



An Daras Multi-Academy Trust

*St Stephens Community Academy*



## Basic Code of Conduct Guide for Academy Users

### Basic “non-negotiables” for all users

Everyone who is on the academy site, **parents, local governors, directors, staff and pupils** are expected to abide by the following the Basic Code of Conduct non-negotiables set out below:

- Academy and class rules will be followed at all times.
- Everyone should be treated with respect and spoken to in a polite manner.
- Bad language is always unacceptable and will be treated as serious misconduct
- Aggressive attitudes or speech is always unacceptable.
- Walk sensibly about the school.
- Leave the academy site quickly and orderly if so directed by a member of academy staff
- School property must be cared for and any accidental damage reported immediately to a member of staff.

### What can parents do to help their children do well at school?

- Talk to your child about what they have done at school. Show them that you are interested and value their education.
- Hear them read daily and praise their efforts. Make reading time fun not a chore.
- Help them with their homework by encouraging them to do it and providing them with a quiet place in which they can work.
- Ensure that your child wears the correct uniform and has a full PE kit in school.
- If you have a problem, or need help with anything to do with school please make an appointment and come in and talk to us about it. We would rather deal with things at an early stage.

❖ *See our Home School Agreement for further details.*

### What can pupils do to help the school be an effective learning environment?

#### **Basic Key Stage 1 – Infant Rules**

- Do as you are asked
- Be polite
- Be caring

#### **Basic Key Stage 2 - Junior Rules**

- Follow instructions with thought and care
- Show good manners at all times
- Care for everyone and everything.

### ***Playground Rules – Infant and Junior***

- Behave in a way that is safe for everyone.
- Speak to each other in a polite manner.
- Look after playground equipment share and use it with care and return it when you have finished.
- Look after and care for each other at playtimes.
- Fighting and bad language are never acceptable.

### ***Dining Hall Rules – Infant and Junior***

- Line up sensibly and quietly both before you come into the hall and as you queue to be served.
- Be polite to the lunchtime supervisors, the cooks and other pupils.
- Speak quietly to your friends and at your table. Do not shout across to children in the line or at other tables.
- Sit down at a table sensibly while you are eating.
- Hold cutlery properly and don't talk while there is food in your mouth.
- Put your hand up and ask one of the lunchtime supervisors if you need something or wish to leave your table.

### ***Sanctions for Pupils***

- Children who break playground rules are stood on the terrace to miss all or part of their playtime.
- Children who misbehave in class may receive a lunchtime detention or after school detention.
- Children who are disruptive may be sent to another class, a senior member of staff or the head of School.
- Serious misbehaviour such as bullying, violence and aggressive behaviour is logged separately and monitored. Parents will be contacted if their child is involved in these types of anti-community behaviour and appropriate sanctions will be applied.
- If we are having problems with your child then we will contact you as parents and may draw up a contract that we ask you as the parent, the child and ourselves to sign and agree.

❖ ***We believe everyone has the right to learn and to enjoy school. See our Behaviour and Anti-Bullying Policies for further information.***

