



Princethorpe College

An independent school for 11-18 year olds

School Rules 2022-2023

Behaviour

We expect pupils to behave with kindness, courtesy and tolerance, accepting the differences in each other, remembering that each person is unique. We celebrate individuality, wanting pupils to be distinctive and true to their own God-given gifts. We are particularly opposed to any form of bullying or attempts to belittle someone on grounds of ability, appearance, character, family, gender, race, religion, sexuality or wealth. We expect all our pupils to comply with the College's Code of Conduct.

Code of Conduct

At Princethorpe College we pride ourselves in providing an environment that allows pupils to thrive and grow. It is important that pupils understand what is expected from them both academically and pastorally, and our code of conduct will make our expectations clear. Pupils who follow our code of conduct will achieve the best outcomes.

We have three rules at Princethorpe College:

- 1 To be kind
- 2 To do our very best
- 3 Never put yourself or others at risk

All other expectations are rooted in these three rules.

Here at Princethorpe College we...

- 1 Maintain a high level of conduct at all times, refraining from any actions that may put yourself or others at risk of harm;
- 2 Arrive on time, fully equipped for our lessons and ready to learn;
- 3 Always wear our uniform with pride, following the uniform policy;
- 4 Listen attentively when members of staff or other pupils are speaking to the class;
- 5 Complete all tasks to the best of our ability, striving to go the extra mile;
- 6 Are polite, tolerant and courteous; we never shout out, are rude or use back chat;
- 7 Show good manners at every opportunity;
- 8 Respect the achievement of others, celebrating success and effort;
- 9 Value and appreciate our environment, ensuring it is kept litter free and devoid of damage and vandalism;
- 10 Follow our Anti-bullying Charter, maintain a positive attitude towards everyone; respect other points of view and the right of everyone to learn;
- 11 Take responsibility for our actions and behaviour.

If a pupil fails to follow the Code of Conduct, a sanction will be issued.

Behaviour Levels and Sanctions 2022/23

Please note these are currently under review and updates will be advised in the new term.

| Behaviour | Sanction |
|---|---|
| Lateness | |
| Late to lessons, tutor time, registrations, assemblies | HOH Detention > Friday detention |
| Uniform | |
| Unacceptable uniform or appearance including chewing gum | Uniform infringements - HOH detention |
| Community (refer all social time behaviour to HOH) | |
| Any anti-social behaviour such as: <ul style="list-style-type: none"> • Damage to school property • Dropping litter, damage to another person's property • Failure to follow staff instructions (social time) | In the first instance refer to HOH who will issue the appropriate sanction according to student context |
| Bullying/racial/sexist/gender/homophobic comments or threatening behaviour | Friday after school detention – suspension depending on the level |
| Misuse of ICT/Social Media | |
| Misuse of social media | Friday lunch detention |
| Serious misuse of mobile device, sexting, filming or taking of images (including on the bus) which causes upset or threat to others | Internal isolation/suspension |
| Publishing derogatory/defamatory remarks about Princethorpe College or the College community | Suspension/Expulsion |
| Health and Safety/Safeguarding | |
| Unacceptable bus behaviour, including failing to wear seatbelts throughout journey. Dangerous behaviour | Friday lunch detention |
| Leaving the premises without permission, internal and external truancy | Saturday detention |
| Dangerous driving on school site | Saturday detention and loss of permit |
| <ul style="list-style-type: none"> • Stealing from others or the school • Physical or verbal aggression • Verbal abuse of staff, including swearing • Dangerous behaviour (resulting in injury) • Inappropriate physical contact | Saturday detention and loss of permit Internal isolation or suspension: (depending on the level) |

| | |
|--|--|
| Possession or consumption of alcohol and/or drugs, smoking, including electronic cigarettes, bringing dangerous items into school e.g. penknives, pellet guns, laser pens etc. | Suspension or expulsion |
| Supplying banned items including drugs, alcohol and smoking paraphernalia | Expulsion |
| Department/Learning | |
| Homework not presented on time or not fully completed. (At staff discretion, a verbal warning may be given first) | LLC, time to complete homework |
| Repeated homework issues. | LLC, and Friday lunch detention |
| Unprepared for Learning e.g. no homework diary, equipment, books, sports kit | LLC |
| <ul style="list-style-type: none"> Failing to follow staff instructions (in class) Disrupting the learning of others | LLC, department detention, communication home |
| Non-attendance at a fixture, sport event or school event without notifying staff | LLC, and department detention |
| Persistent disruption to learning; health and safety breach; plagiarism; cheating in an exam | LLC, referral to HOD for escalation of consequence and call home |

Bullying and Harassment Behaviour

Parents should be aware of our anti-bullying charter below.

Bullying and harassment behaviour has no place at Princethorpe and bullies do not deserve to be in our school. They will be dealt with severely. Bullying can be physical, verbal or can be carried out by electronic means (cyber bullying) at home or at school.

Anti-bullying and Anti-harassment Charter

- Every member of our School Community has the right to feel happy, safe and secure;
- No one should suffer in silence – talk to a friend/member of staff;
- If you see or hear bullying or intimidating behaviour it is your responsibility to report it to an adult you trust;
- Respect people as individuals because everyone is different;
- No one should experience mental or physical abuse;
- Pupils should be aware of the consequences of their actions;
- Don't hurt people because you have been hurt.

If you have any concerns about this type of behaviour, please tell a teacher. We realise you don't like 'grassing' on others but it is for the pupil's own good in the long run and for the good of the victim.

Name calling is bullying – it is never a joke and will be taken seriously.

If you spread gossip or write any negative comments on social networking websites such as WhatsApp, Snapchat or Instagram this is unacceptable even if it takes place out of school!

The sanctions for bullying and harassment behaviour will vary from a school detention, right up to suspension or expulsion depending on the seriousness. Senior staff will decide as appropriate.

If pupils have concerns they can contact the Pupil Help Number on **0778 8340 003**.

Acceptable use of IT

Parents should be aware of the Acceptable Use of IT pupil agreement below.

Princethorpe College provides IT facilities and internet access to pupils for the purpose of supporting their education.

You should be aware of the following information, regarding IT access. This applies both to on-site and remote access to College networks and systems:

- IT and internet access is provided for constructive educational purposes;
- All internet access is filtered and monitored, whether accessed on College PCs or through the available Wi-Fi on BYOD devices;
- All College PCs and Remote Desktop sessions are monitored remotely;
- The full Acceptable Use Policy is available on My School Portal, and must be adhered to.

When using Princethorpe College PCs, Remote Desktop, BYOD or Wi-Fi access, pupils should comply with the following statements regarding internet use:

- 1 I will use IT access and the internet in a mature and responsible manner and for constructive educational purposes.
- 2 I will use my school email responsibly and check this regularly.
- 3 I will not visit illegal, offensive, defamatory or pornographic sites, nor attempt to bypass College filtering systems.
- 4 I will only access the network using my own user account and will not share my password or personal information with anyone else.
- 5 I will observe the laws of copyright and plagiarism.
- 6 I will report any online content or behaviour that makes me feel uncomfortable to a member of staff.

Bring Your Own Device BYOD

All use of devices in school (BYOD devices and devices purchased through the Digital Device Scheme) must adhere to the school's BYOD Policy. This can be found in full on My School Portal.

Key points include:

- Look after the device and store it securely when not in use.
- Only connect to Princethorpe Wi-Fi when onsite.
- Ensure the device is up-to-date and free from viruses or similar.
- Do not store any inappropriate content on the device.
- Ensure all school work is saved to your Princethorpe OneDrive or Teams.

E-Safety

Your online safety and digital wellbeing is extremely important. The College's filtering and monitoring systems aim to protect you from inappropriate and illegal content when on the College network.

However, you need to be aware of the potential dangers when online both in and out of school, and should follow the following advice:

- Ensure you speak to a member of staff or trusted adult if you are witness to, or aware of, the sharing of inappropriate content or of online bullying;
- Ensure you do not share personal information online with people you do not know;
- Keep your accounts secure and your passwords private;
- Think before you click.

The following websites can offer support and guidance if you have any concerns or questions regarding your online safety:

www.ceop.police.uk

www.thinkuknow.co.uk

www.childnet.com

Buses

Bus Behaviour

We expect all pupils to behave with maturity, courtesy and respect whilst travelling to and from school. Pupils must stay seated and wear seat belts at all times. Bags should be safely out of the aisle and not on seats; some drivers will happily let passengers store their bags in the boot or hold which is very helpful. Sixth Form students act as 'supervisors' on buses and should be listened to and obeyed. After school buses, depart from the school promptly at 3.55pm.

All bus users have a responsibility to report any concerns regarding conduct on the buses. Unacceptable behaviour on the buses is deemed very serious. Pupils could be banned from using buses if their behaviour does not meet the expected standards. Pupils misbehaving on the bus are putting themselves and others at risk. All issues relating to poor conduct or dangerous behaviour must be reported directly to Mrs Sharpe.

Use of social media

We encourage all of our parents to follow Princethorpe College [Twitter](#), our [Facebook](#) page, [LinkedIn](#) and Foundation [Instagram](#) account. We promote and celebrate lots of school activities, and it allows parents to keep up to date with all calendared events.

Social media can also cause a number of pastoral issues among pupils and we ask that parents regularly check their child's phone to ensure they are using it safely, and not putting themselves or others at risk.

We ask that parents ensure that their child is only using social media accounts appropriate to their child's age:

Facebook, Instagram, Pinterest, Tumblr, Reddit, Snapchat and Secret has a minimum age requirement of 13 years. LinkedIn has a minimum age of 14 and WhatsApp is 16 years old.

While at school, pupils who use the school Wi-Fi are protected by the school filtering system called 'smoothwall' that prevents them viewing inappropriate or dangerous materials. Pupils who have mobile internet access on their phone or hand held device will be able to view what they want unless parents have put restriction on the phone.



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