

## St George's School Windsor Castle Pupil Code of Conduct



This policy applies to both the Prep School and the Pre-Prep (with the exception of the EYFS).

This Code of Conduct is designed to ensure the smooth operation of the school, and to enable pupils to have a true sense of self-respect and pride in their school.

We expect all of our pupils to:

- Fully support the ethos of the school, which is one of kindness and consideration towards others.
- Show honesty, courtesy, consideration and politeness to all people in the school – teachers, gap students, all support staff, and their pupils.
- Follow all staff instructions, given orally or in writing.
- Move around the school in a calm and sensible manner at all times. Pupils should line up for lessons in single file and in silence. They should walk on the left of corridors. Pupils should hold doors open for visitors and all adults. Pupils are expected to stay within the bounds of the school, unless otherwise instructed. Pupils in the Prep School should always stand when visitors enter their classroom.
- Wear school uniform as outlined and described in the uniform list. Clothes should look neat and tidy, and pupils must aim to look smart at all times. Jewellery and makeup are not allowed in school with the only exception being a discreet watch and/or stud earrings for girls. Girls' hair should be tied back with a blue or red band or the school 'scrunchie'. Boys' hair should be above the collar, ears and eyebrows.
- Bring the correct equipment, such as pens, pencil, ruler, coloured pencils and pupil planner to every lesson (except practical subjects). Items such as chewing gum, lighters, and matches are forbidden in school. The school cannot accept any liability or responsibility for expensive items brought into school. Any pupil who brings a mobile phone/device to school must hand this in at the School Office on their arrival at school, and collect it at the end of the day. Pupils are NOT permitted to have a phone in their possession during the school day.
- Eat all food, provided by the school, in the dining room or other designated eating areas, at the times specified. Litter should be placed in bins provided.
- Be in school in time for registration which is at 8.15am for Years 3 to 8, 8.30am for Morning and All Day Kindergarten, Reception, Year 1 and Year 2. Pupils are expected to arrive on time. Day pupils are admitted into school from 8.00am

In addition, boarding pupils must abide by all of the rules outlined in the boarding house. These are designed to complement the rules set out for the rest of the school, and are to be followed for the safe welfare of all those who are resident.

## General Overview

### Prep School:

- Pupils are encouraged to achieve of their best at all times. Pupils can gain House points (pluses) for excellent academic achievement, good behaviour or specific acts of kindness/exemplary acts. There are three key stages in the achievement of pluses: when a pupil attains 40 pluses they receive a Bronze certificate from their Head of House; on achieving 80 pluses, a Silver certificate, and on achieving 120 they receive a gold certificate from the Head. A pupil who goes on to achieve 150 pluses, receives a special '150 club' certificate from the Head. During the weekly Head Master's Celebration Assembly, 'Spirit of St George's Awards' are presented to pupils who demonstrate the core values of the school: kindness, thoughtfulness, generosity of spirit and a high level of manners.
- On occasions sanctions are imposed, and we use those commonly used in other schools; a verbal warning; giving a short sanction during a break-time; a SLT lunch time sanction for pupils who have received more than two break time sanctions; an after school detention; a Report card; an internal suspension or a formal suspension from school. In extreme circumstances (which are extremely rare) a child may be permanently excluded from school. (Parents will be informed by the form tutor if their child receives a break/lunch time sanction, or from the Deputy Head if it is an after school detention or internal suspension)

### Pre-Prep:

- Positive behaviour is always rewarded by praise and recognition. Instant rewards are necessary with young children. In general terms, unacceptable behaviour will be dealt with by a quiet word; continued unacceptable behaviour will result in a child being removed from the activity in question. Apologies are always required. Serious offences will be reported to parents by the Head of Pre-Prep.

For further details on our Rewards and Sanctions, please refer to the school's Behaviour, Support and Sanctions Policy.

*It is our policy to work closely with parents in attaining the highest standards of behaviour, and we encourage close co-operation between home and school. Parents always receive a copy of the Code of Conduct policy in the joining instructions.*

Reviewed: Jan 2020 WDJG/KW/LS/EA  
Next review: Jan 2021