



Merchant Taylors'
School

MTGS Code of Conduct (Pupils)

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 September 2023
Last approved by / date:	Executive Head October 2023
Next review due:	September 2024
This version published:	4
Circulation:	✓All Staff ✓All pupils ✓Parents' via the website
Linked Policies:	<ul style="list-style-type: none">• Anti-Bullying Policy• Behaviour Policy (MTGS)• Equal Opportunities Policy (Pupils)• ISI Handbook for the Inspection of Independent Schools September 2022• 'Behaviour and Discipline in Schools' DfE January 2016



Merchant Taylors' School

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.



Merchant Taylors' School

2. General expectations of all pupils

There are five key general key principles that pupils are asked to adhere to:

- **Contribute to a positive learning environment** by
 - working to the best of my ability in lessons and on homework tasks and ensuring that all work is submitted punctually
 - being properly equipped for school
- **Show respect for others** by
 - being kind to my peers and honest with staff
 - showing consideration for our school environment by not chewing gum or intentionally damaging equipment or furniture
- **Act in a responsible manner** by
 - doing nothing to endanger a healthy, safe and secure environment
 - listening carefully to and following instructions
- **Ensure the best possible attendance and punctuality**, including
 - demonstrating a strong commitment to the school and education
 - involvement in extracurricular activities
- **Promote a positive image of the school** by
 - taking pride in my appearance by being correctly dressed for school and following the rules on jewellery, hair and make-up
 - behaving in a sensible manner when travelling to and from school and being polite and courteous to visitors

The school sets out its expectations in greater detail in the following 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;



Merchant Taylors' School

- arrive in school no earlier than 8.00am, unless involved in a supervised school activity;
- arrive in school and be in Form by 08:40 at the very latest.
- 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;
- Where applicable,
- 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;
- 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:



Merchant Taylors' School

- 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);

2.3 Uniform and appearance

Years 7-11 All pupils are permitted to have:

- Black/navy school bag (no motifs) large enough to carry all necessary books to and from school.
- Blazer* as supplied by school shop (compulsory), this may be worn inside school in winter.
- Navy / black outer coat*. Without fur or trimmings.
- Skirt Plain navy in the style supplied by the school shop; no more than 3" above the knee, when kneeling.
- Regulation long-sleeved shirt. Summer shirts can also be worn.
- Regulation dark navy, V-necked, long-sleeved jumper with light blue stripes at neck and cuffs as supplied by school shop. Year 10 & Year 11 may wear a plain navy V-necked jumper.
- Plain dark navy knee-length socks or tights.
- Plain black shoes, FLAT heels only. Open sided or sling back shoes are not allowed.
- Navy/Black School regulation scarf or plain navy scarf.
- Plain navy or black hair wear of simple design. Pupils in years 7-10 should have their hair tied back and off their shoulders. Pupils in year 11 and above can have their hair down but must have a bobble with them to tie hair back if requested. For health and safety reasons hair MUST be tied back in the following areas of school and for the following lessons: Dining Room | Science labs | DT and for PE. Hair should be of natural colour.
- One simple earring in each ear.
- A simple chain with a religious symbol is acceptable but must be out of sight. All jewellery to be removed at the request of a member of staff for health and safety reasons.
- A watch. NOTE Smart watches are NOT permitted



Merchant Taylors' School

**Regulation Coat or Blazer must be worn to and from school*

Pupils are not permitted to wear makeup of any description. This includes (but is by no means exhaustive):

- Foundation/concealer/bronzer
- False tanning products
- Tinted moisturiser
- Painted/gell/acrylic nails
- Tinted eye lashes
- Mascara
- Eye shadow
- Eye liner
- False eye lashes
- Lipstick/gloss
- Blusher/cream contour/highlighter

If a pupil is to wear makeup for medical reasons, a request to the school should be made and supported by appropriate medical documentation.

Years 12-13 All pupils are permitted to have:

- Black suit or trouser suit.
- Hip length jacket, black buttons - no coloured external stitching.
- A jumper - may be worn with but not instead of a suit jacket
- Flared / bootleg trousers
- Knee length skirt.

Plain material, cotton / polyester - not denim, leather, linen, corduroy, or lightweight fabric.
No lycra

- Pale blue blouse or striped blouse.
- Black tights or natural coloured tights (not patterned).
- Black shoes with a sensible heel - no sling backs or backless shoes. Ankle boots may be worn with trousers.
- Black outdoor coat without fur or other trimmings – not to be worn around school.
Discreet jewellery - pierced ears only. No nose, eyebrow or tongue studs or multiple ear piercings.
- Natural hair colour / highlights.



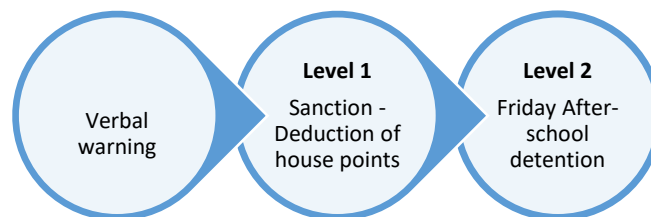
Merchant Taylors' School

Makeup, including nail polish, is permitted as long as it is subtle.

3. Sanctions for lateness and uniform infringements

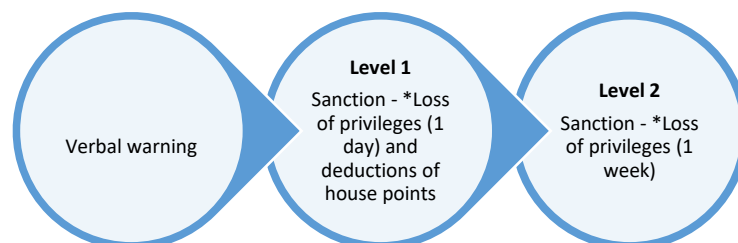
Pupils who persistently ignore uniform rules will be required to change and borrow from the second-hand uniform store, they may also be sent home to change and return that morning. If a pupil chooses to attend school and is found to be wearing makeup, they will be asked to remove it immediately; compliance is expected.

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



If a pupil chooses to attend school and is found to be wearing makeup, they will be asked to remove it immediately; compliance is expected.

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.*



Merchant Taylors' School

*If a pupil chooses to attend school and is found to be wearing **excessive** makeup, they will be asked to remove it immediately; compliance is expected.*