

## PUPIL CODE OF CONDUCT - INFANT AND JUNIOR SCHOOL

Policy applies from EYFS to Year 6 and to all Staff	
Date policy reviewed:	01.09.2023
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Version:	09.23 v1
Author:	Mrs Helen Tabb

Version	Date	Paragraph	Material change	Approval
09.22 v1	14.09.2022	2	Procedure for notifying the School of absences clarified.	Mrs Alice Taylor
09.23 v1	01.09.2023	N/a	No material changes.	Mrs Helen Tabb

Clifton High School is committed to child protection and safeguarding children and young people and expects all staff, visitors and volunteers to share this commitment.

### Related Policies and Agreements

Acceptable Use of Information Communication Technology (ICT) Agreement

Attendance

Behaviour - Infant and Junior School

Child Protection and Safeguarding

Child Protection and Safeguarding - Anti-Bullying

Online safety

School Uniform - Infant and Junior School

### 1. Introduction

*Positive behaviour reflects the values of the school, readiness to learn and respect for others. It is established through creating an environment where good conduct is more likely and poor conduct less likely. Positive reinforcement and sanctions are both important and necessary to support the whole-school culture.* (Department of Education: Behaviour in Schools 2022)

The purpose of this policy is to ensure that all members of the Clifton High School community remain safe and that pupils can find their individual brilliance and flourish at the School. The Behaviour policy explains the measures that are in place to support pupils and help them



understand the School's standards and exceptions; it also includes all that we do to celebrate the successes of our pupils.

High standards are expected by Clifton High School and pupils are encouraged to always give their best. All pupils are ambassadors for the School and their behaviour and appearance should always be exemplary.

Pupils should arrive punctually to all lessons, equipped and ready to learn. Pupils are encouraged to try their best in everything they do, to ask questions to further their knowledge and to challenge themselves while allowing others to do the same. Pupils must be respectful and polite to all members of the school community, celebrating each other's successes in a supportive and encouraging manner. At Clifton High School, we celebrate everyone's uniqueness and show love towards the whole school community. Pupils should treat everyone equally and ensure that they treat their learning environments and outdoor environments with respect.

## **2. Attendance**

Registration starts at 8.45 but pupils can arrive at class at 8.30. Pupils who arrive at School between 8.00 and 8.25 must go directly to Early Birds. There are no provisions for pupils before 8.00. The School day ends at 15.30 for the Infants and 15.35 for the Juniors.

Pupils must attend School regularly and it is a legal requirement of the School that pupils' attendance at School is recorded.

Absences should be notified/permissions sought as follows:

- Planned absence (including where pupils have to leave School during the school day): the parent must obtain permission from the School in advance by sending an email to [absence@cliftonhigh.co.uk](mailto:absence@cliftonhigh.co.uk) copying in the class teacher.
- Unplanned absence (i.e. sickness): the parent must notify the School by 08.40 by sending an email to [absence@cliftonhigh.co.uk](mailto:absence@cliftonhigh.co.uk) copying in the class teacher.
- Requests for an authorised absence: the parent must send written correspondence in advance to the Deputy Head, Pastoral. An absence can only be approved by the Deputy Head, Pastoral.

If pupils have to leave during the School day parents must sign their child out of school upon collection using the electronic 'sign-in' app located in the School Office. They must sign in if they return later that day.

If pupils are unwell during the School day or if pupils feel unwell during a lesson, the teacher will give permission to visit the Medical Centre. Infant pupils are escorted and Junior pupils can make



their own way to the School Nurse unless they are unfit to do so, in which case they will be chaperoned by another pupil or adult, or if deemed necessary, the School Nurse will be called to the pupil. The School Nurse may send a pupil home and will notify the School Office and the class teacher for that lesson that a pupil has left the premises.

### **3. Anti-Bullying**

Bullying is defined as the repetitive, intentional hurting of one person or group by another person or group, where the relationship involves an imbalance of power. It can happen face to face or remotely/online.

Bullying is always unacceptable and Clifton High School upholds a zero-tolerance policy to any form of bullying or abuse. Every pupil has the right to be safe and happy in Clifton High School and to be protected from feeling vulnerable.

If pupils are being bullied, or suspect that bullying of others is taking place, they should tell a trusted adult immediately. Further information can be found in the Child Protection and Safeguarding - Anti Bullying policy.

### **4. Respect for Others**

Pupils must be respectful and polite to all members of the school community. Any kind of offensive or physical behaviour towards any member of the School community is unacceptable. The use of inappropriate language such as swearing is not tolerated, whether said or written down on paper or on a screen. Pupils should treat everyone with respect, regardless of their gender, ethnicity, sexuality or belief. Clifton High School has a zero tolerance to any form of bullying. Quite simply it will not be tolerated, and any reported incidents will be investigated in line with the level approach given to the misconduct and suggested sanctions offered in the Behaviour Policy.

### **5. Uniform**

Pupils are expected to wear school uniform correctly at all times, with the exception of those days where 'non-uniform' is allowed. Further information can be found in the Uniform - Infant and Junior policy.

### **6. Work Ethic**

Pupils should arrive punctually to all lessons, equipped and ready to learn. Pupils are encouraged to try their best in everything they do and allow others to do the same.

### **7. Moving Around the School**

Pupils must show an awareness and respect for each other when moving around the School. This includes walking quietly and sensibly indoors, holding doors open for each other, letting



staff members enter first and keeping left in busy corridors. Before entering any room where a staff member is present, pupils should knock first to seek permission to enter the room.

Pupils should queue sensibly and where possible should queue in a straight line for example when waiting to enter the Dining Room.

## **8. School Environment**

Pupils must show respect for the School environment, which includes the school buildings both inside and outside, the outdoor playing and garden areas and other peoples' property.

Pupils must be responsible for and in charge of all their personal belongings and respect other peoples' property. All clothing and major items of equipment should be marked with the pupils' name. Loss or damage to expensive personal items is not covered by the School's insurance and therefore should not be brought to School.

Vandalism and the dropping of litter will not be tolerated. Pupils should keep their work areas and communal areas tidy.

## **9. Mobile Phones (and other Internet enabled devices)**

Mobile phones and other similar communication devices are not to be brought to school. If, in an exceptional circumstance a Year 6 pupil needs to bring a device to school, the parent must email the class teacher in advance and the pupil must hand the device to the class teacher at the beginning of the day who will look after it until the end of the day, when it will be returned.

## **10. Acceptable Use of Information Communication Technology (ICT) Agreement**

Email and internet access is a privilege and not a right and is provided to assist pupils with their learning and to help improve their IT skills. Pupils are responsible for the content of any email that is sent from their account. Pupils who act inconsiderately or irresponsibly or abuse the system may have use of this system withdrawn or this could result in temporary suspension or permanent exclusion. Pupils should be aware that all their school electronic communications may be monitored.

Children, when logging on to a device, will be asked to read and agree to the Acceptable Use of Information Communication Technology (ICT) Agreement. This is explained to children at the beginning of the term and lessons are delivered on online safety throughout the year.

## **11. Out of Bounds**

In the interests of safety, pupils are not allowed to enter any of the following rooms in the School without a member of staff being present:



- Science Laboratories
- Food Technology Room
- Product Design Workshop
- Swimming Pool
- Fitness Suite
- Wellbeing Suite, Climbing Wall
- Medical Centre
- School Kitchen.

Staff rooms, offices, staff toilets and staff changing areas remain out of bounds at all times.

## **12. Food**

Pupils are encouraged to eat healthily both in school and whilst on school trips. Pupils are only allowed to eat in the Dining Room and on the playground. Food should not be removed from the Dining Hall. Chewing gum is not permitted in school or in any school-related activity.

Pupils may bring birthday cakes into the School to share with their class, but cakes must not contain nuts or traces of nuts. Parents should check with their child's class teacher whether any children in the class have any other allergies.

## **13. Pupil Voice**

Being a member of Clifton High School means that pupils have the opportunity to express opinion on School matters to benefit the community as a whole. Once every half-term, pupils' views are heard in the School Council via the School Council Representative. The School Council Representatives change termly, to allow as many pupils as possible the opportunity to represent their class. The School Council is run by two teachers from the Infant and or Junior School, an Infant and Junior School Teacher. Prior to the meeting, there is a pre-meeting in which any pupil from Year 2 - 6 can attend and share their views on the upcoming School Council meeting agenda. Minutes are taken from the meetings and issues raised with relevant staff members. The responses and actions that take place are fed-back to all pupils in assemblies or class time.



**Clifton High School Pupils' Code of Conduct  
Infant and Junior School**

**Enabling you to find your Individual Brilliance in a safe and secure way**

- Speak politely to everyone and listen carefully to their responses.
- Make sure you make the most of every learning opportunity.
- Make sure you look smart and make sure you are wearing the correct uniform.
- Celebrate other people's successes as well as your own.
- Walk quietly and sensibly around the school and keep to the left - think about the space other people need.
- Listen and follow instructions from any member of staff in the school community, especially during a fire alarm.
- Respect other people's property.
- Think about the environment around you and help keep it clean and tidy. Put all your rubbish in the bin and recycle when you can.
- Act as a school ambassador both inside and outside the school.
- Bullying, of any description, is not acceptable.
- Respect and embrace other people's point of view, beliefs, and individuality.
- Mobile phones, laptops, personal iPads, or any other device are not needed in school.\*
- You must make sure you have consent from a person before taking a photograph, video, or sound recording.
- You should not post anything on a social networking site that may affect the well-being of another pupil, or a member of the school community.

\*(in exceptional cases, if a device is brought to school, parents must inform the class teacher and the device is to be kept by the teacher until the end of the day).