

Code of conduct

Kesteven & Sleaford High School is committed to achieving and maintaining the highest standards of behaviour and discipline among its students at all times. This is an essential part of our continuing drive towards academic excellence.

All students have a right to learn and students, therefore, have a responsibility to conduct themselves in a positive manner.

Students are encouraged to:

- Show respect, tolerance and consideration to others.
- Be polite at all times.
- Act in a responsible manner at all times.
- Dress smartly and be proud of their uniform, wear it adhering to the school's uniform code, including to and from school.
- Complete all work to the best of their ability.
- Show respect for other people's property / school property.
- Support each other and staff.
- Be punctual to school and lessons, be in your tutor room ready to start at 8.45am.
- Arrive at school properly equipped and ready for work.

Students are expected to avoid:

- Doing anything that may harm or offend others.
- Using offensive language.

In the Classroom:

- Ensure you have the correct books and equipment for lessons.
- Enter classrooms punctually and calmly.
- Always work to the best of your ability and complete given tasks including homework on time.
- Listen carefully – do not interrupt or speak when the teacher or a peer is speaking.
- Make sure you have permission before moving from your seat.
- Leave the lesson, when told to, in a calm, orderly manner.

Please remember:

- Eat and drink only in the designated areas – not in form rooms.
- Do not chew gum.
- Once you have arrived at school in the morning you do not have permission to go off site until 3.30pm – e.g. in the morning to go to the shops.

Non-lesson time (including to and from school)

Students in Key Stages 3 & 4 are not allowed off the premises without written parental permission and then only in exceptional circumstances. Students must sign out and sign in using the screen in reception, if they arrive after 8.45am or leave before 3.30pm.

Students represent the school whilst travelling to and from school and on school trips. Both their behaviour and appearance should be a credit to the school.

Students should leave the school site at the end of the school day and at the latest by 4pm unless they are participating in a staff supervised, published school activity. At 3.30pm students attending an after-school activity should make sure they are registered with the club.

Absences

Absence from school is not permitted except in cases of illness or in an emergency. School should be contacted on the first day of absence by telephone and in writing if absence is prolonged. Any absence not covered by a telephone call or note will be considered unauthorised and will show as this on subsequent reports/references. Telephone calls and notes should state the nature of the illness.

Due to changes in Government legislation in 2013, Headteachers cannot now grant any leave of absence unless there are exceptional circumstances. This means that parents are not permitted to remove their children during term time for a family holiday; if they do any such absence will be classed as 'unauthorised' and may be subject to a penalty notice. However, permission can still be granted for time out of school for Educational Visits and Sporting Achievement.

Notes must be brought:

- a) For medical appointments
- b) To be excused from practical P.E
- c) For inability to do homework through illness

In pursuit of values that have been outlined above there are basic student expectations to promote good behaviour. These basic expectations are reviewed annually and alterations made as necessary.

Details of Rewards and Sanctions can be found in our Behaviour Policy which can be found in the policies section of the school website.