



DEAN CLOSE
SCHOOL
CHELTENHAM

CODE OF CONDUCT

PUPIL & STAFF
EXPECTATIONS

THIS LOVE, DEAN CLOSE HIS LIFE



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CHELTENHAM

Introduction

All pupils must know and, when under School jurisdiction, observe this Code of Conduct. This is a positive framework within which we live and work together for the benefit of the community as a whole.

We believe that it is important that our pupils and staff understand the importance of being good citizens, and we want you to behave in a way that is ethically and morally responsible.

We believe that the best form of discipline is self-discipline. With this in mind, you are expected to show courtesy and respect towards all members of the School and wider community, to behave responsibly, to work to the best of your abilities, and to conduct yourself at all times in a way that enhances your own reputation, and that of the School.

Any disregard of common sense, good manners, respect for others and their property, and any improper behaviour is considered to be a breach of this Code of Conduct.



The Dean Close 'Hello'

As we go about our daily lives, recognition of each other, no matter how brief, is important, as is a warm welcome towards all visitors.

This idea has historically become known as "The Dean Close Hello". It is a common courtesy that we extend to everyone who visits the Dean Close site. Our community is known for being warm, friendly and welcoming and through our actions, we can ensure that this continues.

Members of our community are expected to greet those we pass with a verbal greeting, a nod of the head, a smile, or a wave. This means that our heads are up, and we are conscious of those around us.

It means that we are holding doors open for those coming in the opposite direction, or standing back to let someone else through a doorway before going through ourselves. It is fundamentally about respecting those around us, no matter who they are.



Academic Work

The main purpose of being at Dean Close is to learn to work to the best of our abilities and all lessons **must** be attended.

A positive approach to learning is commended.

Disruption to the learning of others is not tolerated.



Appearance

The way in which we present ourselves is of fundamental importance.

Pupils must dress in line with the School's Uniform Regulations*.

Day pupils should arrive dressed appropriately for the start of the School day.

Boarders should arrive for Breakfast dressed appropriately for the start of the School day.

School uniform is worn on all formal occasions, and as directed.

Official games kit is worn for all School matches and practices. Players should appear neat and tidy.

*see Uniform Regulations in appendix

Hair must be clean and tidy, and of a natural colour. Dean Close subscribes to the Halo Code for schools.

Lower School pupils **must** have your hair clear of your face and shoulders and tied back during the School day and official events.

Boys' faces must be clean-shaven unless express permission is granted.

Jewellery must conform to our Clothing Regulations.

Permission to attend in clothing that would not be normal for a lesson or activity (e.g. games kit or casuals) is granted by the Deputy Headmaster.

Casual clothes may be worn after the end of all formal activities, but not before 4pm, whichever comes first.





Chapel

The School is a Christian Foundation.

Chapel brings the whole School community together; all pupils are expected to attend.

Chapel provides an opportunity for worship and for quiet contemplation. Whilst we acknowledge that not all pupils follow the Christian faith, opportunities for reflection are highly valuable in an increasingly busy society.

Silence should be observed from entering the Chapel, including Poppy Cloister.

We have a tradition of singing enthusiastically, listening thoughtfully to the readings and address, and participating where appropriate.



Sport & Cultural Activities

Pupils have a responsibility to make the most of our many facilities and activities; these enhance your School life and experience.

Physical activities are arranged by the Sport & Physical Education Department and are held on the SOCS database.

Every pupil is given the opportunity to represent the School in competitive sports fixtures.

In sport, studded boots are not to be worn to and from pitches, and mud must be removed from boots on the pitchside.

You should participate in a minimum of one non-sporting activity, at least once a week. You are able to sign up for their chosen activities using the SOCS database.

You are expected to support cultural events by attending, if not directly involved.



Relationships

It is important that all relationships are based on mutual trust and respect.

There must be a recognition that each and every one of us is a person of equal value.

Private affection should be kept private.



Bounds

Bounds exist to support the safety and wellbeing of everyone at Dean Close School.

All pupils must remain within the School grounds during the School day, unless specific permission has been granted.

Boarders may only leave their House after Prep with Houseparents' permission.

Houses and House facilities (other than your own) are out-of-bounds from 6.30pm to the start of break the next day. Visits to other Houses are by invitation only.

Casinos and betting shops are out-of-bounds. Other licensed premises may be visited by Sixth Formers with your Houseparent's permission.

Lower School pupils may only visit licensed premises in the company of a parent/guardian/adult in a position of responsibility. Permission must be granted by your Houseparent. The UK Law must be upheld.

The following are considered out-of-bounds except in authorised circumstances:

- our School kitchens and Maintenance buildings
- our Science laboratories and DT Centre
- all roofs and lofts of School buildings
- our swimming pool and climbing wall
- the Range, Signal Box, the wood behind Brook Court
- the Red Apple service station and Benhall Park
- the Tuckwell Theatre





Attendance & Leave

Pupils must remain on the School site during the day unless you have specific permission leave. Permission must always be requested from and granted by Houseparents or delegated Tutors.

Town Leave may be given between 4.00pm and 6.00pm on Tuesday and Thursday for Sixth Form, and 12.00pm and 3.00pm on Sundays for all pupils. Town Leave on Saturday afternoons is for Sixth Form only. School commitments always take priority.

Leave Out to stay somewhere overnight requires documentation to be completed at least a week in advance.

Permission to miss academic lessons (including late return, early departure, absence during term) is requested from and granted by the Deputy Headmaster.

Parties during term time are strongly discouraged. Leave will not be granted for house parties.

You are expected to attend all meals, lessons, activities and sport/exercise unless excused by the Health Centre or your Houseparent.

You must attend Roll Calls and Sign In and Out according to House Rules.

Day pupils should only be in School after 6.30pm on weekdays and on Sundays with specific permission from your Houseparent.

It is a common courtesy, expected of all pupils, to excuse yourself with the appropriate member of staff when a lesson or activity has to be missed for whatever reason.





Motorised Vehicles

The School takes seriously its responsibility to try to protect pupils from injury. As such the following guidance applies:

- Boarders do not keep cars or motor vehicles of any sort at School unless there is a **specific** need that is identified and is approved through the Deputy Headmaster.
- Day pupils may drive to and from School, using only the Estates Drive or Humpty Dumpty car park. An application must be submitted to the Deputy Headmaster and be approved prior to you using the School site to park.
- For a pupil to be a passenger in a car driven by another pupil, the School also requires written permission from the driver's and the passenger's parents on the standard form.

- Boarders must have their Parents' permission to be in a car driven by another pupil during term time.
- Pupils' cars **must not** be used during the School day or for School activities without prior permission from the Deputy Headmaster.
- The School reserves the right to ban you from driving in the School grounds you break the rules or drive carelessly.
- All pupils must follow Government guidance relating to e-Scooters.
- The use of e-Scooters is prohibited on School grounds.
- Any Boarder using an e-Scooter is expected to wear a helmet.





Bicycles

Cycling for Day Pupils

Day pupils may cycle to School subject to the following:

- You must conform to safety regulations laid down by the School.
- You must wear helmets and luminous clothing
- You **must** enter the School grounds from Hatherley Road
- Bicycles can be ridden from Hatherley Road to the bike shed
- Bicycles are to be left locked in the racks provided by the Old Gym. They must be in roadworthy condition and include lights.

Cycling for Boarders

- Only Boarders in the Sixth Form may keep a bicycle on site.
- Bicycles must not be borrowed.
- You need to seek permission before going cycling.
- Your route should be logged with the Houseparent prior to departure along with an estimated duration of the outing
- Your route cannot exceed a 10 mile radius of the School
- You must carry a live tracking device e.g. Garmin LiveTrack, Strava
- You must aim to be back at least 1 hour prior to sunset
- You **must** carry a cycling multitool, spare inner tube and pump
- You **must** adhere to the Highway Code at all times
- In the event of a puncture, you must immediately contact your Houseparent to advise of your expected delay
- You may not cycle alone; you must be accompanied by at least one other cyclist
- You need to have parental approval to go cycling from School.



Property

Respect for one's own and other people's property is a fundamental responsibility of all members of Dean Close School.

We ask everyone to please appreciate the hard work done by the support staff to provide us with a safe and clean working environment.

Use the litter bins available and keep the School clean, tidy and free from vandalism, graffiti and chewing gum.

Please report any accidental damage to your Houseparent or another member of staff.



Mobiles & ICT

Responsible use is encouraged.

Misuse is subject to sanctions in accordance with the School's Promotion of Good Behaviour Policy.

The use of mobile phones is restricted to times outside of class/prep/activities.

Pupils in Fourth Form and Remove are required to hand your phones in at Morning Roll Call.

We do **NOT** expect to see mobile phones around the School (in the corridors, the Lunch queues, the Dining Hall, etc).

Phones may not be used in the Dining Hall, Chapel or Theatre.

In the classroom, mobile phones can only be used with the express permission of the teacher.

Photographs and/or videos of other people must only be taken with their express permission; there are legal implications to taking/using/sending images (e.g. Child Protection, Copyright Law).



Prohibitions

For safety and out of consideration for others, please note:

- Any electrical items belonging to pupils may only be used once approved by your Houseparent **and** tested (and labelled as tested) by the School Electrician.
- We should sit down when eating or drinking.
- Music should never be so loud it disturbs others.

In order to safeguard our community, and in accordance with UK law, there are certain items or activities that are forbidden. These include:

- Private electrical items such as toasters, kettles, heaters and TVs.
- Buying and selling of items without authorisation.

- The possession or drinking of alcohol, except on authorised occasions.
- Smoking, vaping or the possession of tobacco or vaping equipment. The School campus is a No Smoking zone. Smoking in or around a School building is regarded as a very serious offence.
- The possession of firearms, ammunition, knives, offensive weapons, fireworks, and inflammable material.
- The possession of illegal drugs and the abuse of solvents. Drug detection tests are used.
- Pornographic material; spitting; swearing; gambling; chewing gum.



Appendix 1: *Dress Code*

Sixth Form Dress Code

Suits

Dark colour
Plain or faint patterns
Trousers: full length
Skirts/Dresses: to knee when standing

Shirts/Blouses

Light colour
Plain or faint patterns
Collar and cuff
Not see-through

Jumpers

Plain single colour
Under a jacket
Knitted design (e.g. not a sweatshirt)

Miscellaneous

Socks: dark & plain
Tights: no holes/ladders
Coat: dark & plain
Footwear: black or brown & polishable (e.g. not trainers)

Hair: natural colour & moderate
Facial hair: clean shaven
Make up: discreet
Rings: max. one
Earrings: max. two per ear

Lower School Uniform (purchased)

Grey Jacket
Maroon Jumper

Either

Trousers
White shirt with tie
or
Skirt (knee-length)
White blouse

Miscellaneous

Socks: dark and plain
Tights: no holes/ladders
Coat: dark & plain
Shoes: black & polishable (e.g. not trainers)

Hair: natural colour & moderate
Facial hair: clean shaven
Make up: discreet
Rings: max. one
Earrings: max. two per ear

This Code of Conduct has been drawn up in consultation with pupils and staff with the wellbeing of the pupils and the smooth operation of the School in mind.



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