



## HOE BRIDGE SCHOOL

### Code of Conduct - Pupils

#### Contents

Statement .....	Page 1
The Hoe Bridge Way.....	Page 1
Procedures .....	Page 2
Pre-prep	
Code of conduct.....	Page 2
Resources.....	Page 3
Prep	
Code of conduct.....	Page 3
Consequences of breaking the rules.....	Page 5
Records.....	Page 5
Appendix 1 .....	Page 6

#### Statement

Hoe Bridge School recognises that good behaviour and discipline are more likely to be achieved when pupils are engaged and inspired, have positive relationships with those around them and are able to maximise their potential. We believe that in order to enable effective teaching and learning to take place, good behaviour in all aspects of school life is essential. We promote a consistent approach to classroom and behaviour management by all our staff: we believe that stimulated and happy pupils are generally well-behaved pupils and that key to good classroom management is our policy of making every lesson outstanding. If, on occasion, our pupils behave in a way which is contradictory to the school aims or potentially harmful or offensive to another member of the community, we act fairly but firmly.

To these ends, we seek to ensure that Hoe Bridge School is a place where everyone feels happy, safe and secure and we aim to provide a caring environment in which all pupils are treated fairly, and with respect and understanding. In this context, Hoe Bridge School has a code of conduct which all members of the school community – staff, parents, pupils from EYFS to Year 8 and visitors are expected to adhere to.

This document should be read alongside the School Behaviour and Anti-bullying Policy and is reviewed annually by the Senior Management Team or as events or legislation change requires. The next scheduled date for review is March 2019.

#### The Hoe Bridge Way

The Hoe Bridge Way is a set of eight modes of behaviour that we aim to maintain at all times. It is

*Code of Conduct (3.9) Jun 2018*

discussed and promoted regularly in assembly and in class and there are photographs of children behaving appropriately around the school. Following the Hoe Bridge Way we:

- ☺ work hard to be our best selves
- ☺ listen
- ☺ look after property
- ☺ are honest
- ☺ are kind and helpful
- ☺ are calm and gentle
- ☺ share
- ☺ say sorry and move on

## **Procedures**

On joining Hoe Bridge School a pupil, teacher or parent becomes part of our school community. Each member of the school has a role to play within it and responsibilities towards others and their property. All members of the school community are expected to respect the Code of Conduct and it is to be followed at all times whilst anywhere on the school premises: Children are rewarded for doing so. Outside of school children should wear their school uniform with pride and, as ambassadors of the school, behave according to our Code of Conduct.

We believe that everyone, child or adult, should be able to come to our school and receive or deliver an education in a way that is free from humiliation, oppression or abuse. The school does not use corporal punishment. The Headmaster has the right of the ultimate sanction of temporary or permanent exclusion.

## **Pre – Prep**

Our school Code of Conduct is discussed in class and assembly and everyone in school is given an illustrated copy of the Code of Conduct (see Appendix 1) at the beginning of each year. Children, parents and staff can contribute to it at any time; we are always looking for ways to keep our school a happy and purposeful place for everyone.

## **Code of Conduct**

### **On arrival and departure we**

- acknowledge each other with 'Good morning' or 'Good afternoon'. Pre-Prep boys raise their caps and girls shake hands with the teacher on leaving the school
- walk on the paths and keep off the play equipment
- walk quietly with an adult until safely in the car
- keep brothers, sisters and other children close by, making sure they also follow our school rules
- do not use mobile phones

### **In school we**

- walk at all times and keep to one side of the stairs
- hold open doors for others and walk through individually
- keep corridors and toilets clean and tidy by picking up after ourselves and, if necessary, others
- wait quietly in the Hall at the beginning and end of assembly
- file in and out of the Hall quietly
- keep communal rooms tidy
- help make and look after displays of work and objects of interest

- knock before entering a room and close the door behind us
- welcome visitors who must report to the office and are given a Visitor's Pass

#### **At lunchtimes we**

- wash our hands before entering the Hall
- wait quietly to be served
- help to serve out the food
- use a knife and fork, helping younger children
- say grace at lunch time
- listen for the bell and keep silent after it rings
- ask permission to clear away
- help clear the tables after lunch

#### **At playtime we**

- wait quietly indoors until the bell rings and an adult is on duty
- take turns with all classes for the play equipment
- share the toys with others and use them appropriately
- look after the toys by putting them away when we are finished
- keep hands, feet and objects to ourselves
- tell an adult on duty if someone is unkind or hurtful to us or to someone else
- listen for the bell and stand in silence after it has rung
- obey the rules of where to play
- Pre-Prep children line up in register order when the Lining Up bell has gone and wait in silence until the teacher comes

#### **In the classrooms we**

- obey the rules of the room
- tidy up after lessons, putting away books and equipment
- show respect to others working by moving carefully round the room
- help give out books, equipment and in the Pre-Prep milk and snacks
- do not interrupt but wait until a teacher, child or assistant is free

### **Resources**

#### **Books**

For children	Topsy and Tim Go to School	
	Topsy and Tim and the Bully	
	I Feel Bullied	Jen Green
	'Excuse Me'	Brian Moses & Mike Gordon
	Tyrone the Horrible	Hans Wilhelm
	Starting School	Althea
For teachers	a positive approach	Belair Publications
	Behaviour Management and Policy	Folens
	Quality Circle Time	Jenny Mosley
For parents	The Secret of Happy Children	Steve Biddulph

#### **Prep**

Our school Code of Conduct is discussed at the beginning of each term and in assemblies; a copy of the Code of Conduct is displayed in each classroom. Children, parents and staff can contribute to it at any time; we are always looking for ways to keep our school a happy and purposeful place for everyone.

All children should know the following:-

### **Basic Rules**

- No running inside or around the school
- Silence coming into lunch/assembly
- Be properly dressed
- Follow the Hoe Bridge Way
- No toys/sweets (unless birthday- given out with form teacher)
- No mobile phones/ipods etc

### **Manners**

- Hold doors open
- Greet staff/parents e.g. 'good morning'
- Stand up when an adult enters the classroom and stop talking
- Put hand up and wait to answer a question

### **Lessons**

- Be punctual (staff and children)
- Be prepared- have correct books and stationery
- Wait quietly outside the classroom before lessons
- Move around the school quietly and in an orderly manner between lessons

### **School Diaries**

- All pupils in the school will be given a school diary. Children should record all preps and any learning work eg French vocabulary, spellings etc. Staff may make any comments concerning work or behaviour if relevant. All diaries should go home every night and at the weekend should be signed by a parent and returned on Monday morning to be checked by the Form Teacher

### **Uniform**

- Wear blazers to arrive and leave school
- Keep shirts tucked in
- Keep top buttons and ties done up
- Keep shoe laces tied
- Keep trousers pulled up
- Wear jumpers to keep warm inside
- Fleeces may be worn for extra warmth outside (and in extreme circumstances inside- decided by HM)
- Girls long hair to be tied back
- Boys hair to be off the collar and out of the eyes
- No gel or dyeing

### **Behaviour**

- Follow the Hoe Bridge Way

### **Daily Registration**

- Registration is at 8.20am and 1.50pm in form rooms

Children must be registered or sign the late book at the front desk if registration is missed (very important). All members of the school community are expected to respect the Code of Conduct and children are rewarded for doing so.

**Excellence in Behaviour** is celebrated by awards both individually and on a group basis. Good behaviour and manners are recognised throughout the school day - See Behaviour Policy.

In addition each teacher will devise rules for the classroom which are explained to the class and all  
*Code of Conduct (3.9) Jun 2018*

children are expected to abide by the rules.

### **Consequences of breaking the rules**

Deviation from the Code is not tolerated and failure to follow the Code may result in the following sanctions as laid out in the school Behaviour Policy.

Bullying, in any form, is not tolerated and any incidents of bullying will be dealt with according to the Anti-Bullying Policy.

### **Records**

Major or habitual incidents are recorded in the school's incident data base. Discussions with parents are also documented and this is then kept in the child's file in the office. The Incident database is monitored on a termly basis to identify trends and the school will respond accordingly.

## **Appendix 1**

### **Code of Conduct for Pre-Prep**

#### **On arrival and departure we**

- say 'Good morning' or 'Good afternoon'. Boys raise their caps and girls shake hands as they leave.
- walk on the paths and keep off the play equipment
- walk quietly with an adult until we are safely in the car

#### **In school we**

- walk at all times
- hold open doors for others
- keep corridors and toilets clean and tidy
- wait quietly in the Hall
- file in and out of the Hall quietly
- keep the art room and library tidy
- help make and look after displays
- knock before entering a room
- welcome visitors

#### **At lunchtimes we**

- wash our hands
- wait quietly to be served
- help to serve out the food and help younger children to cut their food
- use a knife and fork, helping younger children
- say grace after lunch
- listen for the bell and keep silent after it rings

#### **At playtime we**

- wait quietly until the bell rings and an adult is on duty
- take turns for the climbing frame
- share the toys
- look after the toys
- keep hands, feet and objects to ourselves
- tell an adult on duty if someone is unkind or hurtful
- listen for the bell and stand in silence after it has rung
- obey the rules of where to play
- line up in register order and wait in silence

**In the classrooms we**

- obey the rules of the room
- tidy up after lessons, putting away books and equipment
- show respect to others working
- help give out books, equipment, milk and biscuits
- do not interrupt

Listen

Be calm and gentle

Share

**THE HOE BRIDGE  
WAY**

Be kind and helpful

Say sorry and move on

Look after property

Be honest

Work hard to be your best self