

# STUDENT CODE OF CONDUCT

## 1 Introduction

- 1.1 Wymondham College is a community which places a strong emphasis on consideration for others, good manners, smart appearance and hard work. Being a member of this unique community is a privilege and this privilege brings responsibilities with it. All members of the College community and others with whom we come into contact deserve respect and appreciation. The attitude of the whole community should be guided by the three Cs:

Care                      Consideration                      Courtesy

- 1.2 We all have a duty to preserve the good name of the College, to care for the fabric of the College buildings and the appearance of the College grounds and to act in an environmentally responsible manner.
- 1.3 The Code of Conduct for Students sets out the basis of how those responsibilities are to be discharged. These apply at all times when students are in the care of the College and at other times when they may reasonably be associated with it

## 2 Behaviour

- 2.1 Nothing must be done by any member of the College community that will adversely affect the right of any other member of the community to enjoy and benefit from being a member of the College, or which may expose them to harm.
- 2.2 In particular, the College will not tolerate:
- 2.2.1 Bullying in any form, whether physical, verbal or emotional
  - 2.2.2 Rudeness, violence or disorderly conduct
  - 2.2.3 Theft or damage to the property of others
  - 2.2.4 Disruption of any kind to lessons or other activities
  - 2.2.5 Insolence or disobedience towards those in authority
  - 2.2.6 Tampering with fire safety or security equipment
- 2.3 Smoking is not permitted at any time and students must not have cigarettes, matches, lighters or associated materials in their possession or be in the company of anyone who is smoking.
- 2.4 Students must not bring alcoholic drink onto College premises or consume alcohol except under the supervision of a member of staff at a meal where the Principal has approved the serving of alcohol. Students may consume no more than two units of alcohol at such an event.
- 2.5 Sexual activity involving students is a breach of the College Rules. Any student entering an area of the College designated for the use only of the opposite sex, or introducing a visitor into such an area is liable to permanent exclusion from the College.

- 2.6 Students must not possess or use any illegal drug. Any student who becomes involved with illegal drugs in any capacity is liable to be permanently excluded from the College.
- 2.7 Students must remain in house or designated house area unless attending lessons and meals or unless their absence has been approved by a member of staff. Students must keep within bounds at all times. The College bounds for students are displayed in each house.
- 2.8 Students must respect the privacy of others within the boarding house and elsewhere.

### **3 Classroom Conduct**

- 3.1 Students must always behave in a manner which supports their learning and that of other students and shows respect to staff and guests.
- 3.2 They must come to lessons promptly, properly equipped, prepared to work and properly dressed.
- 3.3 They must enter the classroom in an orderly fashion and take care of the classroom and equipment
- 3.4 They must respect each other and each other's property.
- 3.5 They must raise their hands when they need help or to seek permission to speak.
- 3.6 They must work quietly when required to do so and complete tasks to the best of their ability.
- 3.7 They must follow the instructions given by staff to safeguard their safety and ensure that they learn properly.

### **4 Appearance**

- 4.1 Students must dress in accordance with the College Dress Code. Clothing must be clean, neat, tidy and be worn modestly. Hair must be of an acceptable style and long hair must be tied back when required. Highly bleached or unnaturally dyed hair is not permitted.
- 4.2 Make up and jewellery, where worn, must be unostentatious.
- 4.3 All students must accede to the reasonable requests of staff with regard to appearance.

### **5 Students' Property**

- 5.1 Students have a responsibility to safeguard their own property as well as to respect the property of others. All property and clothing must be clearly marked with the name of the owner. Lost property should be handed to Reception where all losses should be reported.
- 5.2 Substantial sums of money should not be kept by students but should be paid into the Finance Office or handed to the Head of House for safekeeping.

- 5.3 Students may not bring to College any weapons, solvents, fuel or other dangerous articles. Students may not have in their possession any material of a pornographic, defamatory or otherwise offensive nature.
- 5.4 All electrical equipment must be registered with the Head of House and be submitted to regular PAT testing. Any equipment which fails a PAT test or which is not submitted for testing may be confiscated by the Head of House and disposed of at his/her discretion.
- 5.5 Mobile phones must be kept switched off during assemblies, lesson times, activities, prep and after lights out. They must not be used in the Refectory or the Library or at any time when forbidden by a member of staff. Mobile telephones and other equipment capable of taking and transmitting images are not allowed on the College site except with the permission of a member of staff for a specific purpose.
- 5.6 Students' property is brought to College at the risk of the owner and must be insured by students or their parents.
- 5.7 Students may not buy and sell possessions except with the approval of the Head of House or as part of an approved College activity. Students may not lend or borrow money or valuable items other than in exceptional circumstances and with the approval of the Head of House.

## **6 College Premises**

- 6.1 All students must take care of the College buildings and grounds and do nothing to cause avoidable damage. The writing of graffiti is forbidden. If damage occurs it must be reported at once to the Bursar or to the Head of House if in a Boarding House.
- 6.2 Students are expected to do their utmost to act in an environmentally responsible manner. Students must not drop litter and should take the initiative in clearing up any litter that they see around the College site. Students must use the facilities provided to recycle drinks cans and other recyclable items. Lights and other electrical equipment, including computers, must be turned off when not in use.
- 6.3 Students must respect wall displays in classrooms and corridors and protect them from damage. The chewing of gum is prohibited.

## **7 Food and Drink**

- 7.1 Students must attend all meals to which they are entitled. Queuing for meals must be orderly and good manners must be observed once inside. Food, cutlery and crockery must not be removed from the Refectory.
- 7.2 Food and drink may not be consumed outside boarding houses except with permission on special occasions. With the permission of the class teacher, students may consume drinking water from a clear plastic bottle with a sports cap in lessons.

## **8 Information Technology**

- 8.1 Students must use the Information Communication Technology infrastructure of the College responsibly and according to the Information Communication Technology Policy. Students must not create, possess, transmit, access or attempt to access material of a pornographic, defamatory or otherwise offensive nature. They must not use the Information Communication Technology infrastructure of the College in any way which jeopardises the privacy or safety of others.
- 8.2 Every care must be taken to avoid introducing viruses or causing any other damage to the College network. Students must not interfere with computer hardware, attempt to override the network security measures or perform any other unauthorised action using the College's computers or network.
- 8.3 Students using their own computing equipment in College are subject to the same rules as those using equipment provided by the College.

## **9 Plagiarism**

- 9.1 Students must not copy, or attempt to copy, material from another pupil or any other source and represent it as their own unaided work. Students must respect the copyright of published material. Any infringement of this rule in relation to examination work will be reported to the appropriate awarding body and may result in disqualification from some or all public examinations.

## **10 Punishments**

- 10.1 No form of physical punishment is allowed in the College.
- 10.2 All punishments imposed by staff must be recorded.
- 10.3 All punishments imposed must be fair and proportionate. An appeal against a punishment may be made to the Principal but an appeal does not prevent a punishment taking effect immediately it has been imposed.
- 10.4 The Principal has the authority to exclude a student from the College either temporarily or permanently or to exclude a boarder or day boarder from the boarding accommodation of the College. A student may be subject to an internal exclusion for serious breaches of classroom discipline.