

THE KING'S SCHOOL IN MACCLESFIELD



INFANT & JUNIOR DIVISION SCHOOL RULES

Our rules are designed to promote the kind, caring and welcoming environment in which our pupils thrive. We want everyone to feel proud of being a part of King's, acting with courtesy and consideration both within school and in the wider community. Our rules aim to enable all pupils to achieve their full potential in secure, supportive surroundings and they apply whilst travelling to and from school, throughout the school day and on all school related activities.

The Infant and Junior Division uses the SCARF system of values to promote a happy and positive community. The Division uses a layered approach according to the age of the child.

The acronym SCARF stands for -

S - Safe

C - Caring

A - Achieve

R - Respect / Resilience

F - Friendship

SCARF connects our pupils, parents, staff and the wider community. We believe that these values both protect our pupils and teach them the skills and attitudes they need for life as active citizens in local and global communities. We aim for the pupils to live the values every day and wear their King's SCARF with pride:

- Pupils show **respect**, **care** and **friendship** towards peers, teachers and all members of the support staff.
- Pupils always behave in a way that ensures that they and others stay **safe**.
- Pupils treat items of school property with **care** and **respect** and also the property of others.
- In lessons, pupils show **respect** to their peers and the teacher, which ensures that all children can **achieve**.
- Pupils do their best in every lesson, demonstrating **resilience**, and thus **achieving** to the best of their ability.

Infant Department School Rules

In the Infants, Queenie has inherited 'Golden Rules' which were established by our recently retired Kingsley bear. The Infant rules are displayed in classrooms, shared spaces and reiterated in Infant assemblies throughout the year.

Queenie has high expectations for all pupils in the Infants:

- We are always **kind**, **polite** and **caring**.
- We always **do our best**, **work hard** and try new things.
- We **take care of each other's belongings** and the school.
- We **listen carefully** when someone is speaking.



Queenie

In our weekly celebration assembly, Queenie is awarded to the class that has demonstrated the school rules most admirably and she has the pleasure of spending the following week with that class.

Junior Department School Rules

In the Juniors, pupils embrace the many opportunities of representing the school: through sporting fixtures, musical performances, academic enrichment opportunities and meeting prospective pupils and their families at different school events throughout the year. At all times they are expected to observe the highest standards of consideration, courtesy and respect, uphold the school's reputation and exemplify the values that King's stands for.

Behaviour, attitudes and expectations

- Pupils must observe the SCARF behaviour code, behaving with courtesy and showing respect and good manners to all.
- When the whistle blows to signal the start of the day at 8:30am or at the end of morning and afternoon break times, pupils should calmly and quietly join their group lines and ensure their uniform is smart. The lower and upper junior class that does this the best each week is awarded the 'Best Class' trophy in Friday's Celebration Assembly and they receive additional play time as a reward.
- Pupils are expected to be punctual for all activities. They should be in their classrooms by 8.40am in time for registration and latecomers must report to the Infant & Junior Office.
- Pupils should prepare for the start of lessons and extra-curricular clubs. When moving to a different room for a lesson or club, pupils should form an orderly queue outside the room and wait for the teacher before entering.
- Pupils wishing to be excused for a music lesson, sports match etc. must seek permission from the appropriate teacher before leaving.
- Pupils must not run inside school, and all must keep to the left when walking along corridors or when using stairs. Pupils must not behave in a way which may lead to damage or injury to people, displays or resources.
- Pupils must not leave the premises without permission. Pupils needing to attend medical appointments etc. should report to the Infant & Junior Office to sign out and sign in upon return to school.
- Pupils must abide by the separate ICT Code of Conduct and E-safety Rules in place for online etiquette (see appendix A). They are expected to behave appropriately when using all electronic media whether in school or at home.

Personal safety and good health

- At 'dry' break times and lunch times, pupils must go outside and nobody should be inside the school without permission or supervision.
- Pupils should stay within allocated play areas.
- Pupils should not go on wet or muddy areas (unless for a designated lesson).
- At 'wet' break times, staff monitor classrooms and pupils stay in their designated areas, occupying themselves sensibly using the activities left by the Form Teacher.
- Play equipment is assigned to each year group and is used in designated areas.
- Lightweight footballs/netballs can be used, but only in designated play areas and only in the Autumn and Spring terms. Different equipment is provided for the Summer term.
- Pupils must not bring dangerous items into school such as knives, matches, darts etc.
- King's is a nut-free school and pupils must strictly adhere to this expectation.
- Dangerous and/or rough games are not allowed.

- Physical violence is unacceptable, as is any act of intimidation, racism or verbal abuse.
- Bullying in any form is not tolerated.

The school environment

- Pupils should show respect for the school environment at all times.
- Pupils should help ensure that the school and its grounds are kept clean and tidy.
- Pupils may consume **healthy** snacks at breaktimes. At 'wet' break, snacks may be consumed in the classroom, provided no litter is left.
- At lunch break, all food and drink must be consumed in the refectory. After eating, pupils go straight outside to play, seeking permission from an adult if they need to go into the school for any reason.
- Chewing gum is not permitted in school.

Dress and Personal Property

- Pupils are expected to take pride in their appearance whilst representing the school, following the uniform dress code at all times.
- Hair should be neat and tidy (tied up if below shoulder length).
- Pupils are responsible for their own belongings and keeping them in order.
- The belongings of others may only be borrowed with permission of the owner.
- Pupils should not bring large sums of cash (i.e. in excess of £5) into school. Valuables should be left with the Form Teacher.
- Buying and selling are not permitted on school premises without the permission of the Class Teacher or Principal/ Vice-Principals.
- Equipment such as games consoles are not allowed in school, unless agreed by a teacher. The school cannot be held responsible for damage or loss of personal property.
- Pupils are not permitted to bring mobile phones into school, unless they use school transport or have different end of day arrangements. Pupils requiring phones after school must hand them in to Form Teachers prior to registration and they will be stored securely until the end of the day. It is the pupil's responsibility to collect the phone at the end of the day, keep it safe and not use it in school without permission.

Any failure to adhere to the expectations within the **School Rules** will be dealt with through the sanctions contained within the Behaviour Management Policy.

In addition to this we have the Home School Agreement in the Planners.

Home / School Agreement

School

The school will:

- *Ensure your child's physical and social wellbeing at all times, fostering feelings of confidence, self-worth and belonging.*
- *Deliver a balanced and carefully planned curriculum that meets the needs of your child.*
- *Provide a range of after school activities designed to enrich your child's experience.*
- *Ensure that all homework tasks are given regularly on an agreed day, and that they reflect your child's individual learning needs.*
- *Actively welcome parents/carers into the life of the school and ensure that teaching staff are available, by mutual arrangement, to discuss concerns about your child's progress and general welfare.*

- *Keep you informed about the school's policies, procedures and guidelines on behaviour, equal opportunities, other school matters and your child's progress.*
- *Ensure that all teaching staff stay up to date with important educational developments and initiatives and inform you of these at given meetings where appropriate.*
- *Strive to promote good behaviour through positive reinforcement and support your child to meet our behaviour expectations by following the SCARF Behaviour Management procedures.*

Parents

I/We undertake to:

- *Ensure that my child attends school regularly and that absences are properly notified.*
- *Ensure that my child arrives on time (before 08:40) at the start of the day and is collected promptly at the end of the school day (Infants 15:30, Juniors 15:45). Pupils must not be left unsupervised on the playground prior to 08:15.*
- *Support the school's policies and guidelines on behaviour and equal opportunities.*
- *Support my child in his/her homework and wherever possible promote opportunities for home learning.*
- *Ensure that my child goes to bed at a reasonable time on weekdays.*

Pupils

I agree to:

- *Do my best in lessons.*
- *Do my best to be polite and thoughtful towards others.*
- *Do my best to enjoy school and to help other children to do the same by following the Infant & Junior Division School Rules.*
- *Do my best to follow the SCARF rules.*
- *Follow the ICT Code of Conduct at all times (Appendix A).*

Agreement

Pupil

Parents

Date.....

Author: Vice Principal Infant & Juniors (Pastoral)
 Approved: Principal Infants and Juniors
 Date: February 2026
 Next Review Date: February 2027

ICT CODE OF CONDUCT & E-SAFETY RULES **INFANT & JUNIOR DIVISION**

Our code of conduct is designed to equip pupils with the skills and knowledge to safely access and use digital technologies to support and enhance their learning. We actively encourage children to think critically about content and communication from others and to develop strategies for recognising inappropriate content/behaviours and how to deal with them. Our code aims to enable all pupils to demonstrate that they are respectful and responsible users of digital technologies, and we expect that it should be adhered to both in and out of school to promote a safe and happy environment for all. The code of conduct works in unison with our school behaviour policy and pupils are expected to always adhere to the SCARF rules.

Infant Department ICT Code of Conduct

- I always ask a teacher or suitable adult if I want to use the computers, tablets or cameras.
- In school, I will only use the internet when there is a member of staff present and I have been given permission.
- I will only open activities or look at websites that I have been given permission to use.
- I will tell an adult if I see unpleasant pictures, writing or if something on a screen upsets or worries me.
- I keep my passwords safe and will never use someone else's.
- I will not share my address or birthday online.
- I will not communicate with strangers online.
- I am always polite and respectful when using email and other communication tools.

Junior Department ICT Code of Conduct

- I will only access computing equipment when a trusted adult has given me permission and is present.
- I will not deliberately look for, save or send anything that could make others upset.
- I will immediately inform an adult if I see something that worries me, or I know is inappropriate.
- I will keep my username and password secure; this includes not sharing it with others.
- I understand what personal information is and will never share my own or others' personal information such as phone numbers, home addresses and names.
- I will always use my own username and password to access the school network and apps such as 'Purple Mash' or 'Sumdog'.
- To help keep myself and others safe, I know that the school checks my files and the online sites I visit. They will contact my parents/carers if an adult at school is concerned about me.
- I will respect computing equipment and will immediately notify an adult if I notice something isn't working correctly or is damaged.
- I will always remain respectful and polite when using email or other communication tools.

- I will notify an adult immediately if I notice that someone who isn't approved by the teacher or trusted adult is communicating with me.
- I understand that if I behave negatively towards other members of the school whilst using technology, my parents/carers will be informed, and appropriate actions will be taken.

I agree to comply with the ICT Code of Conduct, and I know the consequences if I do not follow it:

Pupil

Parent/Carer

Date.....