



# IPSWICH SCHOOL

## **RULES AND CODE OF CONDUCT**

### **PUPILS' RULES**

#### **BEHAVIOUR**

1. Any breach of good manners or good sense whether at school, on journeys to and from school, at events organised by the school, or when representing the school, is a breach of School Rules. High standards of behaviour are expected and bullying in any form is unacceptable. Any behaviour which may bring the school into disrepute may be considered for disciplinary action by the Headmaster.
2. Bus Prefects who travel on any bus or coach to and from school are responsible for reporting misbehaviour of members of the school on that bus or coach. Their authority extends to pupils in the Preparatory School. Pupils must obey instructions from the prefects and abide by the bus/coach rules. *SEATBELTS MUST BE WORN ON ALL JOURNEYS.*
3. Buying and selling, gambling and borrowing money are forbidden; no alcohol, tobacco, drugs, explosives, matches, lighters, vaping equipment, laser pointers, knives or firearms (real or imitation), may be brought into the school or be in the possession of pupils on the way to and from school.
4. Smoking or vaping is strictly forbidden during the school day and at all school functions, either in or out of school uniform. No pupil will smoke/vape whilst proceeding to and from school or on any school outing, fixture or other activity.
5. Pupils should not be eating and drinking in school buildings, other than in designated areas such as the Dining Hall, Donachers, the Loggia or outside picnic tables. Pupils may eat in classrooms only when they have a teacher's permission to do so. Chewing gum is strictly forbidden both in and on the way to/from school.
6. Litter should always be disposed of in the bins provided.
7. No pupil will leave the school grounds (other than for games) without the permission of one of Head of Middle School, Head of Lower School or Head of House.
8. Snowballing is not allowed.

#### **CLOTHING AND APPEARANCE**

1. Dress regulations are issued to the parents of new pupils, and included in the Lower School, Middle School and Sixth Form Handbooks. They are revised when necessary and extra copies may be obtained from the Admissions Manager. Those in doubt about the rules should consult their Head of House (or the Head of Lower School). Pupils should look smart and tidy at all times.

2. Boys will be clean-shaven at all times. Girls should not wear coloured nail varnish or conspicuous make-up. They may wear a single plain 'sleeper' in each ear, but these should be removed for games, and additional visible jewellery is not permitted.
3. All clothing, shoes and sports equipment must be clearly labelled with the owner's name.
4. Dress for away matches should be school uniform, smart tracksuit or cricket whites as directed by the teacher in charge. Tracksuit bottoms should also be worn if entering the dining halls in sports kit.
5. Haircuts should be of a conventional nature. Coloured hair is allowed provided the colour is of a subtle nature and of natural tones.

## **WHEN THINGS GO WRONG**

### **Yellow Cards**

A *Yellow Card* is issued via email to a pupil to alert them to something which has gone wrong, either academically or socially, which needs to be rectified. A copy will always be sent to parents for information. This is for information only and does not constitute a sanction.

### **Detention**

There are 3 levels of detention that can be given:

- A lunchtime detention
- An after School detention – for serious or repetitive misconduct.
- Headmaster's Detention - Saturdays from 9.00 am until 12.00 noon – for very serious misconduct.

Detentions take priority over all other School business.

For more serious transgressions, or after an accumulation of several serious detentions, behaviour may be sanctioned with an exclusion from school, which may be temporary or permanent.

## **ABSENCE FROM SCHOOL**

- Unexpected absence (e.g. illness) should be reported to School Office by email [school.office@ipswich.school](mailto:school.office@ipswich.school) or telephone (01473 408301) on the first morning of absence. In addition, a letter of confirmation of absence should be brought to the Form Tutor or Tutor on return.
- Prior permission, giving good notice, must be requested in writing from school for causes other than illness or accident; this applies to Saturday games practices and fixtures as well as to weekdays. Such absences will only be granted in the most pressing cases.
- Long Academic Leave is a privilege granted to pupils in Years 11 and 13 sitting specified external examinations. During this period, candidates need only come to school for examinations and specified co-curricular events. While at school, normal school rules and dress codes apply.

## **SICKNESS IN SCHOOL**

Pupils who are unwell should report to Matron who will arrange for them to be taken home if necessary. Pupils should not contact their parents to be taken home without permission.

## **CARS**

If pupils wish to use their cars during the school day, or for school activities, parents/guardians must:

- seek authorisation from the Head of Sixth Form
- confirm in writing that they give their permission and that appropriate insurance is in place.

Cars should be parked with consideration for the School's neighbours. Pupils cannot park in the School grounds.

## **GAMES**

1. Pupils are excused games for medical reasons only. Games excuses for day pupils must be in the form of a written note from the pupil's parents, a certificate from a doctor, or permission from Matron. Pupils 'off games' must attend the supervised off-games sessions.
2. Any pupil who is selected to represent the School is expected to attend Saturday training sessions or matches when required.
3. Studded games boots will not be worn when walking in the street.
4. Mouthguards must be worn when playing or practising hockey and rugby. Shinguards must be worn for football and hockey.
5. Day pupils changing at school should go to Notcutt's Field using the school side of Henley Road. Valley Road and Henley Road must be crossed at the traffic lights during the pedestrian phases. A school tracksuit must be worn when walking/travelling to and from school, both before and after sports activities.
6. Pupils walking between Westwood, Notcutt's Field or Ipswich Sports Club and the School should always be in pairs or small groups.
7. Any pupil selected for a School Team who is ill and unable to play should alert the teacher in charge of the team, as instructed.

## **HEALTH AND SAFETY**

Pupils should at all times endeavour to ensure that their actions do not endanger themselves or others.

They must comply with requirements to wear protective clothing, headgear or eye protection as deemed necessary by members of staff in charge of the subject or activity. Pupils must acquaint themselves with and abide by the Fire Regulations.

## MOBILE PHONES

**In the Lower School (Years 7 and 8)** pupils may bring mobile phones to School, but these are to be locked in lockers during the day. Any Lower School pupil with a mobile device on their person during the working school day may expect to have it confiscated, for collection at the end of the day, and a sanction for their behaviour.

**In the Middle School (Years 9-11)** pupils may carry their mobile phones on their person, but we expect their usage to be limited:-

- No pupil may use a mobile device in class, unless they have the express permission of their teacher (eg for taking part in online quizzes or other educational activity).
- Pupils should not be wearing headphones whilst moving around the School.
- School is not the right place for watching recreational videos, prolonged engagement with social media, and gaming; there is time outside the working school day for these activities. In general, around the School, pupil phones should not be used for any non-school activities which sustain for more than a minute at a time. This allows for a quick check of messages, taking a photo of a teamsheet, and other purposes, but discourages anti-social use. Pupils who use their mobile devices for longer than this may expect to have their device confiscated, for collection at the end of the day, and persistent infringement will result in a sanction.
- Any pupil carrying a mobile phone should put it away when they go through a doorway. This habit will encourage pupils to be engaging with the new room/setting and people who may be in it, rather than appearing rudely ignorant of them.

**In the Sixth Form, the same rules apply as for the Middle School, but these are relaxed within the Sixth Form Centre.**

## GENERAL

1. Small sums of money, calculators, mobile phones etc may be left in lockers during games or handed to the PE teacher during PE or swimming. However, the School cannot undertake to indemnify pupils/parents in the event that a locker is broken into, and for this reason pupils' parents are required to take out their own insurance for pupils' possessions. If a significant sum of money or very valuable item has to be brought to School for special reasons, it may be handed to the School Secretary in School Office for safe keeping.
2. All pupils may be subject to random drugs testing as per the School's Drugs and Alcohol policy.
3. No pupil will plug any piece of equipment into the mains in any part of the School without specific permission.
4. Cycling, skate-boarding, roller skating etc. are forbidden within the School grounds, including games fields.
5. Lockers should be used for secure storage of books, clothing etc. **Bag racks are not secure.**
6. Bags should not be left outside after School.

7. Lockers will not be accessible on Saturdays or Sundays.
8. At the end of each term all personal possessions must be removed from the School.
9. Access to School premises, including grounds, is not permitted outside school hours except for approved activities for which permission has been granted.
10. Pupils are expected to follow the Ipswich School Code of Conduct.
11. Headphones should only be worn when authorised by teachers during a lesson.
12. Pupils should follow the instructions of Prefects when they are on duty in School or on the buses to and from School. Prefects will report any poor conduct to the relevant Head of Section or Senior Deputy Head for consideration.

## **IPSWICH SCHOOL PUPILS' CODE OF CONDUCT**

This code was put together by joint groups of pupils and staff.

We have the **Right:**

- to be able to study and learn safely and effectively
- to take part in the cultural and sporting life of the School with the support of our fellow pupils
- to have our opinions listened to and to be respected by our peers and teachers
- to enjoy life at School.

We should show **Respect:**

- for fellow pupils, staff and visitors
- for other people's opinions, cultures and individuality
- for the School environment
- for other people's property.

We have **Responsibilities:**

- to know and keep the School Rules
- to work hard
- to adhere to PSC and work deadlines
- to be punctual for registration, lessons, games and activities
- to help others and to respect their rights
- to look after our belongings utilising lockers and racks when appropriate
- to behave responsibly when representing the school in the community, at sports events and on School trips.
- to be smart in dress and appearance.

We are each responsible for thinking through the implications of this Code of Conduct for ourselves. For example:

### **Helping Others**

We should be prepared to prevent or report bullying.

### **Respect for Others**

We should conduct ourselves sensibly and appropriately at School, for example by considerate behaviour in corridors and on stairs, and avoiding public displays of affection and behaviour likely to cause embarrassment or offence.

### **Respect for the School Environment**

We should keep the School tidy, and free from litter and damage.

### **Classroom Ground Rules:**

- We have the right to learn in our lessons. We have the responsibility not to ridicule others for the way they learn and not to disturb the learning of other pupils.
- We have the right to be treated with respect by everyone in the classroom. We have the responsibility to respect all others and their property within the classroom.
- We have the right to express relevant opinions and be heard. We have the responsibility to allow others to be heard.

## **RESPONSIBLE USE OF ICT**

**All members of the School community are expected to follow the ICT Acceptable Use policy.**

The main points of this policy can be summarised into the key sentences below. Users are not permitted to undertake any of the following actions:

1. Log on to the network with another user's account.
2. Log on to any WiFi other than ISwift-Students and must use their own school account.
3. Plug a mobile device directly into a physical network socket or switch.
4. Use computers or mobile devices to send offensive or harassing material to others.
5. Tamper with computer hardware or software.
6. Attempt to gain access to the local drive of any school computer.
7. Attempt to share any drives or folders from a mobile device on the school network.
8. Attempt to gain access to unauthorised areas of the network.
9. Use VPN clients or any other software attempting to circumvent the school's web filter.
10. Access inappropriate web sites.
11. Attempt to spread viruses via the network.
12. Attempt to create any type of script or executable while connected to the school network.
13. Use school computers or mobile devices for any form of illegal activity, including software and music piracy.

14. Use any software which is not installed on a school computer. This includes software stored on USB sticks/external hard drives or software downloaded from the internet which have the ability to run directly from a user's profile.
15. Use on-demand streaming sites for non-educational purposes.
16. Play games unless explicitly approved by a member of staff.

### **Notes**

1. Any Connection to external networks outside of Ipswich School such as a 3G/4G network is still subject to the terms of ICT Acceptable Use Policy while such connection is made from the school or when under the supervision of school staff, e.g. on a school trip.
2. Boarders' at Westwood have slightly relaxed internet filtering in the evenings and weekends where games are allowed during specific times. All other policies are applicable.
3. The school's web filter will block access to the network to any device if it detects certain activity including the use of TOR, BitTorrent clients, hot spot activity, Snapchat, Ultra surf or any VPN software. Access will be restricted for 30 minutes to allow you time to remove the offending software.

**Breach of the acceptable use policy may result in disciplinary action being taken.**

### **Summary Statement**

Ipswich School expects the same high standards of behaviour online and with ICT equipment as we do in all other areas of life.

Reviewed May 2021

These Rules replace previous versions and are valid until superseded.

Other Rules may be published from time to time on the Headmaster's Notice Board.