

## School Rules: The Student Code of Conduct

The School rules support the Behaviour Policy and are in place to maintain discipline and regulate students' behaviour. They aim to:

- Promote good behaviour and respect around the school
- Prevent bullying
- Ensure that Students achieve their full potential
- Regulate students' conduct

The School rules also extend outside the School premises when student behaviour could be deemed to bring the School into disrepute.

### Student Dress Code

A smart appearance is expected at all times whilst representing the School. We are proud of our uniform and, whilst it is worn, we expect our students to promote the School in a positive manner.

A separate Sixth Form dress code outlining what constitutes acceptable business attire is issued to Sixth Form students.

- All uniform should be named
- Hair should be worn in a neat, clean and manageable style. Hair colouring is permitted provided that the effect is natural.
- Shoulder-length or long hair must be tied back in Years 7 - 9. Students in Years 10 – 11 and Sixth Form may wear their hair down, but it must look tidy and be tied back for certain activities, such as Science experiments or PE lessons
- No extreme hair styles are permitted, and hair should not fall over the eyes
- Students should be clean-shaven at all times
- Nail varnish and make-up are not permitted for students in Years 7-11
- No jewellery is permitted (i.e. rings, bracelets, ankle bracelets, necklaces) for students in Years 7-11, with the exception of one stud earring per ear **lobe**. Ear cartilage piercings are **not** allowed. These earrings should be taped over for P.E. for health and safety reasons.
- Make-up and jewellery are permitted for Sixth Form students, but must be in keeping with appropriate business attire
- Visible tattoos or facial / body piercings are not allowed
- Outdoor coats should be plain in colour
- Hoodies should not be worn under blazers around School
- Blazers must be worn whenever students are moving around the School
- Shirts must be tucked in, and top buttons should be done up
- Ties should be worn neatly
- Blouses must not hang below jumpers/blazers
- Skirts must be no shorter than two inches above the knee

- White ankle socks or either black / nude plain tights should be worn with the skirt uniform. Tights need not be worn during the Summer Term
- Black or grey socks should be worn with school trousers and shorts
- All students should wear black shoes that can be polished, black trainers such as Nike Air Force I are not permitted.
- Shoes should not be excessively high heeled

### **Sports Kit**

- Students must come to school in full school uniform each day unless they have PE/games/sport during the day or after school in which case they must come into school in PE kit.
- If students are in normal lessons wearing PE kit they must ensure that their legs are covered by wearing school tracksuit bottoms or plain black skins.

### **Conduct in the Classroom**

- It expected that students arrive for their lessons on time
- Students should organise themselves in an appropriate manner, and bring the correct books and equipment with them to lessons, clubs or activities
- Students should listen to and follow instructions
- Students should not disrupt lessons or interfere with the work of others: if a teacher has to send them out of the class for being disruptive, they will serve a detention that is a minimum of 60 minutes in length
- Students are expected log onto Firefly at least once per day to check what homework they have been set and ensure that all homework is completed and submitted within the allocated time frame
- Students are expected to have a positive attitude to their lessons and their work

### **Personal Conduct around the School**

- Students are expected to conform to the School rules and behave in an appropriate way at all times
- Students must remain in their designated Year group zone at all times unless timetabled otherwise
- Students must only use the toilets allocated to their year group zone unless they are in lessons in another part of the school, in which case they should use the closest toilet
- Students must obey the prescribed routes for their year group when moving around the school and only enter the school buildings at their designated entry point. When two routes cross students must walk on the left and give way to the right.
- Students must go to their specified dining area at their allocated time only
- Students must clean their hands regularly (when they arrive at school, when they return from breaks, when they change rooms out of their year group zone and before and after eating)
- Students are expected to obey instructions from all staff without argument
- Students should not run along corridors or push each other

- All students should stand aside at doors to let adults through first
- Rudeness and swearing will not be tolerated
- Students should be considerate of all other members of the school community as well as visitors to the site
- Students must not behave in a manner which may cause injury or danger to themselves or others
- The use of balls is not permitted near buildings and hard balls are not to be used at break times or lunchtimes
- Students are not allowed to wear headphones or earphones whilst walking around the School
- Students are not permitted to play in any School parking areas, on the cricket pitch or the outfield
- Students must keep to the allocated year group zones both inside and outside school at the start of the school day, at break and lunch
- Chewing gum is not permitted anywhere in or around the School
- Food must not be consumed in any school buildings other than the dining areas or Sixth Form café
- Students are expected to dispose of any litter in the appropriate bins, and to use recycling bins wherever possible
- Smoking tobacco or e-cigarettes is not permitted anywhere on the School grounds
- Students are not allowed to consume alcohol anywhere within the School or on the School grounds
- Misuse or dealing in legal or illegal drugs is strictly prohibited anywhere within the School and its grounds. Since this is a serious offence, it may lead to immediate expulsion and the police may be informed
- Students must be respectful if others display COVID like symptoms or potential illness
- Students must be respectful of others personal space. They must keep 2m away from adults and students not in their year group. If space allows, they should keep 2m away from peers in their year group. They should avoid touching their peers.
- Students must be respectful of other students' choices regarding face coverings and hygiene
- Students must wear face coverings in lessons where a 2m distance cannot be maintained from other students or staff, unless they are exempt on medical grounds.
- Students must wear face coverings on school transport, in corridors and anywhere else inside the building where a 2m distance cannot be maintained from other students or staff, unless they are exempt on medical grounds.

## **Prohibited Items**

The following items are prohibited and should not be brought into school under any circumstances:

- Stolen items
- Knives or weapons

- Alcohol
- Illegal drugs, including psychoactive substances or tranquillisers
- Tobacco, cigarette lighters and cigarette papers
- E-cigarettes, their chargers & e-liquid
- Fireworks
- Pornographic images (either on electronic devices or on paper)
- Any article that the member of staff reasonably suspects has been or is likely to be used to commit an offence or to cause personal injury to, or damage to the property of, any person (including the student).

In accordance with the Department for Education guidelines on Searching, Screening and Confiscation (2018), the School reserves the right to search students or their possessions, without consent, where there are reasonable grounds for suspecting that the student may have a prohibited item on the premises. The school can seize any prohibited item found as a result of a search.

## **Bullying**

- Students must not make racist, homophobic, transphobic or sexist comments, engage in fighting or bullying, or encourage others to behave in this way either
- Members of the school should never have to suffer name-calling, physical violence or feel victimised
- Online bullying via abusive emails, texts, images or messages is just as damaging as physical bullying and will not be tolerated
- It is **everyone's** responsibility to ensure that bullying is not tolerated at the school: if you have concerns about someone else being bullied, tell a member of staff or a senior student as soon as possible
- Bullying can take many forms – some can be very subtle, but all are unpleasant. They can include name-calling, spreading rumours, physical assault, excluding people, turning someone's friends against them, and sending unkind texts, messages or images
- Calling bullying 'banter' or 'a joke' can never excuse them. People have different opinions on what constitutes 'banter' and what constitutes 'bullying' –take care to judge a situation and avoid teasing comments that could be misunderstood

## **What to do if you think someone is being bullied**

- Talk to the person you think might be being bullied and find out what the situation is
- Consider including the person in your social group or inviting them to join you
- Never join in with anything that could potentially be a bullying incident, or watch it from a distance – bullies like an audience
- Speak up for the person if you hear others making unkind comments
- Talk to an adult at school about what is going on
- Log your concern on Firefly using the Online Worry Box

## **What to do if you feel that you are being bullied**

- Don't keep it to yourself – tell an adult or another student who could speak up for you
- Don't think you are alone
- Don't think it's your fault – it is the bully that has the problem
- Don't fight back or bully them (or someone else) back
- Don't miss school or avoid clubs / activities because you are afraid of the bully
- Don't hurt yourself – nothing is so hopeless that it can't be resolved
- Tell the bullies to stop (depending on the situation)
- Try to ignore it – by reacting or getting angry you may inadvertently give them the satisfaction of thinking they have upset you
- Walk away from them
- Consider using humour against them to indicate that you are not intimidated
- Keep any messages, texts, images or notes, and log what happens
- Do not respond to any online communication

## Attendance

- Registration takes place in form rooms at 08:30 and 13:55 each day
- Registers are also taken at the start of every lesson
- If a student is late, they should go directly to their form or lesson depending on time and the teacher will mark them in
- Parents are expected to notify the school via email if their son/daughter is unable to attend. They should email [office@lingfieldcollege.co.uk](mailto:office@lingfieldcollege.co.uk) before 10:00am; unexplained absences will be marked as 'unauthorised' in ISAMS, and the School Office will call a student's parents to find out why they are not in school
- Students in the Sixth Form are permitted to leave the School premises without permission at the end of their last taught lesson, but must sign out at the School Office before they do so except on Games afternoon when they must sign out in the Sixth Form Centre
- Students in Year 13 are permitted to leave the School premises without permission at lunchtime, but they must sign out in the Sixth Form Centre
- An attendance rate of lower than 94% will result in the school contacting a student's parents to establish the reasons for frequent periods of absence
- Students must email their teachers if they miss lessons for advice on how to catch up with the work missed. During the Coronavirus (COVID-19) epidemic they should watch the recorded lesson on Teams and do the relevant work on Firefly
- Students who stay on the site after school must report to the following areas:

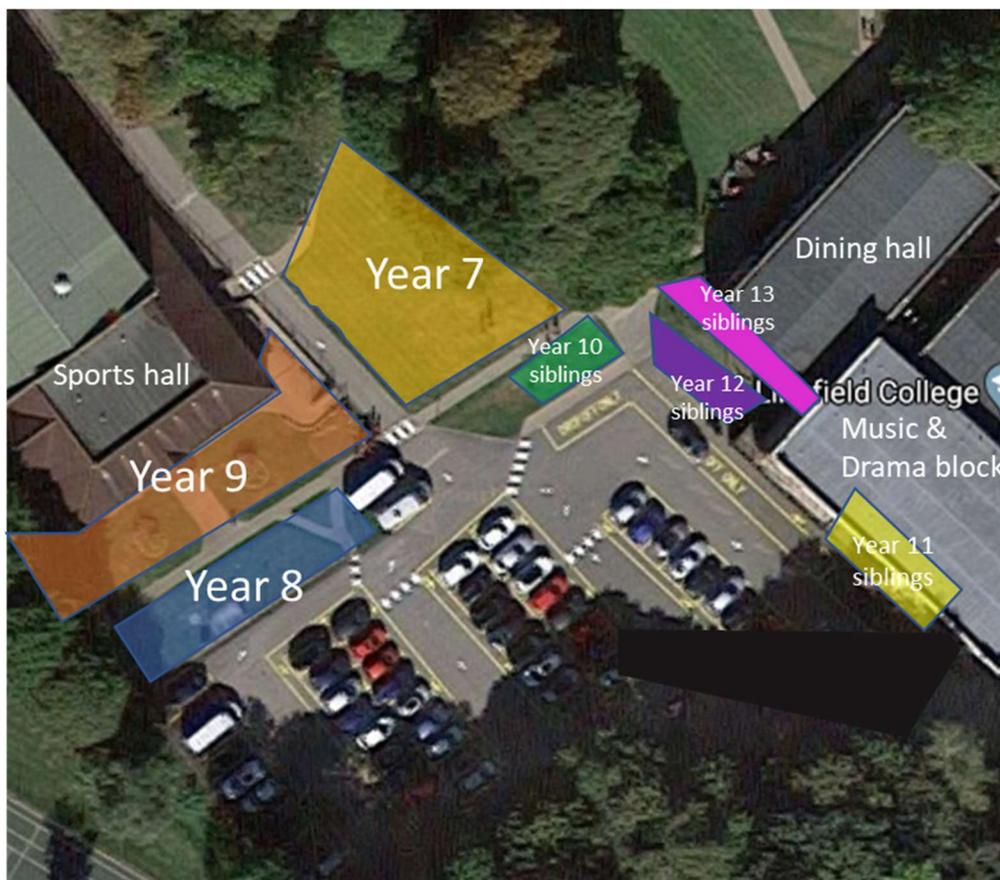
Year group	Location
7	Library
8	Room 24
9	Room 10
10	Room 20

11	Room 2
12	Study Room
13	Lecture Theatre

- Students will be supervised until 5pm. Students who need to stay beyond 5pm, may do so in exceptional circumstances, but must obtain prior permission from one of the Deputy Heads. They must report to the main office at 5pm.
- Students should not attend school if they have any symptoms of Coronavirus (COVID-19). They must get tested as soon as possible and remain at home until they have a negative test result or if they test positive they should stay at home for 10 days from the onset of the symptoms (see Attendance policy for more details)
- Students should not attend school if someone in their household has symptoms of Coronavirus (COVID-19), they should self-isolate (see Attendance policy for more details)

### **Transport: Cars**

- From 15:50 until 16:15 when traffic is most congested, only students in Years 7 - 9 should meet their parents in the Auditorium Car Park, siblings of those in Years 7-9 that are in Years 10-13 can also be collected in the Auditorium Car Park
- When students are waiting to be collected from the Auditorium Car Park they must wait in their designated collection area as shown in the map below:



- Students in Years 10 -13 should be collected from the Jockeys' Car Park and ensure that they maintain a 2m distance from other students whilst waiting
- The front of Le Clerc house must not be used by parents to drop off and pick up
- Students must take great care when walking across the Auditorium Car Park, as there can be a great deal of traffic at certain times of the day. They should use the marked areas and zebra crossings and avoid using their mobile phones
- Students in Year 13 are permitted to park in the Jockey's Car Park with the permission of the Head of Sixth Form; a permit badge must be obtained from the School Office
- Students are not allowed to park at the Senior School

### Transport: Coaches

- Coaches collect from the Le Clerc car park
- Students who travel on the school coaches are expected to treat the driver and their fellow passengers with respect
- If students wish to listen to music, they should use headphones or ear buds so as not to distract other passengers
- Seat belts should be worn at all times when the vehicle is moving, and passengers should remain seated throughout the journey
- Bags and other possessions must be kept out of the aisles to avoid causing a hazard to other passengers
- The driver must not be distracted except in the case of an emergency
- If a student causes damage to the coach, his/her parents will be liable for the cost of the repairs

- Students must not consume food or drinks on the coach, and must take their litter away with them
- If a student's behaviour gives cause for concern, it will result in formal school sanctions and it may result in their being prevented from travelling on the coach
- During the Coronavirus Pandemic students must use the hand sanitiser as they board and disembark the coach and wear a face covering for the entire journey. Whilst queuing for the coach they must remain socially distanced from any other student not in their year group bubble. On the coach they should try and sit 2m away from other students who are not in their year group bubble. They should remove the face mask by only touching the ear loops or ties of the mask. If it is a reusable mask, they should store it in a sealed plastic bag and wash it daily. If it is a disposable mask it should be disposed of in a lidded bin or placed in a sealed plastic bag until a lidded bin is available. Once the mask is removed, they must hand sanitise.

### Transport: Train

- Students should walk **from Lingfield Station to school in the morning** as shown in the map below by either of the two routes (not through the Prep school):



- At the end of the day, students are permitted to walk through the Prep school to get to the station
- The route across the bottom fields to the station is out of bounds as students' safety may be at risk
- In the winter months (November until February half term), a free Shuttle Service runs from school to Lingfield Station, leaving the Auditorium Steps at 16:55 each evening. Students who would like to use the Shuttle service should sign up at the School Office. Upon boarding the shuttle bus students must hand sanitise. They must wear a mask at all times and try to sit away from students in other year groups. (see details below regarding mask use)
- During the Coronavirus Pandemic students must use hand sanitiser as they board and disembark the train and wear a face covering for the entire journey. Whilst waiting for the train they must remain socially distanced from any other student or member of the public not in their year group bubble. They should try and sit at least 2m away from other passengers not in their year group bubble. They should remove the face mask by only touching the ear loops or ties of the mask. If it is a reusable mask, they should store it in a sealed plastic bag and wash it daily. If it is a disposable mask it should be disposed of in a lidded bin or placed in a sealed plastic bag until a lidded bin is available. Once the mask is removed, they must hand sanitise.

### **Conduct on School Trips**

- When taking part in any trips, students should be aware that they are representing the School at all times
- The rules in this Code of Conduct apply to students on trips, and sanctions will be applied as if students were in school
- Students must not behave in any way which could bring the School into disrepute
- Students must listen carefully to any instructions or rules imposed by School staff on trips and observe them, including meeting times and curfews
- Students must not behave in any way which could cause injury or serious danger to themselves or any other individual

### **Sport Fixtures**

- Students who are selected to represent the School in any team sports or similar activities will be expected to participate
- If a student is unable to represent the School in a fixture or activity, his/her parents must notify the Director of Sport to excuse him/her from the match at least 72 hours before the match is due to take place. Permission will only be granted in exceptional circumstances
- When representing the School in sporting fixtures, all the School Rules apply, and exemplary behaviour is expected

## Sexual Conduct / Relations

- The School seeks to encourage normal friendships between students; this can be one of the great assets of the co-educational environment
- Students found engaged in any form of intimate sexual activity must expect to face possible exclusion from the School
- Public and private displays of affection are not allowed on the School premises

## Security

- Students must not carry large sums of money about their person (i.e. more than £20.00). If necessary, money can be left in a named envelope in the School Office
- It is not advisable to bring any expensive items into school; personal tablets or laptops must be secured in lockers whenever they are not in use
- Mobile phones must not be used between 8.30am and 3.50 pm for students in Years 7-11. They must be switched off and stored securely eg in their bag, locker or blazer. (See Mobile Phone Policy for more detail)
- Use of mobile phones during the School day is permitted for Sixth Form students in the Sixth Form Centre only.
- Students must not vandalise or damage School buildings or property
- The belongings of any individual in the School should not be taken, hidden, damaged or vandalised; the School uses CCTV cameras, and any student found damaging or stealing property will receive serious sanctions
- Students will have one locker in which to store their belongings ie not separate general and sport lockers
- If there is a problem with any locker or padlock, students should let the School Office know as soon as possible so that it can be fixed
- If you see a stranger walking around the school site who is not wearing a red lanyard, please alert a member of staff

## Staying Safe Online

Students should enjoy using the huge resource that the internet provides, but should remember that:

- ❖ **Nothing written, posted or searched for online is ever secret**
- ❖ **Anonymity is a myth**
- ❖ **People are not always who they say there are online**
- ❖ **Every individual is responsible for their own behaviour when using the internet: this includes the websites that they choose to visit, the language they use and the images they look at**
- ❖ **If something looks too good to be true online, it probably is**
- ❖ **Think before you send**

## Email

- When communicating via email, students must keep their messages respectful, and use a suitable address such as 'Dear Mr. Smith' rather than anything overly familiar. They should also ensure that their email has a subject.
- Students should tell a responsible adult immediately if they receive an offensive or distressing email
- Emails should not be used to bully or harass others
- Students need to be wary of opening attachments to emails where they are unsure of the content or have no knowledge of the sender, as the attachments may contain malicious programs or viruses
- Students will need permission from their Head of Year to send messages to large groups of other students.
- Students must not disclose personal contact details for themselves or others

## Social Media

- The minimum legal age for students to have their own account on social media sites such as Facebook, Instagram, Twitter, Tumblr, Reddit, Snapchat, Askfm, Oovoo and Tik Tok is 13 years.
- The minimum legal age to have a WhatsApp account is 16 years, and a Vine account is 17 years
- Students must not under any circumstances use any social networking sites e.g Facebook, Ask.fm, Snapchat, KIK, Oovoo, WhatsApp, Instagram, Tumblr, Tik Tok or Twitter in order to bully, humiliate or intimidate any student or member of staff; cyberbullying will not be tolerated and will have serious consequences
- Students should not give out personal details to anyone online that may help to identify or locate them or anyone else
- For security reasons, students are advised not to use the Snap Map location settings on Snapchat or location settings on other social media sites
- Students must not post images of other people on social media without their consent

## Internet Security

- Students should ensure that all their internet-enabled devices (mobile phones, tablets, laptops, desktop computers) have up-to-date malware protection.
- Students should set the browsers on all their devices to 'Delete Cookies' and keep privacy settings as high as possible.
- Students must think carefully about the comments they post online and should not write anything unpleasant or hurtful to/about anyone else
- Photographs and videos posted online do not remain the property of the person who posted them; students must be aware that once images are on the internet, most people will be able to access them, and they will not be private
- Students must not take any photos or videos anywhere on the school site or on a school coach or minibus travelling to a sports fixture or home on school transport

- Students must never share their passwords with anyone, not even friends
- Students should never arrange to meet someone that they have met online
- Students should never reveal personal details to strangers online
- Students must not behave in any way online which could bring the school into disrepute
- The Designated Safeguarding Leads receive daily reports from iboss, the School's filter software that gives details of all inappropriate material that has been searched for that day. Iboss gives details of the relevant name of the person searching, together with their IP address and the time that the search was made

### **What to do if you receive inappropriate material of any kind**

- Save the message / image as evidence – do not delete it
- Do not respond to the inappropriate message / image
- Tell a member of staff, parent or another trusted adult
- Use the CEOP 'Report Abuse' button on the school website
- Report the bully to the website operator

The following websites are particularly helpful:

- <https://www.ceop.police.uk/safety-centre/>
- <http://www.thinkuknow.co.uk/>
- <http://www.childline.org.uk/>
- <http://www.childnet.com/sorted/>
- <https://www.getsafeonline.org/>

### **Use of ICT & Smart Phones**

- Every time a member of the School logs on to a school computer or iPad they click their agreement to adhere to the School's Acceptable Use of Computers policy. All students are encouraged to read the policy to make sure that they are aware of the rules
- Students must not interfere with the work of others or the IT system itself in any way
- No-one must create, store, transmit or cause to be transmitted material which is offensive, obscene, indecent or defamatory or which infringes the copyright of another person
- Students must not transmit any messages or prepare files that appear to originate from anyone other than themselves
- Students should not bring mobile wifi devices into School or tether their mobile phones to connect a laptop or tablet to the internet. These will be confiscated, and parents will be informed
- Students must not gain or attempt to gain unauthorised access to other people's files, facilities or services accessible via local or national networks or transmit any confidential information about the School: they must not attempt to get around service limitations placed on network use by the School (or its agents)

- Students must not send any message internally or externally which is bullying, abusive, humiliating, hostile or intimidating in any way
- Students must not use language in messaging that is considered to be socially unacceptable. This includes profanity and language that is racist, sexist, homophobic or in any other way discriminatory
- Any data which contains information about students or staff of Lingfield College should only be published with those people's express permission
- Students must not use school computers to access any social networking sites
- Students are not allowed to photograph or record any member of staff or other student(s) on the school site or whilst on school transport
- An inappropriate photograph of a student who is 18 years or under constitutes an indecent image. Taking such a photo, distributing it or possessing it is an illegal act according to British law, and those who do this can end up on the Sex Offenders' Register.

## What Happens if Things go Wrong

### Pastoral Support

It is very important that you are happy at school – your years here will have considerable influence on your future. Lingfield is a vibrant, friendly and dynamic place to be – there are some wonderful facilities, like-minded people and committed teachers here. However, it is also a school that expects a great deal from its students in terms of academic performance, extra-curricular commitments and time pressures: it is normal for people to feel stressed and unhappy at some stage.

It is hoped that pressurised times, when they happen, will be brief and easily overcome: the school community can be very supportive, and students have close friends that can look after each other in difficult times. If, however, you are feeling anxious about factors in your life, and you feel that your friends are sympathetic but unable to help you in any practical way, it is vital that you realise that you are not alone, and that there are a number of people that are very interested in your welfare and emotional well-being.

### Who to talk to in School

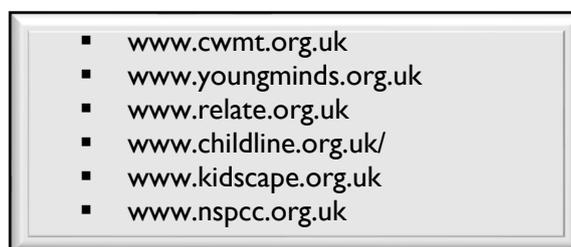
- Your **Tutor** can act as an intermediary between you and other members of staff at school, whether they are subject teachers, sports coaches or music teachers if you are feeling under too much pressure. He/she will be best placed to recognise areas of concern as you will be seeing him/her twice a day in Registration and will be happy to talk to you in private at a convenient time.
- Your **Year Team: Head of Year & Deputy Head of Year** are not qualified counsellors but are experienced in education and used to working with teenagers. They are responsible for the overall academic and pastoral well-being of your year group, and you can discuss any issues you may have in confidence with any of them.

- The **School Counsellor (Mrs Pip Tuppen)** who can talk through problems of any kind and give qualified advice, referring to other agencies where necessary. She can be contacted confidentially at [counsellor@lingfieldcollege.co.uk](mailto:counsellor@lingfieldcollege.co.uk). She also has a confidential post box outside her room on the first floor of Le Clerc
- **Mrs Brown**, as Pastoral Deputy Head takes an interest in the welfare of all Lingfield students and is always happy to meet with students in her office. She and **Mrs. Sevier** are also the school's Designated Safeguarding Leads. Where necessary **Mrs. Brown** can advise students to speak to a GP, Counsellor, CAMHS or Relate, and can make referrals to Social Services
- The **Staff in the School Office (Mrs Jepson, Mrs. Roe & Mrs. Nolan)** are qualified in First Aid and are also used to dealing with emotional cases as well as physical ones. There is a Worry Box on the wall outside Reception which can be used for any concerns that students may have
- **The administrator to the Heads of Year** can be spoken to about any issue if you cannot find your Head of Year. They can be found in the office opposite the Director of Sport (Mr Casey)
- **Mrs Walton** is the **Student Welfare Officer for the 6<sup>th</sup> Form** and can be contacted by email on [waltons@lingfieldcollege.co.uk](mailto:waltons@lingfieldcollege.co.uk)

Whatever situation you may find yourself in, please be assured that you are not alone, and that practical things can be done to help you cope with difficulties and overcome them, even if at the time you feel at the time that there is no solution to a tricky problem. Talk to an adult you trust, and they will do everything they can to help you. Remember that by law they cannot promise a student to keep secrets which might compromise a child's safety or well-being

### Online Support

Some useful guidance on complex issues like eating disorders, self-harm, low mood, anxiety & depression is available on these websites, and several of them also have support lines that can be contacted easily and free of charge:



Information (support websites, video clips, talks, articles and radio links) about complex issues such as coping with family life, bereavement, mental health issues, self-harm, stress management, eating disorders, sexuality and substance abuse can be found on the Counsellor's pages on Firefly.

### **Health Concerns: If a student feels ill in school**

- The Medical Room is by the main entrance of the school and is staffed by Mrs. Nolan in the School Office, who will contact parents if necessary
- If students are collected from school before 15:50 their parents / guardian must notify the Office Staff, and the student must sign out at the School Office
- There are a number of appointed first aiders in the school, and an accident book is kept in the school office to record any incidents. Parents will be notified in the case of an accident
- First Aid boxes are kept in the School Office, Library, PE Department, Sixth Form Centre & all Science Laboratories
- There are defibrillators in the Medical Room and the Pavilion

### **Medication**

- Students requiring short-term medication must bring it to the School Office where it can be securely stored
- Parents must complete a form (available on the school website) giving their permission for School staff to administer medication
- Only medication that has been prescribed by a GP, Nurse or Pharmacist can be taken in school
- Medication must be in its original packaging, labelled with the patient's name, dosage and details about its administration. If it needs to be kept refrigerated, this information must also be on the packaging
- Students are encouraged to administer their own medicines under adult supervision in the Medical Room
- Students who use EpiPens (adrenalin auto-injectors) or insulin pens should carry one with them at all times and not left in school bags. A spare must also be kept in the School Office

### **What to do in the event of a Fire**

- If the fire alarm rings continuously, every member of the school must leave their belongings in the building and walk in silence to the Sports Field
- No one should enter another building (eg. Geography / MFL Building) on their way to the muster point
- Students should stand in their form groups in silence