



Dean Close School Code of Conduct

All pupils must know and, when under school jurisdiction observe, the Code of Conduct which is mainly a positive framework within which we live and work together for the benefit of the community as a whole. They must also know and observe the codes of their Houses.

The best form of discipline is self-discipline. With this in mind, pupils are expected at all times to show courtesy and respect towards all members of the school and wider community, to behave responsibly, to work to the best of their abilities, and to conduct themselves in everything they do so that they enhance their own reputations and uphold the good name of the school. Recognition of each other, no matter how brief, is important, as is a warm welcome towards all visitors.

Any breach of common sense, good manners, respect for others and their property, and any improper behaviour may be considered to be a breach of the Code of Conduct.

1 Academic Work: To learn to work to the best of our abilities is one of the main reasons for being at Dean Close School. Lessons must be attended.

- Pupils' behaviour in class is expected to be of the highest order. Disruptive behaviour will incur severe consequences, as it will in the Library which is a haven of peace where silence reigns.
- Pupils have a responsibility to be constructive and positive in all aspects of their work. Academic tasks (e.g. classwork, prep, coursework, etc.) must be completed thoroughly, neatly and promptly.
- Pupils work in their own studies or Common Rooms or the Library during study periods. Some pupils may be required to work under supervision.

2 Appearance: The way in which we present ourselves is of fundamental importance to how we get on in the world.

- Pupils must dress in line with the clothing regulations (published separately), clean and tidy with collars and ties properly done up and shirts or blouses tucked in.
- Day pupils travel to and from School in School dress and behave at all times, on and off the premises, as befits members of the School.
- Best Dress is worn on all formal occasions, for Theatre events and as directed.
- Official games kit is worn for all school matches and practices. Shirts are tucked in and socks are up at all times, on and off the pitch.

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*HsM is the abbreviation for Housemaster or Housemistress

- Extremes of fashion in any aspect of appearance are not permitted.
- Casual clothes may be worn from 6pm (4pm on Saturday) but not for plays, concerts, etc, when best dress is usually worn, or for official School events in the evenings.
- Hair must be clean and tidy. It must not be dyed nor cut in an extreme style. Boys' hair must be clear of the collar and ears, sideburns must not come below the level of the lower ear, and boys must be clean shaven. Girls' hair must be clear of the face and shoulders and tied back during the School day and official events.
- Girls' jewellery conforms to the clothing regulations.
- Boys may not wear jewellery except for a single finger ring and identi-bracelet in the Sixth Form.

3 Chapel: The School is a Christian foundation. Attendance at Chapel, which is the whole school coming together as a community to worship on a regular basis, is compulsory on weekdays and on certain Sundays.

- Chapel is a place for worship and quiet contemplation. There should be no talking in Chapel before or after services. Pupils are asked to keep quiet from the moment they enter the cloisters (the covered area outside Chapel) or the staircase to the gallery.
- We have a tradition of joining in the hymns, listening thoughtfully to scripture and sermons, and participating when possible (e.g. by saying 'Amen' at the ends of prayers).

4 Sporting and Cultural Activities: Pupils have a responsibility to take advantage of the many facilities and activities as a positive educational opportunity.

- All pupils take exercise as required by the school.
- All pupils dress for games in the regulation kit which is worn correctly (see Appearance above).
- Boots are not to be worn to and from pitches, nor to cross the Shelburne Road, nor on the School's paths and drives. Mud must be removed on the grass and not where people sit or walk.
- Pupils are expected to participate in cultural activities and to support them through attendance if not directly involved.
- Behaviour in the Bacon Theatre and at cultural events, which are nearly all open to the general public, must be of the highest order, showing due regard for others and for the excellence of the facilities. Mobile 'phones should be switched off at all these occasions.

5 Relationships: Friendships made at School will hopefully last for life. However, it is important that relationships are based on mutual trust and respect, and on a recognition that each and every one of us is a person of equal value.

- Bullying of any sort is strongly condemned and completely unacceptable
- Public displays of private affection are strongly discouraged and pupils are asked to maintain a discreet gap between each other at all times.

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6 Bounds and Leave: For the safety and well-being of Pupils and of those who work at Dean Close School, certain Bounds and rules for Leave have to apply.

(a) Bounds:

- Boarders may not leave the School grounds in the day or the House at night without HsM's permission. This also applies to day Pupils from the time they arrive at School to the time they go home.
- Houses and house facilities other than your own are out-of-bounds from 6.30pm to the start of break the next day. Visits to other houses are by invitation only.
- Casinos, clubs and betting shops are out-of-bounds. Licensed premises may be visited by Sixth Form with HsM's permission (according to the law of the land); but anyone in the Vth and below may only visit licensed premises, with HsM's permission, in the company of a parent/guardian/ adult in a position of responsibility
- DCPS is out-of-bounds unless visiting with the permission of both your HsM and the appropriate member of DCPS Common Room. It is not to be used as a short cut to Lansdown Road.
- The Staff Common Room is out-of-bounds to all pupils who must wait by the Secretary's office to see members of Common Room (but not in the first 10 minutes of Break).
- Other places out-of-bounds except in authorised circumstances include:
 - (a) the Kitchens and the Maintenance Buildings
 - (b) the laboratories and IDT Centre
 - (c) the area beyond the Music School and Brook Court
 - (d) The Bacon Theatre
 - (e) The Tuckwell Theatre and beyond
 - (f) all roofs and lofts of school buildings
 - (g) the Swimming Pool, the Climbing Wall
 - (h) all lawns and the gardens between the Shelburne Rd drive and the Brook
 - (i) the Range, the Signal Box, the wood behind Brook Court
- Pupils are asked not to sit on the ground in the Quads where there are benches and low walls upon which to sit.

(b) Leave:

- Permission is always asked from your HsM or delegated tutor
- Town leave may be given between 2pm and 6pm in the week and 1.30pm and 3.30pm on Sundays. Town leave on Saturday afternoons and at other times is for Sixth Form only at HsM's discretion. School commitments always take priority.
- Leave Out with parents or guardians is at HsM's discretion, though to stay somewhere overnight requires documentation, so please consult your HsM days in advance
- Permission to miss school (e.g. late return, early departure, absence during term) is sought in the first instance by consultation with HsMs, who will need time to consult colleagues; it will require an approach from parents/guardians to the HsM by email/fax/letter; and the Headmaster's decision is final in such cases
- Pupils are expected to attend all meals, lessons, activities and games/exercise unless excused by Sister or HsM.
- Pupils will attend Roll Calls and Sign Out and In under House arrangements. Day

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Pupils should only be in School after 6.30pm on weekdays and on Sundays with HsMs' permission.

It is a common courtesy, expected of all pupils, to excuse themselves to the appropriate member of Common Room when a lesson or activity has to be missed for whatever reason; and to ask permission to attend in clothing (e.g. games kit or casuals) that would not be normal for a lesson or activity.

7 Cars, Motorcycles and Bicycles: these are considerable hazards and the school takes seriously its responsibility to try to protect Pupils from injury.

(a) Motor vehicles:

- Boarders do not keep cars or motor vehicles of any sort at school
- Day pupils may drive to and from School, using only the Hatherley Rd drive and parking on the car parks, other than that by the Climbing Wall, provided that the Deputy Head has received written permission from parents on the standard form for this purpose.
- For a scholar to be a passenger in a car driven by another scholar also requires written permission from the driver's and the passenger's parents on the standard form. Pupils need written permission from their parents on the standard form to be driven in a car by a recent OD. Permission will not be given for pillion passengers.
- Boarders must have HsMs permission to be in a car driven by another scholar during term time.
- Pupils' cars must not be used during the School day or on School activities without prior reference to the Deputy Head.
- The School reserves the right to ban pupils from driving in the School grounds if they break the rules or drive carelessly, and to consider more severe restrictions in extreme cases

(b) Bicycles:

- Boarders in the Upper Sixth Form may cycle into town; however, bicycles are not to be borrowed. Day pupils may cycle to school subject to the following
- Cyclists enter the School grounds by either the Shelburne Rd drive or the Hatherley Rd entrance. Bicycles are not to be ridden in the school grounds
- Bicycles are left locked in the racks provided by the Gym or the Bursary and nowhere else. They must be in roadworthy condition, including lights, marked and registered on a form with the HsM.
- Cyclists must conform to safety regulations laid down by the school. Helmets and luminous bandoleers/top clothing must be worn.

8 Property: Respect for one's own and other people's property and workmanship is a fundamental responsibility of all pupils

- Please respect the hard work done by those who work in the kitchens, and by those who maintain the School and its grounds, by being polite, grateful and thoughtful. Do not drop litter and keep the School clean, tidy and free from vandalism, graffiti and chewing gum
- All clothing and personal property must be marked and must not be 'borrowed'. Do not take property belonging to others - that is theft

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- Take good care of personal property, do not leave temptation around, and report any losses immediately
- It is inadvisable to have more than a few pounds on you. Do not leave money or valuables unattended in Changing Rooms, studies or anywhere else - take them to games with you. The Gym/Pool Changing Rooms are very open to the public and particular care should be taken to leave nothing of value there. The School does not insure your personal effects and cannot take responsibility for anything you may lose
- If you damage or lose any of the School's property, please report it immediately to your HsM.

9 Mobiles and ICT: Responsible use is encouraged and abuse is discouraged. Please refer to the Acceptable Use policy (below) for the use of the Computer Room, of laptops and the internet, and of the Library's computers. In general, please observe the following rules:

- The use of mobile 'phones is restricted to times out of class/prep/activities and to use in private. Please move quickly to a discreet place to use your 'phone.
- Mobile 'phones can only be used, with the permission of the teacher in class or library. Mobile 'phones must be switched off in the Chapel, Theatre, Dining Hall and in any place in which they might cause disruption. Boarders may not use them, for purely social purposes, during prep nor after lights out. Photographs/videos, etc should only be taken with permission; there are legal implications to taking/using/sending images (eg Child Protection, Copyright Law).

10 Prohibitions: In addition to certain things prohibited in 1-9 above, a community has to forbid certain activities in the interests of the well-being of both individual members and of the community as a whole. These include:

- The possession of firearms, ammunition, knives, offensive weapons, fireworks, and inflammable material.
- The possession of illegal drugs and the abuse of solvents. Drug detection tests are used.
- Smoking or the possession of tobacco. The School campus is a No Smoking zone for everyone. Smoking in or around a School building is regarded as a very serious offence.
- Pornographic material; spitting; swearing; gambling; chewing gum.
- The possession or drinking of alcohol, except on authorised occasions.
- Buying and selling from/to each other without authorisation by a HsM.
- Private electrical items such as toasters, kettles, heaters and TVs; any electrical items belonging to Pupils may be used only when approved by the HsM **and** tested (and labelled as tested) by the school electrician.
- Eating and drinking outside except in the area immediately around the Tuck Shop and in Morning Break. No food, drink, cutlery or crockery should be taken out of Dining Hall unless authorized.
- MP3 players must not be used outside the House. Music should never be loud enough to disturb anyone else.
- Climbing, dangerous activities, swimming and other water-based activities must take

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place only under qualified supervision.

This Code of Conduct has been drawn up in consultation with Pupils, parents and Common Room with the well-being of the Pupils and the functioning of the school in an orderly and disciplined way as its main concerns.

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