



Heston

COMMUNITY SCHOOL

Code of Practice with 'Bye-Laws'

'Professionalism:

It's NOT the job you DO, It's HOW you DO the job. '

Unknown Source

This Policy is founded within our School ethos which provides a caring, friendly and safe environment for all members of our community.

Reviewed: January 2009

1.0 Entitlement to Fair Treatment

- 1.1 All members of the School Community deserve to be treated fairly.
- 1.2 If a problem arises, the views of all those involved in the problem will be sought.
- 1.3 In the case of an argument or fight, witnesses will be asked to write down what they have seen and heard so that a full picture of the incident can be drawn.

2.0 Entitlement to Respect

- 2.1 Every individual is entitled to express her/his opinion.
- 2.2 Every individual is entitled to her/his own space.
- 2.3 Physically aggressive behaviour is not acceptable.
- 2.4 The School celebrates its diversity. Every individual has a unique combination of abilities and skills regardless of social, family, cultural or religious background and brings with them their own interests.
- 2.5 Every individual must be valued for who they are and helped to develop to their fullest potential.
- 2.6 The School's structure and systems will be reviewed regularly to ensure an ethos in which each member of its community is valued as being equal but unique.

3.0 Entitlement to Feel Safe

- 3.1 Bullying, in any form, will not be tolerated. Anyone experiencing such behaviour should report it AT ONCE. It is much easier to tackle this problem at its start. The School cannot take action if such action is not reported.
- 3.2 Staff and Sixth form students must wear identity badges at all times.

- 3.3 Anyone expecting a visitor should inform the School's Main Office where a Diary will be kept.
- 3.4 All visitors to the School should report to the School's Main Office, state the purpose of their visit, whether or not they have an appointment and, where applicable, with whom. Where appropriate, visitors will be asked to sign in and given an official visitors' badge. When the visit has visitors should return to the School's Main Office in order to sign out and return their badge. Students and staff should direct any strangers to the School's Main Office.
- 3.5 To prevent congestion in corridors and on staircases, everyone should KEEP TO THE LEFT.
- 3.6 No-one should go on to the Junior School playground or use the Junior School's gateways.
- 3.7 Two-way radios will be used by staff when patrolling the campus. Receivers will be in the School and Business Manager's Offices.

4.0 Health and Safety Regulations

- 4.1 Dress and Uniform Codes should be adhered to at all times.
- 4.2 Protective clothing must be worn in appropriate lessons.
- 4.3 No-one must touch fire fighting equipment or alarms unless there is an emergency.
- 4.4 No-one is allowed to smoke in any part of the School campus and staff should be also be aware of their responsibilities as contained in the School's Smoke Free Policy, where they are not allowed to smoke at the Main Entrances to the School or across the front of this School's campus or that of the Infant and Nursery School.
- 4.5 Any student who brings an offensive weapon to School will be permanently excluded.
- 4.6 When walking around the campus, everyone should use the pathways, wherever possible.

5.0 Entitlement to the best possible opportunities to develop skills to the full

- 5.1 Everyone should come to School with the correct equipment for lessons. For students this includes a suitable bag, Student Planner, pen, pencil, ruler, exercise books, text books, worksheets, files, protective clothing and PE kit, as appropriate.
- 5.2 Everyone should use the School's equipment and resources carefully. Resources borrowed from the School remain the School's property and must be returned, in good condition, before leaving the School altogether or by the stated time.
- 5.3 All teachers have a right to teach and all students have a right to learn in a calm and ordered environment.
- 5.4 No-one has a right to disrupt teaching and learning through inappropriate, silly and unacceptable behaviour or selfishness.
- 5.5 In order to support a positive and safe learning environment, staff may move or group students as appropriate.
- 5.6 Everyone should arrive punctually for the morning and afternoon sessions and for all other lessons, school events or activities. No time should be wasted on corridors or in classrooms or in people needing to enforce these expectations.