



Clifton High School

co-educational nursery pre-school to sixth form

Policy applies from EYFS to Sixth Form	School Rules
Date policy updated	01.09.2020
Date policy to be reviewed	01.07.2021
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A shaded area denotes a regulation to which all schools must comply	

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

Related Policies

Attendance

E-safety

Uniform

Misconduct and Discipline

The purpose of this policy, is to ensure that all members of the Clifton High School community remain safe, and that pupils' conduct and behaviour is such that teaching and learning can flourish. Everyone must understand the legal requirement to attend School by referring to the Attendance Policy.

High standards are expected by the School. Pupils must make every effort to produce their best at all times, whether in lessons, homework tasks or extra-curricular activities. Pupils are ambassadors for the School and their behaviour and appearance should always be exemplary.

Pupils breaking any of the rules outlined in this policy, or the attendance or E-safety policies will be subjected to the sanctions listed in the Misconduct and Discipline Policy.

Work Ethic

Pupils are to arrive punctually to all lessons, equipped and ready to learn. Pupils are encouraged to try their best in everything they do and allow others to do the same.

Respect for Others

Pupils must be respectful and polite to all members of the school community. Any kind of offensive or physical behaviour towards any member of the School community is unacceptable. The use of inappropriate language such as swearing is not tolerated, whether said or written down on paper or on a screen. Pupils are to treat everyone with respect, regardless of their gender, ethnicity, sexuality or belief. Bullying, of any description, will not be tolerated.

Moving Around the School

Pupils must show an awareness and respect for each other when moving around the School. This includes walking quietly and sensibly indoors, holding doors open for each other, letting staff members enter first, keeping left in busy corridors. Before entering any room where a staff member is present, pupils should knock first to seek permission to enter the room.

School Environment

Pupils must show respect for the school environment to include the school buildings both inside and outside, the outdoor playing and garden areas and other people's property. Vandalism and the dropping of litter will not be tolerated. Pupils are to keep their work areas and communal areas tidy. Where appropriate, pupils should queue sensibly in a straight line for example when waiting to enter the Dining Room.

Mobile Phones (and other Internet enabled devices)

Mobile phones are not to be used at any time in School unless a teacher has given specific permission for them to be used for educational purposes. Mobile phones must remain on silent throughout the day. Pupils must only use the school's Wi-Fi to access the internet. Pupils must not be filmed or photographed in School or when in school uniform without prior written permission. Pupils in EYFS are not allowed phones in School. Year 1-6 pupils bringing in phones must hand them in to their class teacher. Senior pupils are allowed to keep phones on them; however, it is not a requirement for them to have one in School. Sixth Form students are allowed to use their mobile phones in Sixth Form only areas; namely the WIFI Room, Common Room and Quiet Study Room. Nothing should be posted on the internet that brings the reputation of the school into disrepute. Pupils must not view or share any age-inappropriate material.

Out of Bounds

In the interests of safety, pupils are not allowed to enter any of the following rooms in the school without a member of staff being present: Science Laboratories, Food Room, Product Design Workshop, Swimming Pool, Fitness and Wellbeing Suite, Climbing Wall, Medical Room and the School Kitchen. Staff rooms, staff toilets and staff changing areas remain out of bounds at all times.

Food

Pupils are encouraged to eat healthily both in school and whilst on school trips. Pupils are only allowed to eat in the Dining Room, Sixth Form Wi-Fi Room and on the playground. Chewing gum is not permitted in school or in any school-related activity.

Substances

Smoking, consumption of alcohol and the possession, taking of or under the influence of any illegal substances or legal highs is forbidden in school or on any school-related activity to include educational visits, trips, tours and fixtures.

Covid Adjustments

Behaviour expectations during COVID-19

Pupils must adhere to the following principles

- ***Follow social distancing rules when moving around the school site***
- ***Follow directions for the safe movement around the school site, including the use of one-way systems and corridors***
- ***In corridors a 'keep left and keep moving' approach will be expected***
- ***Wear your face mask whenever you move between lessons, inside buildings, only removing it when you are outside a building or when you reach your next lesson***
- ***Wear your mask in those lessons for practical work where you are instructed to do so by your teachers when social distancing is difficult***
- ***Stay away from prohibited areas***
- ***Bring the equipment needed to each class: pupils should not share pupil or staff resources, including classroom items, food or utensils, except under direction from staff. Any items supplied or used in certain classrooms (e.g. Art, Design Technology, the Sciences) should be sanitised prior to being used by another pupil***

- ***Do not physically touch another pupil or a member of staff***
- ***Avoid touching the mouth, eyes or nose area other than with a tissue***
- ***Should pupils need to cough or sneeze, then use a tissue and follow the hygiene rules: 'catch it, bin it, kill it'. Pupils must place the used tissue immediately into a lidded bin***
- ***Hands must be cleaned regularly, including when arriving at School, return from breaks, change rooms, and before and after eating***
- ***Tell a member of staff immediately, should you feel unwell, start to continuously cough or lose your sense of smell or taste***
- ***Do not spit, cough or sneeze purposefully towards other pupils or staff***
- ***Do not go up to the staff member at their desk to ask for individual help, but instead raise your hand and be supported utilising social distancing measures***
- ***When entering a classroom, stand by your desk and await instruction to be seated by your teacher***
- ***Every pupil will be responsible for sanitising the desks/work stations after use***
- ***No contact games are allowed in the School grounds***
- ***Games are not allowed that involve sharing resources unless under direction from staff***

In the unfortunate event of misbehaviour, pupils will be given clear, explicit warnings and reminders of appropriate choices. Where pupils purposefully contravene the guidance above, posing a continued risk to others, sanctions may be issued in accordance with the Misconduct and Discipline Policy.

Staff will always continue to recognise and promote positive behaviour.