

The Wordsley School - Pupil Code of Conduct

DOS

- Arrive on time for am and pm registration and to all lessons.
- Pupils must be on site by 8.30am and at their form room by 8.35am for morning registration. Pupils must arrive for afternoon registration at their form room by 1.15pm. If you arrive after the end of am registration or after your assembly has started, you must report to the Pupil Reception Office.
- Remove outdoor coats, hats, scarves and gloves on entry to the school building. These items must **NOT** be worn at any time whilst in the building.
- Come to lessons with all necessary equipment; pens, pencils, ruler, rubber and scientific calculator.
- Have your Standards Card with you at all times.
- At break and lunchtimes pupils should leave the school building (unless the bell rings to signal a wet break). Pupils should remain in designated areas – not near cars or at the front of the main school building. Ball games are only to be played on the school field or MUGA.
- Walk in corridors and keep to the left.
- All rubbish should be placed in the bins provided.
- Uniform - make sure shirts are tucked in with the top button fastened and ties are full length and fastened up to the neck. Full uniform must be worn in school and on the way to and from school. Trousers must be plain, loose and black. Skirts should be knee length and made of non-stretch material. Socks should be white or a plain, dark colour and not made of fluffy material.
- Pupils are allowed to drink water in lessons with the permission of the teacher.
Respect all members of the Wordsley School community, both within school and on your way to and from school.

DON'TS

- Hairstyles e.g. extreme carving, unnatural colours or shaving etc, are not permitted.
- The only jewellery allowed is one finger ring and one small stud (6mm max diameter) in each ear. Pupils are not permitted to wear bracelets, however, one named charity wristband is allowed. No style of "stretchers" are allowed. Other visible piercings including tongue studs or facial piercings are not allowed.
- No make-up to be worn in Years 7, 8 and 9. Discreet makeup allowed only in Years 10 and 11.
- Nail extensions (of any kind) and false eyelashes/eyelash extensions are not permitted.
- Mobile phones are not permitted to be used in school. If a mobile phone is seen or heard, or if it is clear that a pupil has been using their mobile phone, it will be confiscated and can only be collected by a parent/carer after 3.05pm. Smart watches are also NOT permitted.
- Chewing gum is not permitted in school.
- You must not eat or drink on the MUGA.
- Pupils are not allowed on the school site out of hours unless they are attending an authorised activity.
- Baseball caps, denim jackets and hoodies are not permitted (hoodies are sweatshirt type tops with or without a zip). In addition, tracksuit tops and/or similar sportswear are not permitted outside of P.E. lessons, unless directed by a member of staff.
- Energy and sports drinks are not allowed in school. Any pupil found consuming this type of drink will have it confiscated, including at break and lunchtime.

INFORMATION

- If you need to leave school during the school day for an appointment, you must provide proof of your appointment to the Pupil Welfare Manager. On the day of your appointment, you must sign out at the Pupil Reception Office.
- If you need to leave school for any other reason during the day you will need to report to the Pupil Reception Office. Permission from a parent/carer will need to be granted BEFORE you are allowed to leave.
- Pupils may only eat in the dining room or outside in designated areas; not in corridors or classrooms.
- Pupils wishing to cycle to school must ensure their parent/carer has completed and returned a consent form, have a bike lock and wear a cycle helmet on their journey to and from school. Bikes must be dismounted at the school gate and locked in the designated area. The bike area is out of bounds at all times during the school day.
- Eligible pupils who wish to come to school on a motorcycle, must receive written permission from the Headteacher first.