



# BEECHWOOD

## *Sacred Heart School*

### **BEECHWOOD PREPARATORY SCHOOL CODE: FOR PUPILS AND PARENTS**

High standards of behaviour are expected at Beechwood; the School prides itself on the friendliness and politeness of its pupils. Beechwood is a community where anti-social behaviour of any kind is not tolerated. At all times pupils are expected to respect their environment and to show thoughtful and appropriate consideration for each other and for all the staff, both academic and domestic.

**Courtesy and Consideration:** Courtesy should be shown at all times towards visitors and staff.

**The door should be held open** and adults allowed through before pupils. It is important that our boys and girls should be aware of others and should put the needs of others before their own. **Our older pupils in Key Stage 2 are expected to stand** when an adult enters the classroom.

**Good manners** are a vital part of a child's education and *'Please'* and *'Thank you'* are encouraged at all times. Similarly, when an adult name is known, pupils are expected to use it; e.g.: *'Good Morning, Mrs Cutts'*, otherwise a cheerful *'Good morning'* will suffice.

Pupils are also expected to observe polite table manners.

**Pupils are expected to move quietly** and sensibly from one room to another. Running in the corridors is dangerous and could cause an accident.

**Alarms** If the fire alarm goes off during the day, everybody must leave the School by the nearest exit and walk in silence to the Paddock Lawn. Pupils should line up in Forms to be registered by their Form Tutor.

**Break and Lunchtime:** Pupils are not allowed in School buildings during break and lunchtime without permission.

**Chewing Gum:** Chewing gum is forbidden at all times.

**Illness:** If a pupil is unwell during class, a First-Aider will be alerted and the School Nurse (Matron) will be informed. Matron will attend if needed and if available and she will contact parents if a pupil needs to go home.

**Language:** Swearing and bad language are offensive and are not allowed at any time.

**Leaving School Premises:** No pupil should leave the School premises during the day without bringing a note from his or her parents. Pupils are not allowed to leave the building on their own at the end of the day.

**Out of Bounds:** Pupils should not enter the following areas unless invited by a member of staff:

Head of Prep's study

Laundry, Kitchen and Store Rooms

All offices

Staff room

Kitchens, stores and wash-up, Laundry

Boiler rooms

Administrative corridor

The Orchard

The wooded areas behind the Music Department; The back gate and beyond the Paddock Area

Lower Games Pitch

Pony Walk

PE Store Room

Music Room

Design Technology Room

Science Labs

Media Room

Stuart House and its grounds

The Terrace above Fountain Lawn

### **Personal Appearance**

Shoulder length hair should be tied back off the face.

Boys' haircut should be no less than a *number 3*.

Red or navy hairbands only can be worn.

Apart from a watch, jewellery is not permitted in School. If girls have pierced ears they may wear small gold studs. No other body piercings are allowed.

The wearing of nail varnish is not permitted.

All jewellery is the responsibility of the owner and must be removed for PE lessons. The School cannot accept responsibility for its loss or damage.

### **Our expectations of Parents**

At Beechwood we value our strong relationship with parents and carers. Together this helps us achieve the very best for the children in a mutually supportive partnership between parents, class teachers and the school community. As a partnership, our parents understand the importance of a good working relationship to equip their children with the necessary skills for adulthood. For these reasons we continually welcome and encourage parents or carers to participate fully in the life of our school. To truly create the best outcomes for children requires the relationship between home and school to be based on the principles of care, integrity, trust and mutual respect. The maintenance of this relationship is important to ensure that a child or children are safe (please read our Safeguarding Children policy) and not open to undue distress and anxiety.

Parents, carers and visitors are reminded:

- To respect the caring ethos and values of the school.

- That both teachers and parents need to work together for the benefit of their children.
- Approaching school staff for help to resolve an issue is done in an appropriate manner. If a pupil relays an issue or concern at home, especially about another pupil or a lesson, it is important that the parents contact the school first to discuss the matter. Contacting other parents or asking other pupils can lead to confusion, misinformation and sometimes unnecessary conflict. The class teacher, the Form Teacher or the Head should be the first point of contact in this instance.
- All members of the school community are treated with respect using appropriate language and behaviour.
- The school needs to work with a child in order to clarify their version of events in order to bring about an appropriate solution to an issue.
- To correct their child's actions especially where it could lead to conflict, aggressive or unsafe behaviour – both on and off the school premises.
- To use other strategies rather than using 'staff' as threats to admonish their children's behaviour. • Staff will normally respond to emails within 24 hours during school terms. It is important to remember that teaching and child supervision are the priorities in a school's working day. Face to face contact is encouraged and welcomed to build the relationship and aid communication.

In order to support a peaceful and safe school environment the school will not tolerate parents, carers or visitors exhibiting the following:

- Disruptive behaviour which interferes or threatens to interfere with any of the schools operation or activities anywhere on the school premises.
- Any inappropriate behaviour on the school premises.
- Using loud or offensive language or displaying temper.
- Threatening, in any way, a member of school staff, visitor, fellow parent/carer or pupil.
- Damaging or destroying school property.
- Sending abusive or threatening e-mails or text/voicemail/phone messages or other written communications to anyone within the school community.
- Defamatory, offensive or derogatory comments regarding the school or any of the pupils/parent/staff, at the school in any media including social media sites.
- The use of physical or verbal aggression towards another adult or child.
- This includes physical punishment against your own child on school premises.
- Approaching someone else's child in order to discuss or chastise them because of the actions of this child towards their own child.
- Smoking, taking illegal drugs or the consumption of alcohol on school premises. (Alcohol may only be consumed during authorised events).

Should any of the above occur on school premises or be contained within communications listed above then the School may feel it is necessary to take action by contacting the appropriate authorities and/or sadly, consider withdrawing their child's place with immediate effect.

Thank you for abiding by this policy in our school. Together we create a positive and uplifting environment not only for the pupils but also all who work and visit our school.

*reviewed September 2017*