



MALVERN ST JAMES
Girls' School

MSJ School Code of Conduct

Malvern St James expects every girl to be:

- Honest
- Considerate
- Kind
- Courteous
- Respectful
- Tolerant

There are four guiding principles to ensure the smooth running of the School community:

1. Consideration and respect for others
2. Positive engagement in lessons and courtesy to staff
3. Public and personal safety
4. Adherence to the law and School policies

Consideration and respect for others

- Pupils must behave in a manner which does not bring the name of the School into disrepute
- Pupils must be courteous, thoughtful and compassionate in the way they speak to other people in the School community
- Pupils are expected to take pride in their appearance whilst wearing the School uniform
- Noise levels within the school should not distract from the business of purposeful learning and community living
- In Boarding Houses and School pupils must respect the privacy and property of everyone in the community
- In Boarding Houses and School the daily routines must be adhered to in order to maintain a thriving community
- Classrooms, corridors and cloakrooms should always be left tidy
- Chewing gum is not allowed at any time
- Food and drink, with the exception of water, must only be consumed in the Alice Dining Room or agreed communal areas of the School during break, lunch and tea time
- Pupils must treat the School site with respect, taking particular care not to drop litter and using the recycling bins where possible

- Internet enabled and / or communication devices must be switched off during the school day unless given specific permission for use by a member of staff. Pupils in Year 7 – 8 are required to lock such devices away in their lockers. Pupils in Year 9 -13 must keep them turned off, but may keep them in their school bags. Sixth Form pupils may use them in the Sixth Form Centre and Boarding Houses
- Prep Pupils are required to hand in internet enabled and / or communication devices to form tutors
- Electronic media players and headphones must not be used during the School day unless permission is given by a member of staff.

Engage positively in lessons and be courteous and respectful of Staff

- Pupils should stand at the beginning of each lesson and for any member of staff or visitor who enters the room during a lesson
- Pupils must respect the right of others to learn and teachers to teach
- Pupils must behave with consideration and kindness and encourage others in and beyond the classroom.

Public and personal safety

- Pupils must always sign in and out of School and Boarding Houses on arrival and departure
- In the Boarding Houses pupils must ensure the House Staff know their whereabouts and must always seek permission before leaving the School site
- Visitors are not allowed on School premises unless permission is granted and must always report to Reception on arrival
- Pupils are not allowed to travel as a passenger in a private motor vehicle driven by anyone other than their parents or guardians or an authorised member of staff, unless permission is given
- Matches, cigarette lighters or other flammable materials are forbidden
- Pupils' property can be searched by a senior member of staff in their presence.

Adherence to the law and School policies

- Alcoholic drinks are forbidden for pupils in Year 11 and below. There is specific guidance for pupils in Years 12 and 13
- Smoking and e-cigarettes are forbidden on School premises and in the vicinity of the School
- Intimate relationships are not permitted on School premises and School trips
- The consumption and possession of drugs, including 'legal highs' and solvents are forbidden
- Any internet enabled and / or communication devices must not be used for any illegal or inappropriate purposes
- Firearms, ammunition, knives or other offensive weapons are forbidden
- The School has zero tolerance to theft or criminal damage

- Pupils must attend School and adhere to the designated term dates
- Pupils must arrive punctually to morning and afternoon registration.

All pupils must abide by this Code of Conduct, and all other policies relating to pupils and their conduct, including the Behaviour and Sanctions policy, Anti-Bullying policy and the Digital Devices policy.

The School operates CCTV for the purpose of detection of crime and to uphold our Code of Conduct.

I accept responsibility for my conduct and the way in which it is perceived. I understand that, at all times, my conduct and appearance should demonstrate respect for others and myself. Outside of school and within, I will maintain these fundamental standards.

Signed:

Date:

Name (Block Capitals):

Form:

As the parent / guardian of the above-named pupil, I agree to the Code of Conduct by which my daughter must abide. I understand that my daughter will be held accountable for her own actions.

Name of Parent / Guardian: _____

Parent / Guardian's signature: _____

Date: _____

Please sign this document and return it to MSJ Admissions, admissions@malvernstjames.co.uk (new girls) or MSJ Communications, communications@malvernstjames.co.uk (current girls).