



Code of Conduct



Good behaviour and discipline are key foundations for good education. Without an orderly atmosphere, effective teaching and learning cannot take place. We expect and insist on the highest standards of behaviour throughout our school.

Courtesy, good manners and **consideration** for others, together with self-discipline and a proper respect for authority, are encouraged at all times and are important if we are to make St. Anne's School a true, caring community. We place

great emphasis on positive encouragement and praise children for politeness and kindness to others. House points are given for outstanding work or actions.

Any serious breach of discipline or any disruptive behaviour will be brought to the parents' attention by the class teacher or the Head and an appropriate course of action will be decided upon.

All children are expected to make a full contribution to the school and support the positive endeavours of all its members. Rules are essential for the benefit of all the community and we will try to keep these as simple as possible, but we do insist that they are adhered to.

Behaviour and Good Manners

1 Pupils must observe high standards of courtesy, consideration and good manners in public places and in school.

2 All pupils must show respect to peers, teachers, and other adults and make visitors to the school welcome at all times.



3 Please and Thank you are simple courtesies, which should be used in and out of school.

4 Pupils should open doors for adults and allow adults to go through a doorway first.

5 Pupils must maintain quiet and orderly behaviour on the stairs and in school corridors.

6 Pupils must be punctual for each class and Assembly and other school events. Those who are late must volunteer an apology and an explanation.

7 Pupils who will be absent for any foreseeable reason must bring, well in advance, a written request from their parents giving the specific reason for the anticipated absence.

8 Pupils who have been absent must immediately on their return bring a letter to their teacher from their parents giving a clear explanation.

9 **Fighting and any form of bullying are forbidden at all times.**

10 Pupils must not use offensive language or gestures.

11 Pupils must behave properly when in school uniform.



12 Teachers have the right, given adequate reasons, to refuse permission to a pupil to take part in a school trip.

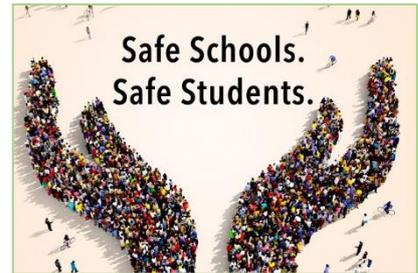


13 Correct table manners are demanded in school and pupils must leave their lunch space tidy after their meal.

14 Healthy eating habits are essential, only appropriate snacks should be brought to school.

Safety and Security

- ✓ Pupils must obey all rules on safety.
- ✓ Pupils must not interfere with fire extinguishers.
- ✓ Pupils must follow strictly and promptly the instructions for emergency evacuation **in silence**.
- ✓ Pupils must obey to the letter the instructions of their teachers in practical subjects, PE and games.
- ✓ Pupils must summon a teacher immediately when another pupil is injured.
- ✓ Pupils must report any safety hazard to their teacher during school hours.
- ✓ Pupils must not leave the school premises except with their parents or guardians (nannies). Pupils who are ill must report to their class teacher.
- ✓ Pupils are not allowed into classrooms except with the permission of a teacher and must wait in single file outside the classroom.
- ✓ Pupils are not allowed to be in the school building before 9:00 am or after 16:30 pm each day except when supervised by a member of staff.
- ✓ Pupils are not allowed to bring to school dangerous items, such as knives or laser pens, or items of value, such as personal stereos, computer games or mobile phones.



- ✓ Skateboards, roller skates, rollerblades etc. should be left in the garden area in front of the school.
- ✓ Books, bags, all articles of clothing, footwear and sports equipment should be clearly marked with the owner's name.
- ✓ Money and articles of value should be kept personally or placed in the care of a teacher; such items should not be left in cloakrooms or school bags.
- ✓ For the safety of all pupils, parents bringing children to school by car are requested to drop off children outside the school gates.
- ✓ Pupils must not run or slide in the corridors.
- ✓ In corridors and on stairs pupils must walk on the right, carry their school bags on the left and keep their hands off the walls.



- ✓ Pupils must not loiter in the corridors or toilets.
- ✓ Outer doors must be kept shut.
- ✓ Pupils must not interfere with heaters or electrical appliances.
- ✓ Pupils must not play around in classrooms (during break, lunchtime) in such a way as to cause damage to furniture, windows or equipment or to cause injury to themselves or other pupils.
- ✓ Pupils must not push or shove when lining up.
- ✓ Pupils must not climb fences or walls to retrieve footballs or any other object.



School Property, Personal Property and the Property of Others



- ❖ Pupils are expected to keep the school buildings and grounds free of litter.
- ❖ Chewing gum and sunflower seeds are forbidden in school.
- ❖ Damage to school property should be reported to the class teacher. Repair of damage and removal of graffiti must be paid for by the perpetrator.
- ❖ Pupils are expected to take good care of their textbooks and to return them to their teachers at the end of the year. Pupils who fail to do so will be required to compensate the school.

Playground Rules

- **Safety and fair play** are essential.
- **Respect each other.** Avoid bumping into or hurting others. Rough contact sports and games are not allowed.
- Report all accidents to the playground duty teacher or supervisor.
- Do not throw rocks, dirt, bags or anything that may hurt others.
- Always follow playground equipment rules.
- When the first bell rings at the end of break, it is your signal for the last chance to go to the toilet or drink water before going to class.
- On the second bell (three rings), all play must stop immediately. Go to your class line and stand orderly waiting for your teacher.



Uniform and Personal Appearance



We want our pupils to wear their uniform with **pride**. It shows that we **belong** to the St. Anne's community. Our uniform policy reflects our values and reinforces our school's culture of **high expectations** and **academic achievement**. All pupils are expected to dress according to the uniform policy; **smartness and high standards of appearance are expected**. We have a required school uniform for several **reasons**:

- ✓ Uniforms unite the school. Pupils make a commitment that when they put on their St. Anne's uniform they will abide by the rules of the community.
- ✓ Uniforms reduce distractions. When pupils are allowed to wear their own clothing, there is the potential to talk about or focus on fashions and styles rather than learning.
- ✓ Uniforms make us equal.
- ✓ Uniforms look professional. Pupils look neat and feel ready to learn. We ask parents and carers to support all decisions by school staff regarding whether clothing is appropriate or inappropriate for school.



1. **All items of uniform must be labelled.**
2. School shoes must be smart and ones that are able to be polished.
3. Hair should be one natural colour, no hair dye. The style should be appropriate for school; hair should not obstruct pupils' vision.



4. Pupils with long hair must have this tied back. This is also for health and safety reasons and prevents the spread of head lice.
5. Trampolines, patterns and sculpting is not appropriate for school.
6. Novelty headwear should not be worn.
7. Hair bands and bows should be red or navy blue to match the school uniform and a reasonable size.
8. No jewellery may be worn. Pupils are discouraged from having their ears pierced during the school year. Only simple stud earrings are appropriate for school and may have to be removed during P.E. lessons. A religious medal or cross may be worn inside the school shirt. One friendship bracelet is allowed.



9. Trainers are NOT allowed to be worn at any time other than for PE lessons and clubs.
10. Make up and nail varnish MUST NOT be worn to school.
11. Full and proper kit is required for PE lessons. Years 4, 5 and 6 must have their full uniform/full P.E. kit to change into in school on the days that they have this subject. Any pupil who forgets his uniform/P.E. kits will have to call home and have it brought to school. Pupils who forget one item of clothing e.g. socks will be made to write lines at lunchtime or breaktime.

UNIFORME NURSERY A YEAR 6		UNIFORME NURSERY A YEAR 6	
ALUMNAS	ALUMNOS		
<p> Peto a cuadros con botones y corchete (2 años a 6 años) Peto a cuadros con botones (7 años a 12 años) Camisa blanca con corchete y corchete (2 años a 6 años) Camisa blanca con corchete (7 años a 12 años) Pantalón corto azul marino (2 años a 6 años) Pantalón corto azul marino (7 años a 12 años) Chaqueta azul marino (2 años a 6 años) Chaqueta azul marino (7 años a 12 años) Zapatos oscuros (2 años a 6 años) Zapatos oscuros (7 años a 12 años) </p>	<p> Camisa blanca con corchete y corchete (2 años a 6 años) Camisa blanca con corchete (7 años a 12 años) Pantalón corto azul marino (2 años a 6 años) Pantalón corto azul marino (7 años a 12 años) Chaqueta azul marino (2 años a 6 años) Chaqueta azul marino (7 años a 12 años) Zapatos oscuros (2 años a 6 años) Zapatos oscuros (7 años a 12 años) </p>	<p>Camiseta blanca.</p>	<p>Chándal azul marino.</p>
		<p>Pantalón corto azul marino.</p>	



Keeping Green

All pupils are expected to implement appropriate procedures that reflect our desire to become a “green school”.

Reduce

Energy: We must switch off lights, computers, projectors and air conditioning units when they are not in use.

- Make sure to keep outside doors shut in cold weather.
- Turn off taps when they are no longer needed.
- The Green Team will help appoint class monitors to ensure these recommendations are carried out.

Paper: We must reduce the amount of paper we use in our classrooms by:-

- Writing and printing on both sides of the paper whenever possible.

- Filing photocopies for use at a later date.
- By sending information electronically whenever possible.
- Use the recycling bin to re-cycle our unused paper, card and magazines

Transport

- We will continue to promote walking and cycling into school.

Re-use



Food Children are encouraged to bring their breaktime snack in reusable packaging (Tupperware, not foil).

- Pupils should bring their own reusable water bottles for school trips.

- EYFS classrooms have composting trays for fruit waste.
- The Green Team will compost the remains of the fruit etc. from the kitchen.

Gardening Gardening waste will be put into the school compost bins in the allotment.

Paper Paper will be re-used within the classroom. Each class has a recycling bin for paper, card and magazines.

- Paper will be used on both sides wherever possible.

Equipment and Uniform

- Pupils should be encouraged to use tote bags instead of plastic bags.
- Outdated or unwanted equipment will be offered to others who might have a use for it.

Recycle: Paper, card and magazines are collected in bins in every classroom and office area. This will be collected on a regular basis.

- Plastics, metals, printer and toner cartridges must be recycled.

(The Green Team will continue to evaluate our recycling scheme and add to the materials for recycling when necessary.)





Respect

- All pupils are expected to learn about respecting our environment and extend this respect to the environment and all living creatures.

Assessment

- The Green Team will continue to set green targets.



Teachers will explain these rules to their classes and display the rules in the classroom.

Pupils enter St. Anne's School on the understanding that they know and will obey these rules. Breaches of the rules will be penalised on an ascending scale of sanctions.

Parents are expected to give their co-operation and support in the enforcement of the rules and of discipline in general.



Thank you for making St. Anne's a happy, safe and caring environment!