

## THE HAMPTON SCHOOL CODE OF CONDUCT

It is a privilege to be part of the Hampton School community. In return its members have a duty to behave in a manner which does them and the School credit. The Code of Conduct which follows is a set of guidelines and rules that apply at School, on any School activity and while travelling to and from School or any activity. These are intended to help boys and their parents maintain the friendly but purposeful ethos of Hampton School.

### Personal Conduct

Boys should be polite, helpful and considerate; they should behave sensibly and with sensitivity towards others. All boys should show a full and proper commitment to their academic studies and co-curricular activities. In moving around the School they should walk in a quiet and civilised manner. They should not run. They must keep to the left in all corridors and on stairs to enable everyone to move about the premises freely. Courtesy towards all members of staff and visiting adults should be exercised by holding doors open, giving way in corridors, etc.

***Bullying has no place at Hampton School. Incidents of bullying of any kind, including cyber bullying, will be viewed very seriously indeed and addressed under the School's Anti-bullying Policy. Anyone who suspects that someone else is being bullied or threatened, or is himself being bullied, must have the confidence to tell a member of staff immediately, whatever may have been said to deter him from doing so. He can be sure of a sensitive, caring and supportive reception by people experienced in dealing with such situations. The full range of School disciplinary sanctions may be used when the School has found that bullying has taken place. A pupil may lose his place at the School for perpetrating bullying behaviour.***

### Problems and Emergencies

If a boy finds himself in difficulty of any kind or is worried or upset about anything, whether it concerns him personally or anyone else and whether it is connected with School or not, there are many people in the School community to whom he can turn. These include Heads of Year, Form Tutors, subject teachers, the School Counsellors and the School Nurse, all of whom can if need be refer a boy for further, specialist support. Form Mentors and Prefects are also able to give help and advice.

Parents as well as boys will inevitably have questions from time to time and concerns may arise. The earlier these are raised, for example with the Form Tutor or Head of Year, the more efficiently they can be resolved. Both parents and boys are welcome to contact the Deputy Heads or the Headmaster at any time.

Parents who wish to leave messages for their sons during the day, perhaps because they are going to be late collecting them from School, should ring School Reception. These messages are posted on the display screens around School. If a boy is waiting for a parent who has not arrived, he should first

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consult the screen and then, if need be, go to Reception or the Staff Common Room and ask someone to telephone home. Boys awaiting parents can be supervised in the Library until 5.30 pm.

### **The School Dress Code**

The School sets a high value on personal appearance. The dress code applies at all times between setting off from home in the morning and returning there in the evening. The full dress code applies for sports fixtures.

#### **First to Fifth Years**

All boys are required to wear clean and tidy clothing as listed below:

1. A white shirt and the School tie. *The shirt must be tucked in and the tie must cover the top button of the shirt, which should be done up.*
2. A School blazer. *This should not be taken off without a staff member's permission (except when playing outside).*
3. Dark grey formal trousers. *Not denim.*
4. Black formal shoes *cleaned regularly* and black or dark grey socks. (Boys are not allowed to wear trainers or white/coloured socks.)

If worn, pullovers should be black with a V-neck and without a logo. (*Sweatshirts or cardigans are not allowed.*) Boys must not wear hairstyles deemed by the School to be extreme; facial hair and jewellery are not permitted (unless for religious reasons). Hair must not be dyed an unnatural colour.

#### **The Sixth Form**

Sixth Form boys are required to wear dark business suits; this must include, a formal shirt (no 'lumberjack'-style checked shirts) and a School tie. Pullovers should be plain, sober-coloured and V-necked, with the tie visible. Jackets should be worn around the School. Boys are not allowed to wear hairstyles deemed by the School to be extreme; facial hair and jewellery are not permitted (unless for religious reasons). Hair must not be dyed an unnatural colour. The School strongly advises against the wearing of tattoos. However, if a boy above the legal age does wear a tattoo it must be concealed during all School activities. Boys whose dress is deemed to be consistently unacceptable by the Head of Year may be asked to return home to change and may receive a sanction.

#### **Punctuality**

Boys must arrive in good time for all registrations, lessons and other School commitments. They must sign the late list in the Reception area if they arrive too late for morning registration, but before 9.30am. If they arrive after 9.30am they should register with Reception.

#### **School Fixtures**

Boys must give School matches top priority when asked to play for a team. They should take a full and active part in extending hospitality to visiting teams, and are expected to attend "tea" after matches: if they need to leave early they should obtain permission from their coaches. The full dress code applies for sports fixtures.

#### **Private Property**

The School cannot accept responsibility for loss of private property or damage to it. Boys should ensure that all property which is brought to School, including IT equipment, clothes and games kit, is clearly named. Losses must be reported to the teacher-in-charge of Lost Property (Mr Hurst) and referred to Form Tutors if the items remain lost. Each boy should keep valuables securely in his locker. The buying, selling and exchanging of goods at School, including food, is strictly forbidden. The property of other people must always be respected. Theft, keeping another's property or damaging it is very likely to result in a boy's losing his place at Hampton School.

Boys must not take bags into Assembly or to Lunch but should leave them in their Form Rooms. (Boys going to lunch early may leave them in the Main Hall.) Bags must not be left in corridors, doorways or stairwells but in the racks provided around the building.

### **School Property**

As members of Hampton School all boys have a duty to take care of its property and treat its facilities with respect. Any form of graffiti is strictly forbidden. Boys should not eat in Form Rooms unless permission has been given by the Form Tutor and eating in the corridors is not allowed. (Food and cutlery must not be taken out of the Dining Hall.) Boys should help keep the School tidy, in good repair and litter-free, picking up and disposing appropriately of any litter they see. Any breakages or damage must be reported as soon as possible to the boy's Form Tutor or the Bursar's Office. Textbooks and Library books are expensive and easily damaged - carry them carefully, especially to and from School.

### **The Environment**

Hampton School places a high priority on environmental responsibility, and all members of the School community are expected to do likewise.

There are some basic guidelines that all members of the School should follow:

- Switch off lights when leaving any unoccupied classroom or storeroom
- Do not leave computers on standby or with screens switched on
- Use the blue recycling bins for paper, cardboard, plastic bottles and other commonly recycled materials
- Use both sides of paper whenever possible, and do not waste paper
- Show respect for the plants and animals in the School grounds
- Do not drop litter: sufficient litter bins are provided
- Consider cycling or walking to School, or using public transport or lift-sharing to minimise CO<sub>2</sub> emissions

Recycling bins have been placed in the display area near the Design and Technology Department for the following items: printer cartridges, mobile phones, batteries.

### **Absence from School**

If a boy has a dental or medical appointment during School hours, *notice of this should be given in advance to the Form Tutor. If notice is given by e-mail, the e-mail should be copied to [absence@hamptonschool.org.uk](mailto:absence@hamptonschool.org.uk)*. The boy must sign out with School Reception when leaving the premises and back in when returning. If he is absent for unforeseen reasons, for example through illness, his parents *should telephone the School Office or e-mail the Form Tutor, copying the e-mail to [absence@hamptonschool.org.uk](mailto:absence@hamptonschool.org.uk), on that day and any subsequent day(s) until he returns*. If he has been absent (or has missed homework), he must on his return bring his Form Tutor an explanatory note signed by a parent, stating how long he has been away. (E-mail communication from a parent is equally acceptable). The provision of School holidays is sufficiently generous for family holidays to occur within them, and the dates of holidays are always published at least twelve months in advance. *Requests for absence other than for medical reasons should always be made in writing or via e-mail to the Head of Year as soon as the need for absence is known and well in advance.*

### **Boys Sick or Off Games**

If a boy is feeling unwell during a lesson or is injured during a PE or Sport lesson he should ask permission to go to the School Nurse. He should not go to the Nurse between periods without first reporting to his next teacher. If he is not fit for PE or Sport he must bring a note from his parents and

show it to his Form Tutor at registration. He should then *retain* the note to show to his PE or Sport teacher. He will then be sent to the Library, where he should give his name to the Library staff. When he leaves he must ask them to record the time. The record they keep is published daily so that Form Tutors can compare the names with the notes they have seen.

### **Travelling to School**

Parents must not drive into the School grounds to drop off or collect boys on term-time weekdays owing to the amount of traffic on site. Boys should be dropped off and collected outside the School gates only.

Boys travelling to and from School by contract coaches should behave sensibly, and in particular should observe the following points: they must always remain in their seats, are required to wear a seat belt and must make sure that the driver is not distracted in any way (by excessive noise, for example). They must leave the coach in the condition in which they find it, reporting any damage to the driver. Fellow passengers should be treated with courtesy and respect at all times. Boys may lose their place on the contract coach if they do not observe the standards of behaviour detailed above.

Any boy cycling to School is asked to wear a protective helmet, and high-visibility clothing is recommended. Lights must be fitted to bicycles. Care must be taken when cycling into or out of the School grounds. Boys must use the cycle racks allocated to them. The School cannot accept responsibility for loss or damage resulting from boys leaving bicycles in the School grounds.

Fifth Year boys are not normally allowed to ride motor scooters to School; but they may seek permission to do so from the Head of Fifth Year provided that they have passed the relevant driving test.

There is no on-site parking for Sixth Form boys. Those boys who choose to drive to School must complete a vehicle identification form and submit it to their Head of Year. Boys should park only in suitable spaces on the roads around School, showing due consideration for other road users, local residents and public buses. Cars must not be used during the School day unless the Head of Year has given specific permission for this.

Boys must not under any circumstances give lifts in cars or on motorcycles to another pupil without the explicit and advance consent of BOTH sets of parents. The driver's parents must complete the form available from the Head of Year. In the case of regular lifts, the driver must ask the recipient's parents to write to the Head of Year. Under no circumstances should any vehicle be used to carry more passengers than are covered by the insurance policy.

### **Driving Lessons and Tests**

Boys may miss lessons if their driving test falls on a School day, but must inform their Form Tutor and the relevant subject teachers in advance. Boys may only arrange a driving lesson during the School day if it is *after* their last taught lesson. If this is *before* afternoon registration they must bring in an absence note in advance for their Form Tutor. Boys may arrange a lesson at lunchtime, provided they are back in good time for afternoon registration. Boys may *not* arrange driving lessons in study periods between or before lessons.

### **Equipment in Class**

Boys in the First to Fifth Years should have the following items with them in every academic lesson: **charged** iPads, pens, pencils, coloured pencils, pencil sharpener, rubber, ruler, glue-stick, homework diary, rough work book and the appropriate text and exercise books. It will be useful to have the

following in some classes: a calculator, protractor, pair of compasses, small pair of scissors, a dictionary, whether English or foreign. Water bottles are permitted in non-laboratory lessons.

### **Homework**

Boys in the First to Third Years should do homework at home, leaving lunchtimes free for activities. Boys in the Fourth and Fifth Years may complete homework in the Library at lunchtimes if they wish. If a boy in the First to Third Years particularly needs to catch up work which he has missed, he can obtain a note granting permission to work in the Library from his Form Tutor, Head of Year or subject teacher. This note should then be presented to Library staff. During lunchtime all boys may do research in the reference section of the Library or on the Internet in the supervised computing rooms.

### **Coursework and Controlled Assessment**

Coursework and Controlled Assessment tasks for external examinations should be completed as directed by the subject teacher. Deadlines must be adhered to. If boys submit work as their own and it is subsequently found by the School to be plagiarised (for example, work that has been cut and pasted from a website), they will score no marks in that examination session for that piece of work, regardless of the consequences this may have for their final grade.

### **Detentions**

Conduct Detention (*in Room M12*) and Work Detention (*in Room M11*) take place immediately at the start of lunch. When putting someone in detention, the teacher will agree a date with him (normally the next day). Only music lessons or another detention take priority, but teachers might be willing to postpone a detention if given a good reason.

**Conduct Detention:** These are given for poor behaviour and can be set by teachers for either 15 or 30 minutes' duration. As a general rule, a 15-minute Conduct Detention would be an appropriate sanction for relatively minor misbehaviour like talking in class (after a warning), deliberately and persistently leaving a shirt top button undone, eating in the corridors, consistently forgetting equipment or a text book. A 30-minute conduct detention would be an appropriate sanction for repeated incidences of minor offences of the type listed above, or for a more significant behavioural offence (e.g. a mobile phone going off in a lesson, use of an iPad or other device at an inappropriate time, disruptive behaviour, or rudeness to teaching or support staff).

**Work Detention:** a Work Detention should be given for work-related issues only (e.g. if homework has not been completed or if it has not been done to an appropriate standard) and lasts for 30 minutes. A Work Detention is the appropriate sanction if a boy has not handed his exercise book in on time or has forgotten to do so. Boys should ensure that they have some work to do in Work Detention: often this will be to do or re-do the missing homework, but if this is not appropriate then they must bring another task to complete.

**Head of Year Detention (all Years):** Head of Year detentions take place on Fridays for one hour after School and are for more serious single offences, for an accumulation of 90 minutes of Conduct Detentions, or for a series of minor offences. They take place in Room 10 and boys have to take home a 'pink slip' to be signed by their parents.

**Headmaster's Detention (all Years):** Headmaster's Detentions are reserved for very serious breaches of the School Code or an unacceptable pattern of behaviour (e.g. persistently acquiring other detentions, consistently poor conduct or lack of co-operation). They are issued by the Deputy Head (JOM) in consultation with the relevant Head of Year. Headmaster's Detentions take place on Saturday morning (beginning at 9 a.m.) and last two hours.

**Sixth Form detentions:** Minor work related problems will often be addressed initially in subject clinics at lunchtimes or after School. Other problems, such as missing, incomplete or unsatisfactory homework might merit that a boy be placed in the Sixth Form Detention.

### **Prefects and Mentors**

Prefects and Mentors are Sixth Form pupils who have been selected to assist staff with organisation and the maintenance of good order in the School, and with the School pastoral system. They have equal status, and can be identified by the different ties that they wear. Younger boys must always follow instructions given to them by Prefects and Mentors in the course of their duties. Senior Prefects and Senior Mentors may issue a referral to the relevant Head of Year if a boy has not cooperated with a request or has broken the School Code. Mentors receive training specific to their roles as assistants to Form Tutors and Heads of Year and so that they can help younger boys who have concerns or need advice about life at Hampton. Younger boys can approach any Mentor or Prefect for information, help or support. They must treat both Prefects and Mentors with the respect that they deserve as senior boys, and will receive similar respect from them in return.

### **Notices for Assembly**

Notices for the School Captain to read out in Assembly must be handed in to School Reception by the end of the previous Friday lunchtime, so that they can be typed and printed. Notices must be approved by a member of staff before they are handed in.

### **Bounds**

*In the interests of personal safety and to protect the School from damage, the following bounds should be observed:*

- Boys should not enter the buildings or grounds before 7.30am, unless a member of staff has given permission to do so.
- Boys should have left the School premises by 5.00pm, or 5.30pm if they are working in the Library, unless they are involved in a School activity or have permission from a member of staff to stay later.
- Boys should not loiter in the area of the main front entrance of the School.
- The School roofs are out of bounds at all times.
- The buildings and grounds are normally closed at 6.00pm on School days. The School is closed at weekends and during the School holidays except for Headmaster's detentions, visits to the Library, School functions and sports fixtures.
- The hard play area adjacent to the Garrick Building may be used every school day during the Autumn and Spring Terms. No games should be played at the front of the School except on the hard play area when in bounds.
- The 3G area may be used for recreation at lunchtime but sports practices will take priority. Boys must observe the guidelines for users of the 3G facility, which are published on the notices next to the entrances and around the school.
- The Sixth Form Common Room and the adjacent rear stairway are out of bounds to all boys in the First to Fifth Years.

*The following areas may be used only with the permission of an appropriate member of staff:*

- 1) Art rooms, laboratories, kitchens, Technology rooms and the Language Resources Centre
- 2) Stores and offices
- 3) The Sports Hall, Fitness Suite (under staff supervision only), gymnasium and changing rooms
- 4) The Main Hall and gallery, Hammond Theatre, Drama Hall gallery, Music Hall, Music Technology room, Music practice rooms
- 5) The Lecture Theatre and Pavilion Room

6) The 1<sup>st</sup> rugby pitch, all football goal mouths, the cricket squares and the rock wall

The Old Hamptonians' Pavilion and Grounds are the property of the Old Hamptonians Association (OHA) and are separate from School property. You must stay within the School grounds throughout the School day although Sixth Form boys may leave the premises *on foot* during lunch break, provided that they sign out and in at School Reception. *They must not go out in a car, and must stay within easy walking distance.* They may *not* go into Kingston, Twickenham, etc. Sixth Form boys may leave School after their last taught afternoon period, provided that they have signed out with School Reception.

### **School Computers**

The computer rooms should only be used when there is a member of staff present, and the rules posted in each room must be observed. *Any attempt to abuse or interfere with the network or any School computer equipment will be regarded as an extremely serious offence and is likely to result in a boy's losing his place at Hampton School.* All computer activity in School is monitored.

### **Use of the Internet, e-mail and other forms of digital technology**

The School views very seriously any use of the Internet, e-mail and any other digital media or technology so as to conflict in any way with the School Code, to bring the School's name into disrepute, to cause hurt or distress to others (cyber bullying), or to have a negative impact on the School community in any way. Any pupil found to have misused the above technology in such a manner faces losing his place at Hampton School. The School's view applies whether or not a pupil is on the School premises, in the care of the School, wearing School uniform, on a School activity, and whether it is during or outside the School day.

The School's Acceptable Use policy appears on the School website and all boys are required to abide by it. The School monitors pupils' use of School computers and the School network.

### **Use of electronic devices**

During the School day boys are strictly prohibited from using iPads, smart phones, laptop dongles, VPNs (Virtual Private Networks) or any other means to access the Internet directly, i.e. bypassing the School's wireless network, filtering and monitoring systems, and they must abide by the School's Acceptable Use Policy. All devices should be **fully charged** at home each evening and charging cables should not be brought into School. Devices are for personal use only and must not be shared with other pupils. Failure to follow these rules is likely to result in their confiscation and a possible sanction. Boys bringing to School mobile phones, Smart phones, iPads or other tablet computers, portable music and games systems or any other electronic equipment do so at their own risk.

### **iPads**

iPads (or other tablet computers) may only be used in school for educational activities and with the explicit permission of a teacher or other member of staff. Devices must be brought to all lessons, but should be switched to "standby" or "silent" modes and remain in bags unless a teacher instructs otherwise. They should be transported between lessons in school bags, and kept in lockers when unattended. Devices may not be used in Form rooms or at other locations around the School site before school, at morning break time, or at lunchtime unless with the explicit permission of a member of staff. Failure to follow these regulations is likely to result in a sanction (usually a 30-minute Conduct Detention) and/or confiscation.

## **Mobile Phones**

**Boys in the First to Fourth Year** may keep their mobile phones on their person, at their own risk, but they *must* be switched off or on the “silent” or “standby” setting and *must not* be used during School hours unless with a teacher’s explicit permission. Failure to observe these rules is likely to incur a 30-minute Conduct Detention.

**Boys in the Fifth Year and above *only*** may use mobile phones to access the School’s wireless network during break and lunch times or during their study periods. Such devices *must not* be used, at any time, in the Dining Hall, when moving about the School buildings or in the corridors; failure to observe this rule is likely to result in confiscation of the device and a possible sanction. Access to the wireless network using such devices during lesson times by any boy *must only* be under the direction of and with the explicit permission of the subject teacher.

*Note: the recording of audio or video clips or the taking of photographs with any device (including mobile phones) is strictly forbidden during the School day, whether on or off the School premises, when travelling to and from School or on a School activity or trip, unless permission has explicitly been given by a Head of Year, one of the Deputy Heads, or the teacher in charge of the School activity or trip.*

## **Banned Items and Substances**

Boys are not allowed to bring any of the following into School, on School trips or activities:

- Illegal substances
- Illicit substances
- Alcohol
- Fireworks
- Pornographic/indecent images
- Smoking materials, including matches and lighters
- Correction fluid, diluter and similar products
- Solvents
- Aerosols of any kind
- Chewing gum
- Any kind of knife or weapon
- Laser torches
- Tins or canned drinks
- Nuts of any kind, including those in snack bars, chocolate bars and peanut butter

A search may be conducted if a member of School staff has reasonable grounds to suspect that a pupil has any of the above items in his possession, including in his locker/belongings or on an electronic device. This includes suspicion of his possessing stolen items.

## **Smoking, Drinking, Illegal and Controlled Substances**

It is important that young people understand the dangers of smoking, alcohol and controlled, illegal or harmful drugs and other substances. The School promotes awareness of these dangers through its PSHE programme. Smoking materials, alcohol and controlled, illegal or harmful substances are banned from the School premises. Their use, even when allowed by law, is prohibited during the School day, during School activities and while travelling to and from School activities.

The School follows a set of procedures carefully drawn up to ensure natural justice, consistency and fairness when handling all disciplinary matters. In the case of incidents involving illegal or controlled substances various factors may be considered, including the seriousness of the offence, the influence on others, the dangers to the community, and the reputation of the School. Mitigating factors will be taken into account. Nevertheless, any boy in possession of illegal, controlled or

harmful substances on the School premises, during School time, travelling to or from School or on a School trip or activity is likely to lose his place at Hampton School. This extends to include the use or possession or arranged purchase or sale of legal substances that replicate the effects of illegal drugs. Further, any boy guilty of involvement with such substances out of School at any time is likely to lose his place at the School should it be decided after due consideration of the facts that there was a threat to the welfare of others, or a danger to the community or to the reputation of the School.

### **Complaints and Grievances Procedures**

Should they be required, the Complaints Procedure for parents and the Grievance Procedure for boys are available on the website or from the School Bursary.

*The Code of Conduct applies to all pupils when they are on the School premises, or in the care of the School, or wearing School uniform, or are otherwise representing or associated with the School in any way; on journeys to and from School, on School trips or during School-related activities at any time; it includes conduct that may occur away from School that affects the welfare of a member or members of the School community or which brings the school into disrepute.*

### **Policies and other School Documentation**

The following are on the Hampton School website or are available from the School Bursary upon request:

- Admissions Policy
- Anti-Bullying Policy
- Behaviour, Rewards, Sanctions, Discipline and Exclusions Policy
- Complaints Procedure
- Curriculum Policy
- Details of academic performance in the previous year
- English as an Additional Language (EAL) Policy
- E-Safety Policy
- Health and Safety of Pupils on Educational School Visits Policy
- Inspection Report
- Learning Difficulties and Disabilities (LDD) and Special Educational Needs (SEN) Policy
- Safeguarding Policy
- School Contact Details
- School Ethos and Aims