

## **Woodbridge School Pupil Code of Conduct**

### **1 Policy Statement**

Woodbridge School expects its pupils to behave in a way that reflects well on themselves and the School.

### **2 Procedure**

#### **2.1 Pupil Code of Conduct**

- Treat all others as you would expect to be treated by them with the highest possible dignity, courtesy and patience; recognise and tolerate differences between individuals.
- Accept responsibility and volunteer instead of waiting to be asked.
- Be unselfish, self-restrained, fair, honest and trustworthy.
- Have a proper regard for authority and be positive and enthusiastic about all aspects of School life.
- Remember you represent the School at all times and act in a positive appropriate manner.
- Work to the very best of your ability.

In particular, all pupils should:

- Maintain a neat, tidy, ordered personal appearance, including well cut hair of moderate length. Boys must not grow beards or moustaches unless by prior consent eg reasons of Religion or health. Girls should tie back hair longer than shoulder length; boys should have hair clear of the ears.
- Contribute positively to a neat, tidy and peaceful environment.
- Show visitors to their destinations, not just give directions.
- Stand up when appropriate if staff or visitors enter a room; speak to others without hands in pockets.
- Open doors for others and, when appropriate, let others pass through first, looking behind before letting a door swing closed.
- Eat meals in a civilised, quiet and ordered way, using cutlery in the accepted fashion, and never eat whilst standing up or on the move.
- When you join the School, your Housemaster/Mistress will give you the above Code of Conduct on a pocket-size card.

On joining the Senior School, pupils will find the Code of Conduct above reproduced in the prep diaries.

## 2.2 Expectations in lessons

### Start of lessons:

- There is no designated travel time between lessons. It is expected that all pupils should be ready to start lessons promptly at 0850, 1120 and 1420. Other lessons should start as soon as possible, and it is the expectation that pupils will move to these lessons quickly and without diversion.
- If the teacher taking the lesson has not arrived within five minutes of the start of it, then it is the responsibility of a member of the class to alert another teacher, even if this means interrupting a class already working.

### On entering a classroom/laboratory pupils should:

- Take out from any bags all the books and equipment which might be needed for the lesson. This should include red diaries, as homework can be set at any appropriate time during the lesson.
- Store bags in the designated place.
- Open their exercise books ready to begin the lesson.
- Sit down quietly, and if there is an opportunity, read over the most recent work.

### During the lesson:

- A worthwhile lesson is one in which you as pupils make progress in either your skills or your knowledge. Good lessons have well defined objectives, and you should know what these are. But more importantly good lessons necessitate an excellent attitude to learning. Amongst other things an excellent attitude to learning is judged on whether:
  - Pupils respond positively, are well motivated and co-operative, show interest and apply themselves, sustain concentration and develop the ability to study by themselves.
  - Pupils have constructive learning relationships with each other, talking about academic problems with each other and with their teachers, and are tenacious in understanding difficult work.
  - Recognise the differences between private and collaborative study, and when and where these are appropriate.
  - Pupils show initiative and take responsibility for their own progress.
  - Pupils demonstrate the highest standards of behaviour in class, in study areas (including the library, ICT centre and house rooms).

### At the end of a lesson

- The end of a lesson is determined by the teacher, not by the bell.
- Pupils should ensure that they are aware of any homework that needs to be undertaken, and when and where this needs handing in. In nearly all cases this needs to be recorded in the red diaries.
- When dismissed pupils should leave lessons quickly and quietly, ensuring that any litter is cleared away and that the classroom/laboratory is in good order for the arrival of the next class.

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