



Merchant Taylors'
School

MTGS Code of Conduct (Pupils)

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| Policy owner: | MTGS Head and Academic Director |
| Type of policy: | Procedure |
| Regulatory Body: | Department for Education / Independent Schools Inspectorate |
| Relevant Legislation / Guidance: | n/a |
| Last reviewed by / date: | Head of Girls' School October 2022 |
| Last approved by / date: | Executive Head November 2022 |
| Next review due: | September 2023 |
| This version published: | 3 |
| Circulation: | ✓All Staff ✓All pupils ✓Parents' via the website |
| Linked Policies: | <ul style="list-style-type: none">• Anti-Bullying Policy• Equal Opportunities Policy (Pupils)• ISI Handbook for the Inspection of Independent Schools September 2022• 'Behaviour and Discipline in Schools' DfE January 2016 |



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1. Introduction

The basis of all good behaviour is a need for mutual respect. Pupils attending MTGS have a right to expect a well-ordered environment which is conducive to study. This right can only be provided in circumstances where all individuals accept their obligation to honour the Code of Conduct. The essence of which lies in the School's Values of:

Ambition

We want pupils at Merchant Taylors' School to become the best version of themselves by developing existing talents and discovering new ones. We live in a world which demands flexibility, creativity, resilience and critical thought and we want them to step into it with confidence, ready to shape the future and be open to a lifetime of new experiences. We offer an educational experience which is powered by enthusiastic and engaged pupils who are guided by talented and dedicated teachers whose aim is to identify and unleash each child's unique gifts.

Character

We are a community which believes in mutual support and cooperation based on the Christian principles of compassion, respect and integrity. We believe that children flourish in a kind and caring environment where they feel safe and well supported so that they emerge as confident, kind and thoughtful individuals. We believe that the way we act and behave is more important than what we achieve.

Excellence

Quality is part of our school's DNA. At Merchant Taylors' School we strive for excellence in every aspect of school life by challenging pupils and staff to aim high and seize the opportunities on offer. We strive for academic excellence but also believe in the development of the whole person, whether they excel in sport, music, drama, the creative arts, CCF or in service to others.

The school regularly reinforces these Values through assemblies, the PSHE programme and targeted workshops.



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2. General expectations of all pupils

All pupils are expected to be mindful of how they conduct themselves in a number of key areas:

2.1 Attendance

All pupils must:

- attend on every occasion that the school is in session, unless ill, or unless prior permission has been given;
- arrive in school no earlier than 8.00am, unless involved in a supervised school activity;
- arrive for a school or section Assembly by 8.50am;
- bring a note of explanation from a parent/carer to their Form Tutor immediately on return to school after every absence; attend all classes, Games and activities as shown on individual timetables;
- remain on the school premises until the end of each school day (Sixth Form pupils are allowed to leave the school grounds at lunchtime but must return promptly for the start of the afternoon session);
- if feeling ill during the course of the school day, go to medical room for medical assistance. If the school nurse is not available they should go to the reception to ask for a first aider. Going home without permission from the School Nurse or a senior member of staff is not permitted;
- if present in school but unable to take part in a PE lesson, bring a letter of explanation from parents/carers to the appropriate member of PE staff;
- request permission from teachers prior to being absent from class; wear uniform in line with School Uniform Regulations at all times when uniform is worn.

2.2 Attitude and behaviour

All pupils must:

- set high standards of behaviour for themselves, both inside school and on the journey to and from school, or when involved in school activities;
- take responsibility for their behaviour, attitude and appearance at all times;
- show courtesy and consideration for all other pupils, teaching and support staff, and visitors to the School at all times;
- observe and adhere to all safety instructions given to them;



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- arrive in each class on time, with the correct materials and resources and with all necessary preparatory work and homework completed on time to the best of their ability;
- follow instructions given by all teachers, support staff and members of the Sixth Form Senior Committee at all times;
- take responsibility for their own possessions and belongings, ensuring that where possible, all are clearly marked with their name; report any accident or breakage immediately to a member of staff;
- take responsibility for valuable possessions brought into school.
- Pay heed to the School's Mobile Phone and AUP Policy

Pupils must not:

- use offensive language or act in an offensive or violent manner towards any other person;
- bring into school any item or substance which will contravene school regulations such as alcohol, illegal drugs or any substance which has an intoxicating or hallucinatory effect (smoking and vaping is strictly forbidden in all circumstances, both inside school and on the way to and from school and school activities);
- borrow, use or take away any item belonging to another person without clear permission;
- intentionally damage School property or that belonging to another person;
- eat or drink in class, assembly, corridors, locker areas or in study areas (pupils are permitted to drink still water in class only with the permission of their teacher);

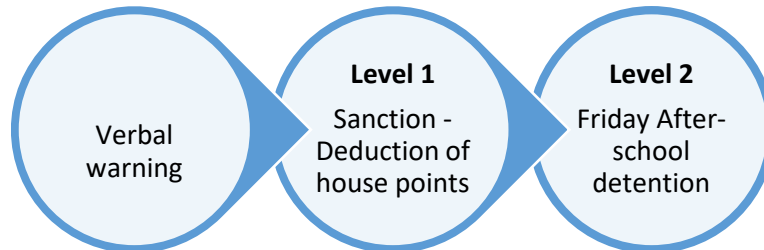
3. Sanctions for lateness and uniform infringements

Pupils who persistently ignore uniform rules will be required to change and borrow from the second-hand uniform store, they may also be sent home to change and return that morning.

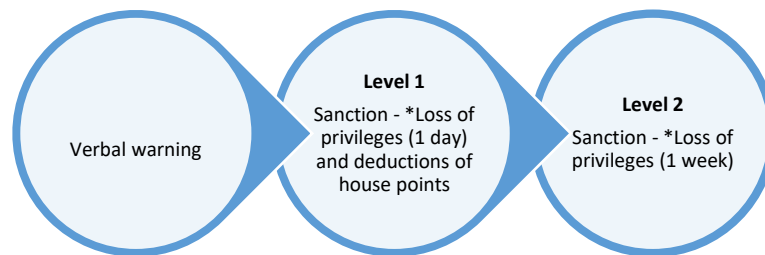
The following sanctions will apply for pupils in years 7 – 11:



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The following sanctions will apply for pupils in years 12 and 13:



**Loss of privileges – pupils will not be allowed out of school during the school day or to come into school later when their lesson starts and leave school early if they are free because their lessons have finished for the day.*