

Code of Conduct

1. Pupils must arrive punctually for school.
2. Pupils must be dressed in full school uniform on entering the building. Uniform must be clean, correctly worn and in good repair.
3. Movement around the school must be quiet and orderly.
4. Items of value must not be brought into school. If anything of value has to be brought in, please leave it in the main school office.
5. Pupils are not allowed to leave the premises, during the school day, without official written permission from Senior Staff and before signing out at the office [Sixth Form have their own regulations].
6. Pupils must only eat in designated areas. Food purchased from our catering department, must be consumed within the dining area.
7. No food or drink is to be brought into school except for fruit and water.
8. Pupils must be respectful and courteous to other pupils and never say or do anything which may be hurtful or offensive.
9. There must be no physical contact between pupils.
10. Pupils must be respectful and courteous to staff, this includes lunch time supervisors, caretakers, cleaners, office staff, librarians, etc.
11. Safe and courteous behaviour is expected on journeys to and from school.
12. Property must not be left lying around the building but should be placed in the lockers provided. If it is left, it will be removed.
13. Pupils may have their phones with them for the travel to and from school. However, the use of ALL phones will be banned and phones must be switched OFF during the school day. This includes before registration and at lunchtime [any pupil who needs to phone home, may do so via the office]. Any infringement is likely to lead to confiscation of the phone until the end of term. Pupils may use their phones on the school bus, for personal use only, such as games/music/homework. They must not take pictures or videos of themselves or of other pupils. Pupils who are found to have used their phone camera on the school bus will also have their phone confiscated.
14. Pupils must not sell any items in school [except when raising funds for charity and then only with permission].

Attendance:

15. Pupils must attend registration. If they miss registration they must sign in the late book near the office.
16. Pupils with medical appointments must bring a letter to their form teacher before the appointment and sign out at the office.
17. Parents must telephone the school office if their child is absent. An absence note is required on return.

Lessons:

Pupils must:

18. Arrive punctually for lessons with necessary equipment.
19. Line up quietly outside the room unless told to do otherwise.
20. Stand behind their chair in silence on entering the room.
21. Not shout out in class.
22. Not distract other pupils.
23. Pay attention and take an active part in the lesson.
24. Be polite at all times to staff and fellow pupils.
25. Address staff respectfully and by their correct title.
26. Use the planner to record homework.
27. Homework must be completed and handed in on time.
28. Never use offensive language.
29. Hand any reports in at the start of the lesson and collect them from the teacher at the end.
30. Take any letters home and get them signed if required.

Environment:

31. Pupils must not deface or damage school property or the property of other pupils.
32. Litter must be put in bins.
33. Chewing gum is strictly prohibited on school premises.

Environmental Awareness

It is important that the King David Schools community have an awareness and understanding of the effects of their actions upon the environment in which they live.

In order to do this, we need to take responsibility for our own actions and we need to have a sense of duty and care for the world in which we live. Wherever possible, the aim should be to **reduce** the amount of materials we use and waste we produce, **re-use** materials if we can, **restore** what is deemed to have been destroyed and **respect** our neighbours and our environment.