



## Code of Conduct and Dress Code for pupils in Barnes

<b>Current Review Date:</b>	12 December 2019
<b>Policy Reviewed by:</b>	Head Teacher
<b>Policy due for review:</b>	31 October 2020

We are proud of our school, the Swedish School in London strives to give all pupils the best possible opportunity for the future. Therefore, everyone has a responsibility to behave in a way that enables them to learn, to be treated fairly and to be safe. The Code of Conduct applies to everyone in the school, regardless of their role; board members, staff, guests, pupils and their parents/families. We show this by following these rules:

1. We treat and greet people politely.\* We hold doors, keep the school tidy and show courtesy at all times.
2. We are on time for lessons and we always bring the correct materials, books and stationery.
3. Corridors are meant for walking and we keep the noise down during lesson time so as not to disturb others.
4. We are a soft drink, sweets and chewing gum free school promoting healthy habits and teeth.
5. Lunch and food are eaten in the school restaurant. Nuts and almonds are not allowed due to allergies.
6. Bicycles and scooters are pushed on the school premises and skateboards are carried.
7. We use bins for waste and we care about our own and other's things.
8. Indoor shoes are compulsory up to year 3 and recommended for others.
9. Outdoor clothes such as hats and coats are taken off indoors.\*
10. Shorts, dresses or skirts have an appropriate length and underwear is hidden.
11. Alcohol, tobacco products or smoking of any kind is forbidden during school hours and on school premises.
12. Mobile phones are not used during the school day or in the dining hall. Year 7-9 can decide if they can be used to use them during break time.\*
13. Students from preschool to year 6 stay on the school site during the school day.
14. All pupils go outside at break time. Year 7-9 can decide themselves and are allowed to be indoors and use the corridors, seating area and the gym hall (Monday–Thursday 09.50-10.10)

\* Please see the Appendix below

## **Consequences for non-compliance**

### **First time:**

Verbal warning, the class teacher/mentor is informed

### **Second time:**

Written warning, the parents are informed

### **Third time:**

Meeting with the pupil, parents, mentor and headteacher. If the unwanted behaviour or breach of code of conduct happens again, the first step the school takes is always the dialogue. If that's not enough the school will act accordingly with meetings, contacting parents and then making the necessary decisions if unwanted behaviour does not stop.

The code of conduct is produced in cooperation with pupils, parents and staff.

## **Appendix**

### **Clothes:**

- Outdoor clothes are hung in designated areas and shoes are put on the shoe racks to keep corridors clear. Sports shoes are worn for PE and students bring appropriate clothes to be able to participate.
- Preschool – year 3 shall have extra outdoor clothing at school to be able to be outside in all weathers.

### **On-site / break time rules:**

- When the school day is over, students cannot be unsupervised inside or outside the school and younger students must be picked up on time. School premises can be used by older students if the staff has given permission. When the school is closed, no students or parents are allowed on the school premises.
- The football pitch is used according to the schedule posted on the pitch. Classrooms and the library are not to be used during break time, unless permitted by staff.

### **Mobile phones and social media:**

- Staff can permit pupils to use them for school work. During the school day, they must be put away and put on silent mode. School is not responsible for student's mobile phones. Staff can take student's mobiles if instructions are not followed.
- Cyberbullying can be defined as the use of Information and Communications Technology (ICT) deliberately to upset someone else and may involve email, virtual learning environments, chat rooms, social networking sites, mobile phones, digital camera images and games and virtual world sites. To keep our students safe, we follow the same rules regarding social media as in real life and will act according to our behaviour policy upon upsetting, offensive or otherwise inappropriate material or comments on the Internet.