

WITHINGTON GIRLS' SCHOOL

PUPIL CODE OF CONDUCT



This code of conduct explains how you can uphold our school values which are:

RESPECT for self; **RESPECT** for others and Personal **RESPONSIBILITY**

Living this value means focusing on the following:

- **Self-knowledge, self-esteem, self-confidence**
- **Our relationships with and understanding of people in school and beyond**
- **Physical and mental health and wellbeing**
- **Spiritual, moral, social and cultural development**

Love of **LEARNING**

The pleasure of learning is its own reward; the value of learning and knowing how to learn sustains and enriches us throughout our lives.

Living this value means focusing on the following:

- **Curiosity and passion for the world we live in**
- **Responding to challenge and setbacks with positivity and a growth mindset**
- **Ambition to aim high and aspire to excellence**
- **Developing independence and self-motivation in your studies**

Living by these values gives everyone in our community the best opportunity to fulfil their own potential and contribute positively to the lives of others now and in the future.

Pupils, parents and staff contributed to the process of creating this Code of Conduct and all are expected to work together to ensure that everyone in our community follows this code.

These rules govern our everyday conduct towards each other. This can never be an exhaustive list and all pupils are expected to follow the spirit as well as the specific details of this Code of Conduct at all times.

DO:

- greet people warmly and remember to say please and thank you
- keep areas clean and tidy and put your litter in a bin
- hold doors open for others
- be mindful of others in your use of space, body language and speaking volume
- be empathetic and considerate of other people's points of view
- respect personal space
- act safely at all times
- speak out if you are aware others are not following this code
- be punctual
- be courteous, kind and respectful towards everyone in school when speaking face to face and online

DON'T:

- judge or behave in a superior way towards anyone else
- be rude - by shouting at, pushing or insulting others
- be mean
- laugh disrespectfully at others, for example in assembly
- form exclusive friendship groups (cliques)
- take or damage property of the school or other pupils
- disrupt lessons
- use facial expressions such as eye rolling or blanking to undermine others
- use expletives or other unkind or aggressive language
- push into queues
- touch others or their belongings without their consent
- put yourself or others at risk of accidents

MORE ADVICE & GUIDANCE:

- *Pupil Handbook*
- *Friendship Champion leaflet in the Pupil Handbook*
- *Behaviour and Discipline Policy*
- *Anti-bullying Policy*

PROTECTED CHARACTERISTICS

It is against the law to discriminate on the basis of the following protected characteristics:

- age
- gender reassignment
- marriage or civil partnership
- race and ethnicity
- sex
- disability
- sexual orientation
- pregnancy or maternity
- religion or belief

Non-inclusive behaviour from a pupil based on another pupil's protected characteristics is not allowed. Examples could include making unkind comments in person or online, using slurs, using micro-aggressions, mocking traditions or dress.

MORE ADVICE & GUIDANCE:

- *Equal Opportunities for Pupils Policy*
- *Anti-bullying Policy*
- *Safeguarding and Child Protection Policy and Procedures*

TALKING TO STAFF

All pupils should be able to identify at least one member of staff that they can share concerns with if they arise. Staff confirm with pupils that this is the case each term and help pupils identify a member of staff if they do not know who they would go to. Pupils are encouraged to talk to staff about any incidents where this code is not upheld. All staff will do their best to secure positive change with pupils when we are aware of the code not being upheld.

If you do not want to speak to a member of staff directly, visit [help.wgs.org](https://www.wgs.org/help) to report online. Anonymous reports can be made via the 'Have your Say' box in the School Health Centre.

MORE ADVICE & GUIDANCE:

- *Anti-bullying Policy*
- *Behaviour and Discipline Policy*
- *help@wgs.org*

These rules are in place to ensure an atmosphere of respect for each other across the school. Staff and pupils work together to agree these rules. As individuals at home we have the opportunity to make our own choices; as members of a community, we agree and follow a shared set of rules that are in place for the good of the wider community and the continued positive image and reputation of our school.

ATTENDING SCHOOL EVENTS

Each year, we hold events that are important expressions of our community identity. Our annual Founders' Day is a celebration of the founding of our school. It takes place during the school day and we expect all pupils to attend, with parents supporting them in this. Other events such as Open Days, Spring Fair, Citizenship Day, Sports Day and end of term assemblies are all important dates on our calendars and **all** pupils are expected to involve themselves appropriately.

Withington is a successful school because of our community and our teamwork. We expect all pupils and parents to recognise this and to understand that being a pupil at Withington requires girls and families to have a duty to our community and to opt in positively to key community events.

PUNCTUALITY AND ABSENCE

'Be here and be on time for each other'

- The School day starts at 8.45.
- Arrive on time at the start of each lesson, registration or activity and apologise to the member of staff if you are late.
- Ensure an adult has contacted attendance@wgs.org to let us know where you are or to obtain permission for you to leave school early.
- If you are absent from a lesson it is your responsibility to contact the teacher and catch up the work.

MORE ADVICE & GUIDANCE:

- *Attendance Policy*

SCHOOL CARDS

‘Having your card ready to help staff and reduce queues for everyone’

The School Card is used for safeguarding and identification purposes, signing in to school systems such as Inentry and purchasing items in the Dining Room.

- **Each pupil has been issued with a School Card and lanyard. You must wear the lanyard and card around your neck at all times.**
- **Replacement cards and lanyards must be purchased for £2 from the IT department**

FOOD AND DRINK

‘Keeping our shared facilities clean for each other’

- No food or drinks are to be consumed by pupils in any area of school apart from the Dining Room, Sixth Form Common Room and Late Stay. Any food or drink seen outside permitted areas will be confiscated. No water bottles are permitted in assembly.
- No food and drink is to be taken out of the Dining Room and Sixth Form Common Room at any time.
- No chewing gum.
- No hot food and hot drinks are to be brought into school.
- No takeaway food is to be delivered to school.
- Pupils staying in late stay or after school activities are not permitted to go off the premises to buy food.
- Separate arrangements will be made for catering for after-school events and pupils should follow instructions given.

USE OF SCHOOL SPACES

‘Keeping yourself and each other safe’

- No waiting in Reception or around the school entrance after school – all pupils should go straight to Late Stay after school and only come to the front of school when they have received a message to confirm that their lift is waiting outside.
- Pupils are not allowed to go out of school between the end of the school day and the start of any after school activity.
- Keep left on the corridors and stand sensibly in single file when waiting to enter a teaching space.

SUBSTANCES

‘Keeping yourself and others healthy and safe’

- Don’t smoke, vape, drink alcohol or have illegal substances in school.

MORE ADVICE & GUIDANCE:

- *Behaviour and Discipline Policy*
- *Pupil Handbook*

ACADEMIC VALUES

‘Think for yourself and respect the work of others’

- Don’t copy the work of others or cheat in any way.
- Respect deadlines given to you by staff and communicate in advance if you cannot meet them.

MORE ADVICE & GUIDANCE:

- *Pupil Handbook*

ONLINE

‘Keeping yourself and others safe online and supporting wellbeing’

- Pupils in Year 7-9 will be required to hand in their phone at the start of the school day and collect it at the end. Pupils in Years 10 and 11 and Sixth Form may keep their phones in bags or lockers but they must remain switched off and out of sight at all times. Any phones that are seen or heard by staff on school premises will be confiscated apart from those being used in the Sixth Form common room, Late Stay or by pupils in line with a school medical plan. School does not accept any responsibility for loss or damage to phones under these or any other circumstances.
- Do not film, take photographs or audio record others in school or when wearing school uniform, on school transport or on a school trip.
- Do not record any part of a lesson (video, audio or photograph) without specific permission from a member of staff.
- If you need to speak to a parent or carer during the school day or they need to speak to you, please contact Reception.
- As a member of our school you are required to be respectful, appropriate and kind on any and all devices you use at all times including out of school hours.
- All phones and devices brought into school can be searched by staff if it is suspected that school rules or policies have been breached.

MORE ADVICE & GUIDANCE:

- *Acceptable Use Policy*
- *Behaviour and Discipline Policy*
- *Mobile Phones in Schools Department for Education Guidance*

SCHOOL UNIFORM

'Looking smart, ready to learn and proud to be part of our community'

Our uniform provides a sense of belonging and identity for our pupils and sets an appropriate tone for education. Following the rules consistently ensures that we have an inclusive atmosphere where everyone feels safe and respected, including pupils and staff with protected characteristics.

YEARS 7 - 11

- Wear the school jacket, blouse and school skirt or trousers; the school pullover is optional.
- The length of the skirt must be no longer than mid-calf and no shorter than just above the knee (reaching the top of the kneecap). Pupils who wear skirts that are shorter than this will be issued with tights at Step 1 which will be charged to their Parents' account, as a temporary improvement until a correctly sized skirt can be obtained.
- No fleeces or sweatshirts except for PE lessons.
- Shoes must be plain navy or black, should be low-heeled and suitable for indoor wear. Boots and trainers or trainer-style shoes are not permitted.
- Plain opaque navy blue tights, navy blue ankle or knee socks without logos must be worn.
- Coats are for outdoor wear only and must be removed when you are inside and stored in your locker.
- No jewellery should be visible other than earrings. Items that are meaningful or helpful to the wearer (eg. religious symbols, religious bracelets, fidget accessories) can be worn under the school uniform, but should not be visible and must be removed for PE.
- Earrings should be studs not hoops or drops, and no facial piercings are permitted
- Nails should be natural colours and a length whereby ordinary activities such as using a keyboard are not impeded.
- No visible face make-up or fake tan should be worn.
- Hair should be natural colour in Years 7 – 11 and tied back in the Dining Room and during other activities such as PE / Science as directed by teachers. Pupils with long hair should have a bobble with them at all times for this purpose.
- Hijabs should be plain navy and tucked in neatly under school uniform.

SIXTH FORM

Girls in the Sixth Form wear their own clothes for school which should be of an appropriate style for school. More detailed guidance on items that are considered inappropriate can be found in the pupil handbook.

For formal school occasions such as Founders' Day, the Presentation Evening and the Leavers' Dinner, girls in the Sixth Form are expected to wear smart clothes.

MORE ADVICE & GUIDANCE:

- *Pupil Handbook*

WHAT HAPPENS NEXT WHEN YOU HAVE NOT FOLLOWED THE CODE OF CONDUCT:

- A member of staff will draw your attention to the issue and add a record on Daybook (step 1)
- Repeated issues such as uniform on Daybook at step 1 (5+ in a term) will be treated in line with steps 2, 3, 4 and 5 below.

In addition:

- If you are late, you will be marked late (no matter what the reason) on the register and repeated lateness will be dealt with in line with steps 1 – 5 below. We recognise that individual pupils and families are not responsible for School bus timetables and pupils will not be sanctioned for lateness of School buses.
- If staff see or hear your phone during the school day it will be taken to the Head of Years' office for you to collect at the end of the day and a record will be added to Daybook (step 1). For repeated phone issues, a parent or guardian will be required to collect your phone from school.
- Pupils wearing jewellery such as rings or hoop earrings will be asked to remove them. Pupils wearing visible necklaces can choose to hand it in or purchase a necklace extender which will be charged to their Parents' account. For repeated jewellery issues, you will be asked to hand your jewellery in for periods of time that will increase in line with the number of times you have had visible jewellery alongside following steps 1-5 below.
- If staff see food or drink being consumed outside the Dining Room, Late Room or Sixth Form common room, you will be asked to hand your items in either for disposal or collection at the end of the day and a record will be added to Daybook.
- Staff may request you to remove items of uniform that are not regulation such as socks with logos and replace them with items from school stock. A record will be added to daybook. These items will be charged to your Parents' account at the end of each term.

STEP 1: (All Staff)

Incident: When an issue is observed by a member of Staff or, following investigation, a member of Staff considers an issue is likely to have occurred, a verbal reminder and conversation is given to restore behaviour in line with this code, and a record added to the pupil's Daybook.

STEP 2: (Form Tutors)

Patterns emerging / more serious incidents: Form Tutors will be monitoring Daybook, and if a pattern is emerging where repeated verbal reminders have been given but behaviour in line with this code has not been restored, Form Tutors will intervene. This may include an apology to another pupil / member of staff and an agreed sanction such as removal of privileges or social time, or pupil report. Sanctions should be agreed with the Head of Year.

STEP 3: (Heads of Year with Form Tutors)

Clear patterns / serious incidents: If clear patterns are forming through Daybook records, or if serious incidents occur, Heads of Year will lead interventions (with support from Form Tutors). This could include restorative conversations with pupils including parents (either meeting in person, or contact via phone, email or letter). Again, sanctions may include an apology to another pupil / member of staff and an agreed sanction such as removal of privileges or social time or pupil report, and will reflect the increasing concerns about the behaviour.

STEP 4: (Senior Leadership Team with Heads of Year)

Entrenched patterns / very serious incidents: At this level, members of the Senior Leadership Team will be involved, alongside Heads of Year, for more significant interventions, which could include internal suspension (where a pupil is in school but works in a separate space from their peers).

STEP 5: (Senior Leadership Team with Heads of Year)

Repeated entrenched patterns / extremely serious incidents: Again, members of the Senior Leadership Team, including the Headmistress, will be involved, alongside Heads of Year. This will usually be relating to one extremely serious incident, or a series of more serious incidents that have not been resolved following interventions at any of the previous stages. Sanctions here could include suspension or permanent exclusion.

In the case of individual incidents of an increasing level of severity, staff may move straight on to Steps 2, 3, 4 or 5, involving the relevant members of staff.

This is applied to all pupils, equally and consistently at all times. The aim at each stage is to intervene and/or apply sanctions that will stop future breaches of the code of conduct.

WHAT HAPPENS NEXT WHEN YOU HAVE FOLLOWED THE CODE OF CONDUCT AND SHOWN BEHAVIOUR THAT IS PARTICULARLY SUPPORTIVE OF OTHERS AND OUR WHOLE SCHOOL COMMUNITY:

- A member of staff will draw your attention to what you have done well and add a record on Daybook.
- Each positive Daybook entry gains a point for your House and the winning House receives a special conduct and character cup each term.
- Your number of conduct and character house points is shared with parents and celebrated in year group assemblies.

DON'T WORRY CHECKLIST

We know it might feel like a lot to get right but don't worry – use this checklist and then enjoy your day!

- Skirt touching the top of the kneecap?
- Trousers?
- Jacket?
- Lanyard and card?
- Bobble for the dining room?
- Phone switched off and out of sight or handed in?
- Behaving respectfully?
- No visible jewellery apart from ear studs?

HEALTH AND WELLBEING

These are considered to be the main areas of health and wellbeing and we have suggested activities in school that will help you to maintain wellbeing in each area. If you have any questions about health or wellbeing, you can speak to your form tutor or a member of the health or pastoral team.

Physical and mental health and emotional wellbeing

- Engage with PSHCE and PE lessons
- Get outside at lunchtime or join a club for enjoyment and connection
- Use help@wgs.org
- Visit the pastoral team / health team or school counsellors for more advice

Protection from harm and neglect

- Read the Pupil's Guide to Safeguarding and speak to your PSHCE teacher or any member of staff if you have any questions or worries
- Engage with PSHCE lessons on relationships, families and personal safety

Education, training and recreation

- Engage with your lessons and a good range of extra-curricular clubs and activities in and out of school
- Look out for extra events, assemblies, trips and residential that will help you build your knowledge and skills
- Participate in Feel Fab Feb activities

Contribution to society

- Contribute to your form's charity event
- Join the Partnerships team in school and work on a Partnerships project
- Participate in the Duke of Edinburgh scheme
- Volunteer for a position or responsibility

Social and economic wellbeing

- Engage with our assembly programme
- Connect with others and interact positively with a wide range of pupils and staff in school
- Engage with the Futures programme and take every opportunity to develop your skills and knowledge for a successful career beyond school



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