

# TORMEAD

## GIRLS' CODE OF CONDUCT (PREP SCHOOL)

As a Tormead pupil, you need to understand how we expect you to behave in and around the school, towards your class, friends, teachers and all visitors. We will also expect you to take care of school buildings, classrooms and equipment. We will ask you to keep to our rules and values and to sign this agreement every year to show that you understand what we are asking you to do.

Tormead's Values are as follows:

- We treat everyone with respect and dignity
- We deliver academic excellence
- We enrich through a broad and varied curriculum
- We celebrate effort and achievement
- We bring out the best in our girls
- We prepare our girls for life beyond school

At Tormead, we expect you to behave in an appropriate way at all times and to keep your classroom rules. This is so that every member of our school can strive to be the very best that they can be. Our aim in this, as in all that we do, is to help you get the most out of your time with us. After reading this Code of Conduct, and signing to say that you understand and agree, you are expected to keep to these rules.

If you do not keep to our Code of Conduct you will speak to the Prep School Head who, after investigation, will decide what should happen. If your behaviour was found to be totally unacceptable then a temporary exclusion may be used and you would not be allowed to attend school.

### Behaviour

- Behave politely and considerately to everyone at all times, including visitors to our school.
- Treat others as you would wish to be treated yourself and be considerate of their needs.
- Push yourself to give of your best in all that you do.
- If you have a problem, tell an adult who can help you. This could be a teacher or any adult at the school.
- If your friend is experiencing any problems tell a teacher or an adult that can help you.
- Always listen carefully to your teacher and other adults at our school.
- Be kind to others. Respect their views and opinions, remembering that they will not always agree with you. Do feel free to disagree with them, but do so in an appropriate and respectful manner. This applies whether you are in School or outside it, face to face or online.
- Seek always the best for others as well as yourself
- Never use or borrow anyone else's property without asking for their permission first.
- Work in silence in After Care Homework Club between 4.00 and 4.30 pm so that everyone can concentrate and complete their homework.

### In Lessons and Activities

- Be on time for each lesson with any equipment that you need, as your teacher will be waiting for you.
- Always present your work in a tidy and neat way.
- If you miss a lesson you may need to catch up the work if your teacher requires this.
- Listen carefully in lessons and always try your best.
- If at first you do not understand something, use r your HPL skills to work out what to do before approaching a teacher
- Attend all assemblies, lessons and extra-curricular activities for which you have signed up; if you know that you will have to miss one, please inform the teacher.
- If you are at school after tick-off and not in a supervised activity, then you should go to After Care Homework Club and later Tormead Terrapins where you will sign in with the member of staff on duty.

### **Around and Outside the School**

- Respect our environment: treat places and equipment with care.
- No food should be taken away from the Atrium at lunch time.
- Store your belongings tidily in your bag and keep our cloakrooms tidy too.
- Look after your personal belongings.
- Be considerate of others when walking around school: hold doors open and thank people when they do the same for you; make room for others when walking on narrow paths
- Make eye contact with others and acknowledge them with a smile and/or a greeting
- Do not bring valuables into school, unless requested to do so by your teacher.
- Remember to show respect to the Year 6 prefects who look after you.
- Wear your uniform with pride and dress smartly. Remember that while wearing it, you are representing the school. Blazers should be worn when travelling to and from school (when not following covid regulations) and when requested by your form teacher.
- Obey the Girls' E-Safety & Acceptable Use of IT Policy and any other guidelines for behaviour you are given.
- Always remember to sign in and out with Prep School office if you arrive late or if you are collected because you need to leave early.

**Date of Last Review:** May 2021

