

CODE OF CONDUCT FOR GIRLS

This code has been drawn up to encourage the smooth running of the school and to promote consideration for others in school and in the community.

At Wykeham House:

- . We expect high standards of behaviour at all times both in the classroom and outside.
- . We aim to create a community where respect is shown to all its members, whatever their position, and their property.
- . Good manners and politeness are expected in all situations. Rudeness, bad language, over familiarity or cheekiness will not be tolerated.

IN THE CLASSROOM

- . You should arrive punctually at each lesson with the correct equipment.
- . When a member of staff or visitor enters a classroom you should stand up until he/she has addressed you - you should reply accordingly before sitting down.
- . You should get on with your work quietly and sensibly in lessons. You should never talk when staff are talking and should put your hand up to ask or answer a question.
- . Classroom furniture or equipment should not be moved without your teacher's permission.
- . Girls should not enter rooms, other than their own form room without permission.

OUTSIDE THE CLASSROOM

- . You should walk in a single file on the left in corridors and stairs. Whilst not expected to be silent, you should be mindful of other lessons still in operation. You should never run in the corridor or on the stairs.
- . Out of school exemplary standards of behaviour are expected. You should show courtesy to members of the public - remember that a crowd of school pupils can be intimidating. You should also refrain from eating and drinking whilst walking in the vicinity of the school. Remember always that outsiders will judge our school by your behaviour, your appearance and your actions.

ENVIRONMENT

- . Help to keep the school tidy - classrooms, corridors, lockers and playground.
- . Always leave toilets and changing rooms how you would like to find them - clean and tidy.
- . Use the litter bins and pick up any litter you see.
- . Enjoy and value the paintings, posters and work on display.
- . Enjoy the many plants and flowers growing outside; but please do not walk on the flower beds.
- . Eating is not permitted in school except in the Dining Room. During wet breaks you may, however, eat in your form room.
- . Help school to recycle paper and other materials, where appropriate.

G2 GUIDELINES FOR STAFF ABOUT GIRLS' CONDUCT

At Wykeham House:

- . All staff (teaching and support) will always expect high standards of discipline and behaviour from the girls, both in the classroom and outside.
- . We do not wish to create a repressive regime, but rather a community where respect is shown to all its members, whatever their position, and their property.
- . We should always set the example by being seen to be organised, courteous, respectful and punctual.
- . Discipline around the school should not be left to others; we all need to have an active involvement.

In the Classroom

- . Girls should arrive punctually at each lesson with the correct equipment.
- . When a member of staff enters a classroom, girls should stand up until the member of staff has addressed them – girls should reply accordingly before sitting down. If the staff feels that it is inappropriate for the girls to be disturbed from their activity (ie in the middle of a PE lesson, exam, etc.) he/she will indicate to the girls to remain seated when entering. When a visitor is speaking to staff in a classroom, girls should proceed quietly with their work.
- . It is not expected that girls should always work in silence. However, they should never talk when staff are talking and should put their hands up to ask or answer a question.
- . Desks/tables should be in an orderly fashion with seating arranged at the teacher's discretion. Some girls may work better if placed by themselves or at front or back of the classroom.

Outside the Classroom

- . Girls should be encouraged to be in single file on the left in corridors and on stairs. Whilst not expected to remain silent, they should be mindful if other lessons are still in operation. Girls should never run in the corridors or on the stairs.
- . Good manners and politeness are expected in all situations. Rudeness and bad language, even when overheard accidentally, should not be tolerated, nor should over familiarity or cheekiness.
- . Chewing gum is not allowed on the school premises or whilst representing the school.
- . Make up and nail varnish are not permitted. Any girl wearing either should be sent to the School Office where staff will arrange for it to be removed. The Office Staff will inform the Senior Tutor of this.
- . Girls with no tights or laddered tights should be sent to the School Office to purchase a new pair.
- . The only jewellery permitted is one pair of small plain studs worn in the lobe of each ear – on the first offence, ask the girl to remove the offending item and not to wear it to school again. On the second offence, the items should be handed over and placed in a sealed envelope with the girl's name on it. This should be given to the School Office for safe keeping – the Office Staff will advise the Head of the Senior School/Head of the Junior School who will arrange its appropriate return.

Dealing with Problems

- . In the first instance, staff should deal with any uniform, behaviour, or academic or discipline problems. Should they require assistance at any stage, they should refer the problem to the Form Teacher, Head of Department, Head of the Senior School, Head of the Junior School, Deputy Headmistress or Headmistress – it is often useful to discuss strategies and reassuring to know that others are probably encountering the same difficulties. Verbal reprimands, lunch time detention, after school detentions are normally sufficient deterrents.
- . When problems arise, the Form Teacher may be asked to deal with them initially. After that the Head of the Senior School, the Head of the Junior School may become involved and may choose to see the girl along with her parents. The Headmistress may also be involved at this stage, but it is important to use intermediate steps to allow the girl to improve, whilst keeping the Headmistress informed of progress. In the event of sustained misbehaviour or lack of suitable progress, the Headmistress will be in communication with parents and may in extreme cases require the removal of the girl from school.