

# Woodbridge School

## ETIQUETTE AROUND THE SCHOOL

### 1 Policy Statement

Woodbridge School expects its pupils and staff to adhere to the following criteria.

### 2 Procedure

- A All-weather pitch Only the correct kit and the special correct footwear should be worn on the all-weather pitch. Any individual, team or group warming up outside the pitch should do so in different shoes. All pupils should routinely use the fixed shoe brushes before playing on the main surface. All spectators (including substitutes and coaches) must remain behind the white bar on the School side of the all-weather pitch.
- B Bags You should carry only what you'll need in your bag and keep other books in your locker or at home. There is plenty of opportunity at break and lunchtime to come back and change books. At all times carry your bags safely. At break or lunchtime, you must leave your bags in your lockers or in designated areas. Any bag left in a doorway or as an obstruction will be removed by staff and you should ask Reception where it might be found. In lessons, your teacher will tell you where to keep bags safely. Normally this is under your desk, but might be (eg in Science or Technology) in special areas. Never touch a bag that does not belong to you without permission.
- Buses If you, or guests of yours, need to ride on a school commuter bus, your parents must book your place well in advance with the Bursar's office.
- C Chapel In a busy School, the Chapel provides a quiet haven for pupils to pray, think, reflect and be at peace. When you enter the Chapel for a service, you should stop talking, sit in the next available seat starting from the front, and use the time before the service starts for silent contemplation.
- Chaplaincy The Chaplaincy is situated in the corridor between the Staff Common Room and the Science Department. Here the Chaplain will see individuals or groups of pupils but you should not go into the room uninvited.
- Careers The Careers Department is on the floor above the Chaplaincy, and you are welcome to use the facility at any stage in your School career. The Head of Careers will always be very happy to show you what is available.

	Car Parks	We try to limit the number of cars driving through the site, but the positioning of car parks make it impossible to prevent them entirely. Sixth Formers are strongly encouraged to park cars at the Turning Circle. The Redstone, Dome car parks and the drive are for staff and visitors only, and the Queen's car park should be used only by those coming to School after 9.30 am and leaving by 3 pm. This enables parents at Queen's House to pick up their children. The places outside Marryott House are reserved strictly for short-stay outside visitors, all of whom should sign in at Marryott House.
	Changing Rooms	The changing rooms should be used for changing. No pupils should be in there for any other reason. It is your responsibility as pupils to ensure your games kit/school kit is <u>locked</u> in your locker.
	Classrooms	There is a separate sheet titled Classroom Behaviour.
	Corridors	At busy times, please observe the guideline that you should walk on the left of any corridor. You should never sit down in a corridor but queue along a wall if it is possible. No bags should ever be left in corridors.
	Cricket square	Nobody should ever walk across a cricket square, or an outfield if play is in progress.
D	Doors	Please open doors sensibly and <u>always</u> look behind you so that you can hold a door open for those following.
	Dome	Use of the sports dome is by permission only.
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G	Grass	There are three kinds of grass in a School. Grass to enhance the environment, on which you should not walk. Examples are the Chapel lawn and the Sculpture Garden. Secondly, grass for sport (hockey pitches, cricket pitches, etc). Thirdly grass for recreation (the valley – see later).
	Guests	Treat all members of the community and our guests with courtesy: move aside in corridors; open doors; be polite; guide them if they are lost etc etc

H	Houserooms	The Houserooms serve a dual purpose as a social area and a place where pupils can engage in corporate, collaborative study. There should never be behaviour more appropriate to the games fields.
	Hygiene	Treat the lavatory facilities with care. Report problems immediately to reception. Wash your hands properly (hand hygiene is crucial in helping to curb the spread of infection).
I	ICT	The ICT rooms are available to all in the School, although priority is always given to those who wish to use the facilities for study rather than networking. Any faults in any of the equipment should be reported immediately to a teacher/sixth former in charge.
J		
K		
L	Library	In which pupils can study quietly. The Librarian welcomes all students, but will ask anybody using it socially to leave.
	Laboratories	(See Classrooms)
	Lifts	Pupils are to use lifts only with the direct permission of staff.
M	Matron	The Matron's surgery is for those who are ill, and in all circumstances (including emergencies) pupils should report to Reception before walking up to the surgery.
N	New Quad	The large open spaces now available in the heart of the school are for walking through and socialising in. No ball games or excessive running around.
O	Out of School	It is important that the highest standards of behaviour are maintained both in and out of School. Indeed, out of School (e.g. at away fixtures, concerts, or trips), the School will be judged almost solely on your behaviour and demeanour.
		No pupil in Years 11 and below should leave the school site during the school day without direct permission, and without supervision.
		Pupils in the Sixth Form may leave the site during the lunch interval only, and only after they have eaten school lunch.

Pupils who drive to and from school must not use their cars during the school day.

P	Paths and Roads	Because there is unavoidably traffic on site (deliveries, visitors to the theatre, staff parking). All pedestrians should be alert as they walk around the site and should stay on the designated paths whenever possible.
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S	Steps and stairs	As with corridors, please follow the guidelines of keeping left. Never leave them obstructed by bags etc.
	Sixth Form Centre	The Sixth Form Centre is a place for solitary or collaborative study, and the atmosphere should reflect that. Nobody other than a Sixth Former or member of staff is allowed downstairs in the Sixth Form Centre without permission. Some Year 10 and 11 pupils will have access to the seminar rooms on a regular basis for registration and tutor time.
T	Tuckwell Room (Dining Hall)	The Tuckwell Room hosts lunch for nearly 1,000 people each day. Please help the catering staff by ensuring that any mess is cleared and trays are returned. Queue in an orderly fashion, both inside and outside the Tuckwell Room, and follow the instructions of staff and dining hall prefects promptly.
	Turning Circle	During pick up time at the turning circle, pupils must be extra vigilant. You should go to the Turning Circle just before pick up time. While waiting for buses or cars, pupils must remain on the pavements, or the grassy knoll.
	Tennis courts	As with all-weather pitch, proper sports kit must be worn on the tennis courts.
	Theatre	The theatre has been described as a professional theatre in a School, not a School theatre. Hence the expectation of behaviour in there is very high. This will include never leaving a performance to go to the lavatory, other than during the interval, and never taking food or drink into the auditorium.
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V	Valley	The valley is a wonderful facility for pupils. Please show your appreciation by ensuring that all litter is brought up the slope at the end of break/lunchtime, and that the behaviour in the valley is sensible. No contact games are allowed, and no pupils are to move into the wooded area beyond the sight of Marryott House. The low ropes course and the confidence course are out of bounds.

Visitors

Be courteous and ready to offer help to visitors around the site, for example showing them to reception, or from reception to another part of school.

If adult visitors come to your class, stand for them.

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Checked by M R Streat 10/10/09