt
GIRLS AND BOYS	<ul style="list-style-type: none"> • PE Kit – Blue dry-fit Tanglin T-shirt; blue cotton shorts • House Games Kit- Tanglin T-shirt in House colours; black cotton shorts. (Admissions will advise which House your child will be in). • Hat - House Style baseball-style or blue 'sun smart' brimmed hat (can be purchased from The Shop) • Personalised Towel - Necessary for PE, Games, Swimming and appropriate activities • School bag - Regulation back-pack (can be purchased from The Shop) • PE - Regulation sports bag (can be purchased from The Shop) • Art - Apron with school logo (can be purchased from The Shop) • Cool bag - For keeping lunch cool (can be purchased from The Shop)
Optional	<ul style="list-style-type: none"> • Co-Curricular Activities and school teams - Rugby: long red socks, shin pads, blue cotton shorts, gum shield, Tanglin rugby shirt, football boots (rubber moulded) or approved rugby studs; Football: long red socks, shin pads, blue cotton shorts, football boots (moulded) / astro turf trainers

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Uniform for Seniors (Year 7 to 11)

	Uniform requirements	PE requirements
Girls	<ul style="list-style-type: none"> Blue pin-point cotton / polyester mix blouse; tailored dark blue knee length shorts or culottes; white socks. Girls also have the option of wearing tailored long dark blue trousers*. Cardigan – Navy blue (optional / can be purchased outside of school) 	<ul style="list-style-type: none"> Swimming – TTS or dark coloured swim suit (compulsory) TTS House shirt for PE lessons Navy TTS shorts (compulsory) Trainers (compulsory) TTS cap / Dark coloured cap (compulsory for outdoor lessons) Long red socks for football (advisable) Shin pads (advisable) Football boots (advisable)
Boys	<ul style="list-style-type: none"> Blue pin-point cotton / polyester mix button-down collar shirt; tailored long dark blue trousers (For Year 7 to 9 - choice of blue shorts); dark blue or black socks. Cardigan – Navy blue (optional / can be purchased outside of school) 	<ul style="list-style-type: none"> Swimming – TTS or dark coloured swim trunks/shorts (compulsory) TTS House shirt for PE lessons Navy TTS shorts (compulsory) Mouth guard (compulsory) Trainers (compulsory) TTS cap / Dark coloured cap (compulsory for outdoor lessons) Football/rugby boots (advisable) Long red socks for rugby and football (advisable) Shin pads (advisable)

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Uniform for Sixth Form - Years 12 to 13

GIRLS	<ul style="list-style-type: none"> Cotton / polyester mix blouse in a choice of colours; black cardigan; culottes, knee length shorts or tailored long grey trousers*.
BOYS	<ul style="list-style-type: none"> Cotton / polyester mix shirt in a choice of three colours; tailored long grey trousers.*
GIRLS AND BOYS	<ul style="list-style-type: none"> Shoes - black leather (high heels, stiletto heels and ballet style shoes are not permissible as they do not give appropriate support).

(*Tailoring by Children's Party Dress Company)

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Technology Use Guidelines - Infant School

We are Principled Users of Technology

When I Use Technology

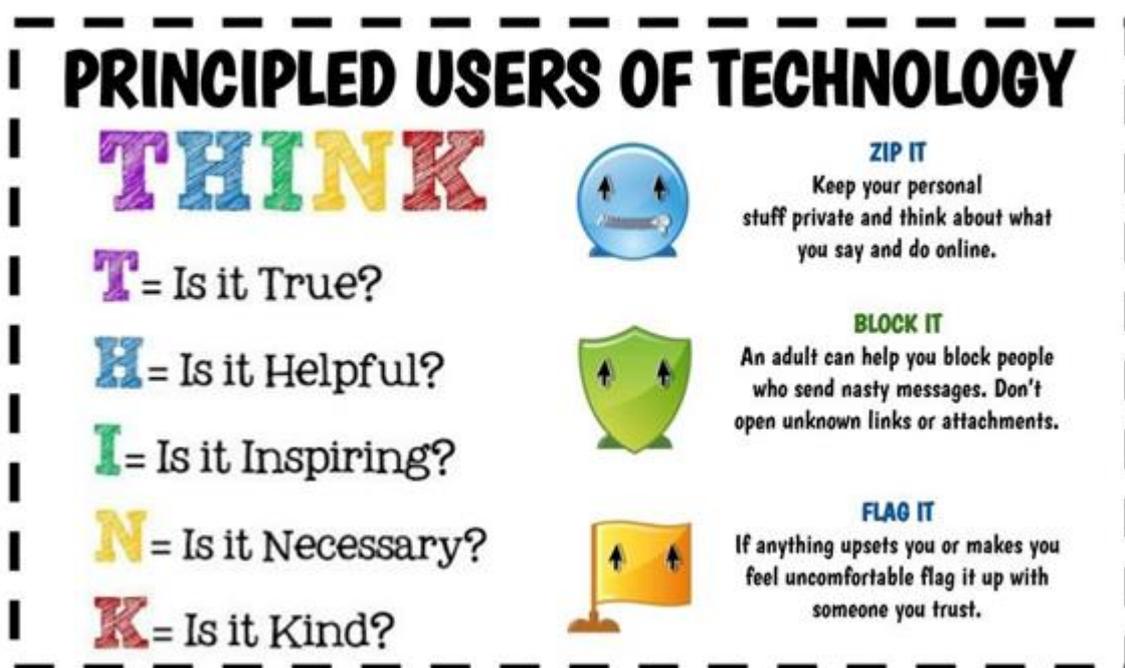
- I will only use technology within lessons and will not bring my own devices to school.
- I will only use apps and websites that the teacher has instructed me to use.
- I will always ask an adult for permission before using the internet.

Staying Safe and Being Responsible

- I will keep my personal details such as my password, full name, parent phone number, birth date and home address private (ZIP IT).
- I will only post/share images, videos and learning which are:
True, Helpful, Inspiring, Necessary and Kind.
- I will only open, edit or delete my own work and will respect the work created by others.
- If I accidentally find anything that worries me, upsets me or I think is unpleasant, I will tell an adult (FLAG IT) and not share what I have seen with other children.

Consequences

- I know that my use of technology will be monitored and that my parent/ carer will be contacted if a member of staff is concerned about my e-safety.
- I understand that the use of technology can be withdrawn for a period of time if I do not follow these guidelines.



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Technology Use Guidelines - Junior School

Principled, Caring Communicators

When I Use Technology

- I will only use technology in school for school learning tasks.
- I will only use technology when I have been asked by my teacher.
- I will only bring my phone to school if I need it to contact my parents after CCAs. It will stay in my bag on silent during the school day.

Staying Safe and Being Responsible

- I will be responsible for my behaviour when using technology because I know that these guidelines are to keep me safe.
- I will protect my identity, and that of others, by not sharing personal information online such as names, phone numbers, addresses, passwords or the name of the school.
- I will only open/edit/delete my own files.
- When working on collaborative documents e.g Google Docs or Google Slides, I will only edit or delete my own work.
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- If I accidentally find anything inappropriate whilst online, I will tell my teacher immediately.
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community
- I will not record or publish audio or video of myself or any member of the community unless they have given me permission and I have been instructed to do so by a teacher.

Communication

- I will only use my school e-mail address for school-related activities.
- I will make sure that all electronic communication with other children and adults is responsible, polite and sensible.
- I will only open e-mail attachments from people I know, or whom my teacher has approved.
- I will follow age restriction guidelines for social media. If I do have access to these applications, it is with my parent/guardians full understanding and guidance. I will not use any social media in school.

Consequences

- I know that my use of technology can be checked and that my parent(s) will be contacted if a member of the school staff is concerned about my e-Safety.
- I understand that the use of technology can be withdrawn for a period of time if I do not follow these guidelines.

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iPad Usage

- I understand that the use of iPads in lessons is at the choice of each teacher.
- I will only use my iPad when asked to by a teacher.
- I will not use my iPad before or after school or during break times unless working with a teacher.
- I will not use my iPad on the school bus.
- I will not use group messaging e.g. iMessage/WhatsApp/Google Docs to talk to groups of children on my iPad, as I understand this can upset others and make people feel left out.

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Technology Use Guidelines - Senior School

Principled, Caring Communicators

When and Where I Use Technology:

I will use technology and online tools responsibly and respectfully, to support my learning

Learning devices:

- I will bring my device fully charged to lessons, along with keyboard, stylus and ear/headphones
- I will keep my device turned off, closed and screen down until directed to use it by a teacher
- I will have all notifications and alerts turned off during school hours
- If I want to use my device for work at break and/or lunchtime then I will go to the library
- Sixth Form students may use their devices for work in the Well Bean cafe
- Students on study leave may use their devices in the red/white cafe immediately before an examination

Phones:

- I will keep my phone in my locker and on silent mode during school hours.
- I may use my phone as I exit the school at the end of the day to communicate with parents/book a taxi
- Sixth Form students may use their phones on Level 4 of the Sixth Form Centre

Ear/Headphones:

- I will remove ear/headphones immediately upon entering the school site and will only use them again when directed to do so by a teacher during a lesson or when doing private study in the library

Gaming/Messaging/Social Media/YouTube

- I may not access gaming, messaging or social media apps or websites anywhere on site at any time
- I will only access YouTube as part of directed learning in lessons

After school

- I understand that after school I should either be going home, in a CCA or waiting for a CCA to start
- If waiting for a CCA, I understand that I must go to the library

The Library

- The library is the only place I may use my personal learning device outside of lesson time
- ALL the above rules also apply to the library ie phones not allowed

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Safe and Responsible Use:

- I will protect my identity, and respect that of others, by not sharing personal information online such as names, phone numbers, addresses, passwords or the name of the school
- I will only record, upload or distribute audio, images or video of myself or any member of the community with the agreement of the people involved and when instructed to do so by a teacher as part of a learning task
- I will only look for, create, contribute to, save or distribute appropriate material and will report anything inappropriate that I find to my Head of Year
- I will be a principled learner when using online resources and will always credit other people's work
- I will respect the school server and wireless network settings and filters and not use a VPN or hotspot to bypass these

Consequences

- I understand that my use of technology is monitored and that a breach of these rules will have consequences
- I understand my device/phone/headphones will be confiscated if I choose to ignore any of the rules above

1st Infringement	Negative iSams/ Device confiscation until 3.15pm
2nd Infringement	Negative iSams/ Device kept overnight AND Detention with Mrs Anderson-Au/Mr Allan/Mr Goodliffe
3rd Infringement or more	Meeting with parents

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Appendix 3 – Items that should NOT be brought into School

Infant School

Students should not bring to School:

- Jewellery (except an inexpensive watch, and one pair of stud type earrings for girls)
- Weapons and other dangerous items, including lasers
- Toys, including electronic games and pets
- Handphones, iPod Touches, or any form of pocket computer or electronic gadget
- Any form of medication (prescribed or otherwise)
- Items of value

Junior and Senior Schools

Students should not bring to School:

- Jewellery/ wearable technology (except an inexpensive watch, small pendant on a fine chain and one pair of stud type earrings, for girls)
- Weapons and other dangerous items, including lasers
- Toys, including electronic games and pets
- Tippex or liquid paper
- Any form of medication (prescribed or otherwise)
- Alcohol; cigarettes (including e-cigarettes); drugs/controlled substances
- Items of value

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