

Standards of Behaviour

All staff at NHGS are concerned that high standards are maintained. An orderly and efficient environment contributes to the well-being of everyone in the school and requires the co-operation of all. Care of oneself and concern for others underpin the organisation of the school. Below, you will find the NHGS Rules, Lesson Code of Conduct and Circulation Routine. The School Rules and the Lesson Code of Conduct are also printed in the Student Planner for 2016 –2017.

SCHOOL RULES

Safety, security, and the school's reputation depend upon your behaviour and appearance. The school rules apply to students when they are at school, travelling to and from school, representing the school in sports and other activities, and when they are taking part in school visits and trips.

- All students are expected to show proper consideration for other people and for property.* Students should always be honest, helpful, courteous, respectful and responsible.
- All students must observe the Lesson Code of Conduct and the Circulation Routine at all times.
- Full school uniform is to be worn correctly in school. Sixth Form students must adhere to the Sixth Form Dress Code.
- Students must stay within the school grounds. Only students who have been given prior permission to leave the school premises may do so.
- Cigarettes, alcohol, and any illegal and / or dangerous substances are forbidden to all students, both on the school premises and on the journey to and from school.
- No item which is deemed to be dangerous** must ever be brought to school.
- No item must ever be used as a weapon***.
- Chewing gum is not allowed in school.

* This rule refers to the Governors' Charging Policy, which enables the Headteacher to charge any students for damage which is caused deliberately or carelessly.

** The following is a list of items which are deemed to be dangerous. This list does not constitute a comprehensive list and is to be regarded as guidance only.

Firearms	Air weapons	Knives of any sort
Fireworks	Lighters	Matches

***A weapon for these purposes is any item which can be used or can be adapted to be used to threaten or cause actual or perceived injury to any person.

LESSON CODE OF CONDUCT

In order to achieve the aims of the school, students must conduct themselves sensibly during lessons. **You are required to ensure that your behaviour and attitude supports you and the learning of others:**

- Arrive promptly and properly dressed at the start of each lesson. If you are late, apologise to the teacher and give your reasons.
- Bring everything you need for each lesson, including your Student Planner and rough book. Keep your Planner open throughout the lesson, using the colour coded pages to show your level of understanding.
- Wait outside classrooms in an orderly manner until rooms have been vacated and the teacher has given you permission to enter.

- Stand quietly at your work place until the teacher asks you to sit.
- Ensure that your classwork and homework is completed to the best of your ability and handed in on time.
- Remain silent when the teacher is talking, or when other students are making a contribution to the lesson, and listen carefully.
- Put up your hand before you ask or answer a question; never call out.
- Work responsibly and considerately with your classmates at all times. Do not distract or annoy other students.
- Pack away your books and materials only when instructed to do so by the teacher. The bell is a signal to the teacher, and not to you.
- Leave the classroom tidy, and exit in an orderly manner.

CIRCULATION ROUTINE

Arrival at School

Students may only enter the school grounds by the proper entrances. They must not climb over the wall and walk across the grass nor climb the fences.

Buses will be disembarked in the lower bus bay and students will then make their way via the path into school by an official entrance. Students arriving by car should be dropped off away from the main gate so as not to clog the entrance, particularly after 8.00am. **Cars transporting students must not be driven into the school grounds in order to allow them to alight.**

Students may enter school from 7.45am onwards. They should go to their form rooms, or the Dining Room and must behave in a sensible and responsible manner.

Only Sixth Form students may use the Darwin Sixth Form Learning Centre (DSFLC) except those students who have a timetabled lesson in the Centre and then students must use the link on the first floor. All facilities, the toilets and the Finches Diner in the DSFLC are specifically for the use of Sixth Form students and staff only.

Breaks and Lunchtimes

Students should go outside at break and lunchtime unless the wet weather bell has been rung. They should go out immediately without lingering in classrooms, cloakrooms, toilets or corridors.

Use of Yards

MUGA – ball games allowed for Years 7 to 9 on a rota basis when practices allow.

Enderby Yard – Years 7 – 11.

East Wing Yard - ball games allowed for Years 10-11 only.

Students in Years 10-13 may also use the grass banks and the adjacent field when permitted. Students must not go beyond the fence boundary. Students will be informed when this is allowed. In all areas, students are expected to show consideration for others and not to leave litter. Food must not be taken outside but eaten in the designated dining areas.

Entry from Yards

A member of staff and prefects supervise entry to the school and students should wait until the bell signals the end of break/lunch or they are told to enter. Students to enter by one of four doors:

Technology Block Rear Entrance

East Wing

Lower Foyer Entrance

Language Centre Entrance

**Students to enter through the door at break which is nearest to the teaching room they are in
Period 3**

At the END OF THE LUNCH HOUR:

Students to enter through the door at the end of the lunch hour which is nearest to their

registration room. Students should ensure that they arrive at their tutor group room for registration to start at 12.59pm:

Technology Block Rear Entrance – those students with lessons/registration in: T1; T2; TG1; TG2; TT; TF; TRM

East Wing – those students with lessons/registration in: E4; E5; E6; E7; E8; E9; E10; E11; E12; SL2, CL; AD2

Lower Foyer Entrance – those students in Years 7 to 11 with lessons/registration in: ACL; APL; SL3; BL; ABL; E3; SL1, PL; M15; M17; M18; M20; M21; M22; M23; M24; SF1; SF2; SF3; SF4; SF5, Gym, DRA, M13, M14, MR1, MR2, Sixth Form students may use the DSFLC.

The Graham Maslen Languages Centre – LC1, LC2, LC3, LC4, LC5, LC6, LC7, LC8

Only those students using the MUGA should use this entrance if they have lessons/registration.

Changing Rooms Entrance – those students with lessons/registration in: Gym; DRA; M13; M14; MR1; MR2

All other students should enter the school using the entrance in the Lower Foyer.

Hartley ICT Suite

Those students with lessons in ICT1 and ICT2 should NOT go through the Technology Block or the Enderby Wing.

Students must wait outside the entrance doors and not try to enter until the duty staff member is present. Prefects will be on duty in the East Wing Yard or Middle Yard by the doors. Students should wait at the bottom of the steps, outside the entrance to the Lower Foyer, until they are invited to enter. Students should enter in an orderly manner into the building. Outside coats must be removed on entering the building. Students who have a form room in the Technology Block, or a lesson during period 4 in the Technology Block, may move to this area at the end of break or lunchtime via the Upper foyer. The drive and car park area at the front of the school must not be used during session times. The main entrance into the Upper Foyer may not be used to enter school at the end of break or during lunchtime.

Wet Weather Routine

On wet days, students should use the following rooms:

At break

- The room in which students will attend period 3.
- Students who have lessons in the laboratories or ICT rooms during period 3, should go to the main Hall.

At lunchtime

- Forms should occupy their own form rooms.
- Forms which cannot occupy their own rooms may use other form rooms occupied by the same year group.
- If available, the Hall may also be used.

Students should not loiter in corridors, toilets, or cloakrooms during indoor breaks and lunchtimes. TWO BELLS at the start of break or lunchtime will indicate that students must stay indoors. Students must be on their best behaviour during indoor breaks and lunchtimes, and must show care and consideration for the room they occupy, and for the other people using the room.

Movement around the school

- Students should walk quietly around the school, in single file where appropriate, and on the left hand side of corridors or stairways. There should be no running anywhere in school.
- Students wishing to enter rooms should wait until all the previous occupants have left before attempting to do so.
- Students waiting outside rooms should do so quietly and in an orderly queue.
- Students accessing rooms in the Technology Block should be mindful that this is a narrow

corridor and should avoid congestion.

- At lunchtime, Year 7 should line up from the Dining Room doors along the main corridor outside the Staff Room. Year 8, 9 and 10 students should enter at their appointed times through the door into the Lower Foyer. The queue should extend from the bottom of the steps along the side of the Hall.
- The gates beyond the Technology Block must not be opened at any time during the school day, except in cases of emergency.

Leaving School at 3.00pm

- Students leaving school at 3.00pm to catch M1 to M9 will go directly to the bus bays at the **front** of the school.
- The lower bay (the one nearest the Technology Block) will be for M2, M3, M7 and M8.
- The upper bay will be for M1, M4, M5, M6 and M9.
- The M22 and Twin Valley buses will wait on Moorbottom Road to the left of our main steps. Students for these services should board immediately after the end of school.
- Students for the yellow bus services using the bus bays can board immediately in an orderly manner.
- Late bus M25 will stop on Moorbottom Road to the left of our main steps. This service is to Town and runs at 16.20 and 16.50.
- Students who need to wait in school after 3.00pm should go to the Dining Room or LRC until 4.30pm.
- Students who are being collected by car at 3.00pm should arrange a pick-up point in a road not adjacent to the school.
- Students who need to stay in school beyond 4.30pm, who are not involved in an organised activity, should come to the Upper Foyer and inform the office staff of their name and their planned collection/leaving time. They will then be directed about supervision. Students are expected to behave responsibly. Students must not access other areas of the school without permission.
- Students who use the 525 to town should wait at the bottom of the ramp until the yellow buses have left.

Crossing Patrol

Students accessing the service buses, meeting parents, or who are walking home, will leave by the main steps and cross Moorbottom Road, if required, at the Crossing Patrol. Students must obey the instructions of the Crossing Patrol Person. Parents are asked not to come into the school yard at 3.00pm or park at the main entrance. Parents must arrange to meet the students away from the immediate environs of the school.

EVACUATION PROCEDURES

A clear and concise procedure is published and displayed in all areas. In the event of fire or other emergency, students are told to alert the nearest member of staff to raise the alarm. The nearest fire alarm should be activated. When the fire alarm sounds (a continuous ringing of the fire bell), students should leave the building by the nearest exit or alternative if that is blocked and make their way to the assembly point on the school field. They must not stop to collect anything. Fire exit routes are displayed in all rooms. They must line up in an orderly manner in tutor groups across the middle of the football pitch. They must behave sensibly, remain silent and listen carefully to instructions and must not move until instructed.

Please note:

- Evacuation procedures are practised regularly – they are taken seriously.
- Any interference with fire safety equipment will be considered very serious and will be dealt with very severely.

STUDENT COMMUNICATION

Use of email to contact staff

Recently school email has been used more frequently as a means of contact between students and staff. This can be very useful and students are expected to check their school email daily. However to avoid staff receiving many unnecessary emails, students should think carefully about whether an email is the most appropriate way to contact a teacher. If they do email a member of staff, students

should only use their school email account and should write the email appropriately, in a formal way, addressing the teacher politely. Lower School Student Progress Tutors will discuss this with students and provide examples of good practice.

Some staff may encourage students to email them with issues whilst others may prefer other forms of communication and students should listen carefully to individual instructions from staff. Some staff choose to read and reply to emails outside of school hours, however staff are not expected to do this and therefore students should not expect or demand a response from staff on an evening, weekend or during holiday periods.

When emailing teachers, students should follow the guidelines below:

Think carefully about whether the email is necessary.

Leave enough time for the teachers to reply.

Address them formally using their title and surname as you would if you were speaking to them face to face.

Write in formal standard English – it should not be written as if it were a text message to a friend.

Use appropriate politeness markers such as “please” and “thank-you”.

Use your full name and form.

Should not expect or demand an instant reply.

Some departments are beginning to use department Twitter accounts as a further means of communicating with students. This has proven to be very useful in encouraging independent learning and directing students to further reading and resources. Students do not have to have a Twitter account to access this information and subject staff will share the details of this with students.

Misuse of ICT

Mobile phones, tablets, MP3s etc may only be used before 8.20am outside, during the lunch hour outside or after 3pm outside, unless a teacher specifically gives students permission to use devices in a lesson to assist with learning (BYOD). Note that devices cannot be used during registration, at break time, in the corridors whilst queuing for dinner or in the dining room.

At any point during the school day or their journey to or from school, students should not;

- use devices to take a photograph or video of themselves, a fellow student or member of school staff, unless it is as part of a school work assignment
- send or share a photograph or video of themselves, a fellow student or a member of school staff by text, email or in any other way
- upload a photograph or video of themselves, a fellow student or a member of school staff to the internet, for example to Facebook, Instagram, Snapchat, YouTube etc
- comment on or tag a photograph or video uploaded to the internet of themselves, a fellow student or a member of school staff
- post any kind of comment on the internet about a fellow student or a member of school staff that may cause upset to anyone (if it isn't something a student would say to the person in front of a parent or teacher it should not be posted on the internet)
- mobiles or other devices should not be lent to anyone and students should keep all log in addresses and passwords secret.

We also strongly advise students follow these rules out of school hours.

If a student is involved with misuse of ICT leading to bullying or upset of another student, school sanctions will apply in line with the school behaviour policy. This may include misuse of ICT outside of school hours if the incident involves other students from NHGS.