

	Policy Name: <b>Code of Conduct for Pupils</b>
	Owner:             Deputy Head
	Review Date: August 2020                      Next Review Date: August 2021
	This policy will be revised as regulations or review demands.

At Mayfield our expectations of good behaviour are rooted in our Cornelian principles. These give us a clear basis for community living based on mutual respect, trust and care for all, and allow us to develop and grow as individuals.

Principles	Actions
JOY	ACT POSITIVELY
COMPASSION	TREAT PEOPLE WITH KINDNESS
INTEGRITY	BE HONEST
GENEROSITY	GROW THROUGH GIVING
GRATITUDE	DON'T TAKE THINGS FOR GRANTED
RESPECT	RESPECT THE SCHOOL AND OUR COMMUNITY
COURAGE	LEAD!

School rules are established to help ensure that the community functions smoothly, effectively and safely. They are intended to support rather than restrict the individual. However, we expect all girls to respond positively to these rules, and sanctions will be applied when they are breached.

**Community Living:**

- Treat others with respect. Bullying and unkindness of any form including online will not be tolerated; (see Anti-Bullying Policy)
- Tell the truth;
- Be polite and courteous;
- Respect School property, and other people’s personal possessions;
- Be responsible for your own conduct, work commitment and belongings;
- Be dressed in appropriate School uniform or follow the Sixth Form Dress Code;
- Fulfil expectations in a positive and punctual way.

**Expectations Around School:**

- Open doors for staff, visitors and others and stand back to let others go through first;
- Make everyone feel welcome;
- Politely challenge unknown visitors on site and direct them to reception;
- Ensure external doors are closed and on the key pads;
- Reports concerns so that everyone is kept safe and supported;
- Sign in and out when arriving at any time other than for 8.20 registration, or leaving at any time other than 18.00 (For Lower School: Always sign out at whatever time you leave); Boarders should ensure that their Housemistress is aware before they leave the School site;
- Year 10 and above are only to use mobile phones in common rooms, The Hub, boarding houses or outdoor social spaces, not in the dining rooms, corridors or classrooms. If a member of staff asks you to hand in your phone, do so immediately;

- Do not use chewing gum anywhere in School;
- Acknowledge that drugs (other than those prescribed and administered by Health Centre Staff), cigarettes, alcohol, vaping, and other harmful substances are banned;
- Keep classrooms, common rooms, locker rooms and corridors tidy and free of litter;
- Only leave bags in safe and appropriate places.
- All girls are expected to speak English around the school and the village.

**Classroom Expectations** Arrive promptly, with all appropriate equipment: books, calculators, etc;

- Wait quietly for the member of staff to arrive;
- Greet the member of staff politely and wait to be asked to sit down; (exception during Pandemic, go straight in and sit down)
- Ask and answer questions by putting your hand up, unless told otherwise;
- Do not call out or interrupt when someone else is speaking: listen politely;
- Do not move out of your place unless asked to do so by the teacher or in an emergency;
- Stand up, as a sign of courtesy, if another member of staff or a visitor enters the room;
- Do not eat or drink in the classroom (unless with a teacher's permission), ICT rooms or corridors;
- Request permission from your class teacher to take bottled water into lessons. (NB. bottled water is not allowed in the Science laboratories);
- At the end of the lesson, wait to be dismissed;
- Leave the room tidy and in good order.

### Appearance guide

Year 7-11 Uniform Expectations:

Please can girls ensure they are coming to school smartly dressed and conforming to the uniform expectations.

- Kilts should be **no shorter than two inches** above the knee. Girls who have outgrown their kilts will need replacements. The School Shop has a selection of second hand as well as new kilts available.
- Only regulation white blouses and navy blue jumpers may be worn. Polo shirts and PE sweat shirts are not to be worn as substitutes.
- Shoes need to be black and of a smart and safe style. They should be properly fitted to the foot; 'ballet pump' style shoes that slip off are a potential hazard. Trainers, canvas shoes and other casual styles are not acceptable.
- Tights should be navy blue or black. Girls should ensure tights are clean and without holes. During the day, tights can be obtained from the School Shop or, when this is closed, from Reception.
- Navy blue socks may be worn but must cover the ankle.
- The only coat that should be worn with School uniform is the quilted jacket or fleece lined school coat available from the School Shop.
- The only jewellery permitted for girls in school uniform is a cross and chain and a pair of stud earring (one in each earlobe). Bracelets and other jewellery may not be worn.
- Hair should be neatly tied back if long enough with plain, discreet accessories in blue, black or neutral colours. Yr 11 girls may wear their hair down, as long as it is tidy and unless they are taking part in a lesson or activity which requires it to be tied back.
- Hair should be of a single natural hair colour.
- Make up and nail varnish are not permitted.
- All uniform should be clean and in good repair.

Any girl inappropriately dressed will be expected to rectify this by visiting the school shop. Parents will be contacted in case of repeated failures to meet this code.

### Expectations Outside School

Girls are representatives of the School community at all times and as such their behaviour outside School is also our concern. Should behaviour take place outside School which brings the School into disrepute, or which shows

a serious lack of respect for the principles and values of the School, girls can expect action to be taken in line with our sanction system.