

## Students' Code of Conduct

**Students at Colchester County High School for Girls are expected to be courteous to and considerate of all other members of the school community at all times.**

1. You are punctual for registration, all lessons and appointments. If you are late you should apologise to the members of staff concerned and give a reason.
2. You go to lessons with all the equipment and books you need. When your teacher talks to the whole class, you are silent and concentrate. If the class is asked a question, you put up your hand to answer and do not call out. You work sensibly within your class and do not distract or annoy others. A request or instruction from a teacher should be carried out at once and without argument.
3. You make careful notes of any homework set in your homework diary and hand your work in on time.
4. You move around the school in a controlled and considerate manner **keeping to the LEFT on corridors and stairs**. You help by opening doors and standing back to let people pass.
5. You come into the assembly hall in silence. You listen respectfully to the assembly. You also leave the assembly hall in silence, row by row as dismissed. You take your turn to assist with chairs after assembly.
6. You keep the school clean and tidy by placing all litter in bins and keeping walls and furniture unmarked. You do not bring chewing gum to school. You look after books and equipment.
7. You act as appropriate ambassadors for the school when on any school activity or when wearing school uniform.
8. If you are in Years 7-11, you wear correct uniform, in the correct manner, at all times and with pride. You are permitted **one small plain gold or silver stud earring** in each earlobe and a wristwatch. Other jewellery will be confiscated until the end of term. A letter will be sent home to the parents of students who persistently flout the uniform rules, and detention may be set.
9. Smoking is strictly forbidden on school premises. Matches, cigarettes and lighters are not allowed in school and if found will be confiscated and your parents informed. You may not smoke when off school premises if you are still in uniform or otherwise associated with the school.
10. Possession of, use or abuse of alcohol, illegal substances or offensive weapons on school premises is strictly forbidden and could lead to exclusion from school.
11. You keep your mobile phone switched off during the school day. **All emergency calls** must go through the **School Office during the school day**. If you use your phone in school it will be confiscated until the end of the day when you may collect it from the school office. Parents will be contacted if phones have to be confiscated more than twice. Your mobile phone and any other valuables are brought into school at your own risk.
12. You follow the ICT Acceptable Use Policy (copies available from the School Office).
13. You follow the Form Room Behaviour Protocols. You ask permission before entering a classroom if a member of staff is there. You are not allowed to play music in your form rooms at break and lunchtimes. However, the use of ipods/mp3 players is allowed on Friday at lunchtimes only.
14. **There is no excuse for rudeness, disrespect or insolence towards any other member of the school community.**