

Behaviour and Appearance

Every child has a right to learn and to achieve their best.

We believe that good behaviour is essential to allow all our students to achieve their full potential. High standards of behaviour promote effective learning; effective teaching and learning promote good behaviour. No student will be allowed to behave in a manner which adversely affects the learning opportunities of others.

We believe in a culture of inclusion, equality of opportunity and respect for all members of our community and in the importance of self-discipline and self-esteem. Discrimination in any form will not be tolerated. We recognise that students with unusual emotional or behavioural needs will receive support to achieve the expected standard of behaviour.

We view as essential a system of rewards for good or improving behaviour and sanctions where standards fall below an expected level. Rewards reinforce and sustain good behaviour and encourage other students to behave well. Sanctions demonstrate that misbehaviour is not acceptable, demonstrate the disapproval of the school community and deter other students from similar behaviour. These rewards and sanctions must be applied consistently and fairly. However, it is recognised that the application of rewards and sanctions must have regard to the individual situation and the individual student and the Head Teacher is expected to use discretion in their use.

The School will have an effective and easily understood behaviour policy developed by our Headteacher through consultation with students and their parents or carers and the staff. This policy will clearly state the code of conduct and the rewards and sanctions used.

We expect that students' behaviour will be monitored and that parents or carers will be kept informed of their child's behaviour.

The Governing Body of Wellington School

Honesty – Fairness – Community – Excellence - Endeavour

The full Behaviour and Appearance Code can be found on our website:
www.wellington-school.co.uk (The Governors of Wellington School reserve the right to change or amend the Code at any time, please check for updates on the website)



Wellington Behaviour Code

Inside the Classroom - Behaviour for Learning

Students are expected to:

- ❖ Arrive on time with all the necessary equipment (pen, pencil, sharpener, ruler, eraser, calculator, PE kit, Planner)
- ❖ Take responsibility for their own learning and behaviour
- ❖ Make a positive contribution to lessons
- ❖ Speak and act respectfully to staff and other students
- ❖ Listen to and follow instructions
- ❖ Complete class work and homework to the best of their ability
- ❖ Meet all deadlines
- ❖ Demonstrate the School values

Outside the Classroom

Students are expected to:

- ❖ Wear the correct uniform at all times and remove coats, scarves and gloves when inside the building
- ❖ Be responsible for their own belongings
- ❖ Treat others with respect and courtesy
- ❖ Alert any concerns to a member of staff rather than be a bystander
- ❖ Walk quietly and sensibly
- ❖ Keep to the left and follow the one- way system
- ❖ Take the shortest route (following the flow system)
- ❖ Take care of displays
- ❖ Keep walls and furniture clean and unmarked
- ❖ Put all litter in bins
- ❖ Not eat / drink in corridors or classrooms without permission
- ❖ Report any damage to the building or school equipment to a member of staff
- ❖ Treat all facilities in an acceptable way
- ❖ Demonstrate the School values

In the Neighbourhood

Students are expected to:

- ❖ Wear their uniform correctly
- ❖ Be polite
- ❖ Respect property
- ❖ Keep all litter until it can be put in a bin
- ❖ Keep noise to a minimum
- ❖ Ride bikes safely on the way to and from school

Behaviour outside school which undermines school discipline may be subject to the School's Sanction policy

Behaviour Outside School

The law allows teachers to have the power to discipline pupils for misbehaving outside of the school premises “to such an extent as is reasonable”. This includes misbehaviour when the pupil is:

- Taking part in any school – organised or school related activity
- Travelling to and from school
- Wearing school uniform
- In some other way identifiable as a pupil at Wellington School

Or misbehaviour at any time, including misuse of social media out of school, whether or not the conditions above apply, that:

- Could have repercussions for the orderly running of the school
- Poses a threat to another pupil or member of the public
- Could adversely affect the reputation of the school

Rewards

We believe strongly that progress is based on students taking pride in their personal achievement in a calm and orderly environment built on mutual respect and co-operation. In order to promote the positive expectations outlined above, we seek to encourage our students to be motivated to achieve their full potential for success by:

- Ensuring consistency in the processes of recognising and rewarding students
- Supporting the Behaviour Code and through the use of formal and informal rewards.

Our BehaviourWatch Point System enables all teaching staff to award points to pupils for the following:

- Commitment to Learning in class
- Commitment to learning out of class (e.g. homework, project work)
- Contribution to extra-curricular activities
- Contribution to wider school life

Behaviour points are accumulated during the course of the year and pupils will be awarded certificates once they have reached the following thresholds:

- Bronze - 40 points
- Silver -100 points
- Gold - 150 points

In addition, pupils will also be rewarded for 100% attendance and punctuality termly.

Other rewards may include:

- Praise postcards
 - Trips
 - Vouchers
 - Breakfasts
- And many more.

Pupils may also receive formal awards at the annual Awards Evening held at the Bridgewater Hall in September for academic achievements, sporting achievements and for service to the School and the School community.

Sanctions

Unacceptable Behaviour

- Failure to meet the required high standards of Wellington School will result in an appropriate disciplinary action
- Disciplinary sanctions in school vary according to the nature and seriousness of the action:

Detentions

- Students may be kept in detention at break, at lunchtime or after school.
- Please note that the school is now legally entitled to issue detentions without 24 hour notice, but Wellington Staff are advised to avoid this if at all possible.
- Failure to attend detentions set by a Head of Department, Director of Year or Pastoral Manager will lead to a detention with a member of the Senior Leadership Team.

Report

- Students may be placed on report if they are failing to reach the high standards of school
- Students may be placed on report for academic or other issues, such as behaviour, attendance or appearance
- Where there are general concerns, students will be placed on a Pastoral Report

Early intervention, monitored by the Form Tutor

More persistent concerns, monitored by Pastoral Manager

Serious concerns, monitored by Director of Year

- Where there is a specific concern regarding a certain subject, students may be placed on a Subject Report to the Head of Department/2nd in Department
- Failure to respond to Pastoral or Academic Reports can lead to the student being placed on Senior Leadership Report or Inclusion
- Failure to respond to Senior Leadership Report will result in Inclusion
- Persistent failure to respond to Reports may lead to a student following Binary Discipline

Community Service

Where appropriate:

- Students may be asked to tidy a classroom
- Students may be asked to tidy the Dining Hall
- Students may be asked to remove graffiti
- Students may be asked to pick up litter

Inclusion

Disruptive pupils may be placed in an area away from other pupils for a limited period. Pupils will complete relevant work whilst in Inclusion and may receive Maths/English support.

Serious Breaches of the School Behaviour Code

This will lead to a period in Inclusion or a Fixed Term or Permanent Exclusion at the Discretion of the Headteacher

These activities are neither exhaustive nor listed in hierarchical order.

- Any form of bullying or intimidating behaviour (see Anti-bullying Policy).
- Physical violence
- Racial or homophobic abuse or harassment
- Sexual misconduct
- Sexual assault
- Improper or inappropriate use of the Internet
- Theft and or misuse of the School's digital and intellectual property
- Conduct which would deliberately endanger other students
- Aggressive behaviour
- Possessing an object which is a weapon or which could be used as a weapon
- Committed or attempted theft
- Knowingly receiving stolen property
- Wilful damage to the school or other people's property including litter and graffiti
- Committing an obscene act
- Possession of obscene materials
- Being within the school environs at any time under the influence of prohibited and illegal substances including alcohol and tobacco, "legal highs" and e-cigarettes
- Repeated possession of tobacco within the school environs
- Persistent infringement of the School Appearance Code
- Behaviour which interferes with the rights of other students and / or staff, both within and outside of the classroom
- Use of unacceptable language in the presence of a member of the school staff
- Disruptive behaviour within the classroom or around the school site which would lead to a breakdown in school discipline
- Defiant or confrontational behaviour towards a member of staff
- Failure to hand over prohibited items such as mobile phones
- Continuing failure to respond to school sanctions such as detentions
- Leaving a classroom without permission
- Walking away from a member of staff without permission
- Behaviour outside of school which could undermine discipline inside school
- Being on the school site outside of school hours without permission
- Making malicious accusations against school staff

Pupils subject to a Fixed Term Exclusion will not be allowed to attend any extra-curricular activities, including school trips and visits for a period of one month following the exclusion. Any money that has already been paid towards/for the trip may not be refunded.

Following a **second Fixed Term Exclusion** students will be placed on an **Inclusion Programme**.

Parents/guardians are reminded that it is their responsibility to ensure that their child is not present in a public place in school hours during the period of any Fixed Term Exclusion

Behaviour Code Illegal and / or Harmful Substances

In accordance with Government Guidelines, Wellington School would like to advise parents/guardians of the following:-

1. The possession, supply or use, or being under the influence of tobacco, alcohol and /or other substances on the school site, the school environs*, on the way to and from school, or on trips, sports' fixtures, residential visits and any other off site school-organised activity is totally unacceptable and illegal.
2. All drug-related incidents will be investigated, with the assistance of the Police if necessary, appropriate sanctions will be decided upon by the Headteacher. Any student in possession of drugs/illegal substances will be referred to the Police.
3. Wellington School is a 'smoke-free' site. Students in possession of cigarettes, electronic cigarettes, matches or lighters will have these confiscated and destroyed, their parents will be informed. The student will be referred to the Director of Year. A detention will be issued. Repeat offenders will be referred to a member of the Senior Leadership Team and this may result in Inclusion or a Fixed Term Exclusion, and ultimately a Permanent Exclusion for persistent defiance of school rules. Students found to be in the vicinity of students smoking and deemed to be condoning smoking may also be sanctioned.
4. Students in the possession of, or under the influence of, alcohol will be referred to a member of the Senior Leadership Team. The alcohol will be confiscated and destroyed and their parents immediately informed. Students will be interviewed with their parent(s) before being re-admitted to school. This may result in Inclusion or a Fixed Term Exclusion and ultimately a Permanent Exclusion for persistent defiance of school rules.
5. Confiscated substances will either be destroyed or handed over to the Police.
6. If a student is suspected of being involved in drug misuse or causing concern about his / her drug misuse, parents will be informed. The matter will be referred to the appropriate agency.

If "on the balance of probabilities" a student is proven to have used or have been in possession of illegal substances the Headteacher will issue a Permanent Exclusion

Power to use reasonable force

Members of staff have the power to use reasonable force to prevent pupils committing an offence, injuring themselves or others, or damaging property, and to maintain good order and discipline in the classroom

***The School Environs are defined as any area where a student is whilst he / she is in the charge of the school and / or the immediate area surrounding the school environment.**

Confiscated Items

Searching with consent

- We can search students for **any item** with consent from the student
- Parental permission or pre-notification is not required
- We do not require written formal consent in advance of a student search; it is enough for a teacher to ask the student to turn out their pockets, empty their bag.

Searching without consent

- If a member of staff has reasonable grounds to suspect that a student is in possession of a banned item, a student can be instructed to undergo a search without consent; parental permission or pre-notification is not required
- The Headteacher and any staff authorised by him have a statutory power to search students and their possessions with or without consent where they have reasonable grounds for suspecting that the student may have one of the banned items

List of prohibited items;

- Knives, bladed items, weapons
- Alcohol
- Illegal drugs.
- Chemical substances which produces a similar effect to illegal drugs (legal highs)
- Stolen items
- Tobacco, cigarette papers, e cigarettes
- Fireworks
- Pornographic images
- Any item that the member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or cause personal injury to, or damage property
- Mobile phones or other electronic devices such as smart watches

- Confiscated items will be placed in the school office.
- Weapons and knives and images of extreme child pornography will be handed over to the police.
- Students will be informed when they may collect confiscated items, other than mobile devices and make-up from the school office.
- Mobile devices and makeup which have been confiscated will be available for collection after 8:30am ON THE FOLLOWING SCHOOL DAY; these MUST BE collected by PARENT/GUARDIANS IN PERSON; they will NOT BE handed back to students. When confiscated on a Friday collection will be after 8:30am on the Monday. During school holidays confiscated items can be collected by appointment only, between 9:00am and 3:00pm. The school is closed on all Bank Holidays.
- Where students have mobile phones confiscated on more than two occasions, the pupil will be placed in Inclusion and parents will be invited to attend a meeting before the phone is returned.

A student refusing to co-operate with a search will be subject to disciplinary measure

The School has the legal right to search pupils without consent for prohibited item(s).

Anti-Bullying Policy

Students – This is what you can do

Definition of Bullying: “Behaviour by an individual or group, usually repeated over time, that intentionally hurts another individual or group, where the relationship involves an imbalance of power. It can be physical, verbal or emotional/psychological. It can happen face to face or through cyberspace/social media

What can you do if you are being bullied?

Remember that your silence is the bully’s biggest weapon!

- Tell yourself that you do not deserve to be bullied, and that it is wrong.
- Be proud of who you are. It is good to be an individual.
- Try not to show you are upset. It is hard, but all bully thrives on someone’s fear.
- Stay with a group of friends/people. There is safety in numbers.
- Be assertive – shout ‘NO!’ Walk confidently away. Go straight to a teacher or parent/guardian first.
- Fighting back may make things worse. If you decide to fight back, talk to a teacher or parent/guardian first.
- Generally, it is best to tell an adult you trust straight away. You will get immediate support.

Procedure

If you know someone is being bullied.

- TAKE ACTION! Watching and doing nothing looks as if you are on the side of the bully. It makes the victim feel more unhappy and on their own.
- If you feel you cannot get involved, tell an adult IMMEDIATELY. Teachers have ways of dealing with the bully without getting into trouble.
- Do not be, or pretend to be, friends with a bully.

As a Parent

- Look for unusual behaviour in your children. For example they may suddenly not wish to attend school, feel ill regularly, or not complete work to their normal standard.
- Always take an active role in your child’s education. Enquire how their day has gone, who they have spent their time with, how lunchtime was spent etc.
- If you feel your child may be a victim of bullying behaviour inform the school IMMEDIATELY. Your complaint will be taken seriously and appropriate action will follow.
- It is important that you advise your child not to fight back. It can make matters worse!
- Tell your own son or daughter there is nothing wrong with him or her. It is not his or her fault that they are being bullied.
- Make sure your child is fully aware of the school policy concerning bullying, and that they will not be afraid to ask for help.

REMEMBER

If you suspect a problem, we want to know immediately.

Bullying is not acceptable – we want everyone at Wellington to feel safe and secure. No one should feel threatened or unsafe in any way. This may take the form of verbal abuse, physical abuse or abuse using social media. Help us to stop bullying.

The full Anti-Bullying Policy is available on the School’s website.

Mobile Devices

- Mobile phones and items of electronic communication are **not allowed** in school or its *environs; these will be confiscated.
- Refusal to hand over a mobile phone to a member of staff will result in Inclusion or a Fixed Term Exclusion.
- We acknowledge that pupils may bring mobile phones for communication to and from school, in which case the phone must be handed into the office at morning registration and collected at the end of the day.

***The school environs are defined as any area where a student is whilst he or she is in the charge of the school and / or the immediate surrounding school environment**

Jewellery

- Female students ONLY are allowed to wear only one small plain gold or silver stud in the LOWER PART OF THE LOWER lobe of each ear.
- A wristwatch may be worn but **not** a “smart” watch
- Students are not allowed to wear any other jewellery including rings and/or bracelets.
- Students are not allowed to wear any visible body piercings, other than those mentioned above - this includes nose studs, tongue studs or any facial piercings.
- Students are not allowed to cover piercings with a plaster.
- **Unacceptable jewellery will be confiscated.**

This Behaviour Policy will be applied with reasonable adjustments for students with Special Educational Needs and Disabilities

Appearance Regulations

The wearing of full school uniform is expected as an integral part of the school ethos which promotes positive attitudes, high standards and a sense of personal pride.

Students are expected to look **neat, tidy** and **business like** at all times. Uniform should be clean and repaired or replaced if necessary; we welcome parental support in ensuring that students adhere to this expectation.

Further details regarding Wellington's Appearance Code may be viewed on the school website.

Wellington School has a zero tolerance to defiance of school rules.

Hairstyles

Fashions evolve over time and we remain aware of changes in trends however:-

- Extreme hairstyles are not permitted. **The School is the arbiter of what is considered "extreme". If in doubt please contact the School**
- A haircut shorter than a 'Number 3' is **not** permitted.
- Male students' hair must not be longer than collar length.
- Male students **must** be clean-shaven.
- Shaven/or totally plucked eyebrows are not acceptable.
- Hair should be clean, well brushed, **NEAT** and of a **natural colour**:-
- Hair should not cover the face.
- Hair which has been **dyed is not acceptable.**
- Hair which has been **streaked is not acceptable.**
- Styles where lines and / or shapes are cut into the hair are **not** acceptable.
- Hair extensions are unsuitable for school; students with hair extensions will be asked to remove them.
- Multiple plaits are not allowed.
- Excessive use of hair gel is not allowed.
- Beads and other fashion hair accessories are not allowed.
- Girls may wear plain **black** or **navy hair-bands**, no other colours are allowed.

Students who fail to follow the appearance regulations of the school may be placed in Inclusion or be Fixed Term Excluded.



Makeup

- Face makeup is not allowed; if make-up is brought into school it will be confiscated and must be collected by a parent the following day.
- Nail varnish and/or fake nails are not allowed. Students will be asked to remove these.
- **Fake tan** is not allowed.
- Students wearing make-up will be asked to remove it; persistent offenders may be sent to Inclusion or sent home to remove make-up. They will be expected to make up missed lesson time after school.
- Visible tattoos are not acceptable – this includes eyebrow tattoos / lines or shapes cut into eyebrows.

Standard School Skirt

- All female students **must** wear a pleated School skirt – no other design will be allowed.
- Skirts must be a regulation length – no shorter than 3 inches above the knee.
- Skirts **must not be rolled up** at the waist.

Trousers – Female

- Female students will only be permitted to wear the standard navy trousers with a school logo.
- Lycra / cling style trousers / black trousers are not allowed.

Trousers – Male

- Male students will only be permitted to wear the standard school trousers with a school logo.
- Chinos / black trousers are not allowed.
- Trousers should sit on the waist.

Shirts / Ties

- A white school shirt and a school tie are compulsory for all students.
- The top button of shirts must be fastened and the tie must cover the top button.
- Girls may not wear tailored shirts/blouses.
- Students are expected to wear their shirts tucked into trousers / skirts.
- School ties must be worn to an acceptable length (6 button rule)

- Only plain white T shirt vests/underwear may be worn under school shirts; these must not be visible at the collar of the shirt. Students wearing coloured T shirts will be asked to remove them.

School Blazer

- This is **compulsory** for all students.
- Blazers should be clean and tidy and in good repair.
- Sleeves must not be rolled up

School Jumper

- A school jumper is optional – a V-neck navy jumper with jade trim to collar, sleeves and waist - only available from Petites Modes, Sale.
- Blazers **MUST** be worn over the jumper.
- The school jumper **MUST NOT** be tucked in to waistbands
- The school jumper does **NOT** replace the school blazer.

Outdoor Coats/Jackets/Scarves

- Outdoor coats / jackets / scarves / gloves must not be worn inside the school buildings or in classrooms.
- Outdoor coats / jackets must be either **plain navy or black** and suitable for school.
- Fashion coats/ jackets are not permitted.
- Sleeveless jackets are not permitted (bodywarmers)
- Scarves of any description, hats and gloves must be **plain, all navy or black**
- Students must not wear hats, scarves or gloves in school buildings
- Sweatshirts or hooded tops of any description are not permitted to be worn on the school site or its environs, below or on top of blazers.
- Baseball caps are not allowed.

Bags

- Handbags are not allowed in school.
- Bags must be a **plain black or navy** and large enough to carry books and/or equipment to and from school. **This includes P.E bags.**
- Where necessary students will have unsuitable bags confiscated and will be issued with a Wellington plastic bag in which to carry their books.
- Students will be asked to replace unsuitable bags.
- Students may not wear backpacks and other bags in the classroom; these should be removed and placed on the floor.

Footwear

Shoes

- Sensible plain, all black or navy shoes should be worn for school.
- Boots, trainers, canvas, open toe, designer and / or high heels are not allowed for school.
- Trainer type shoes are not allowed.
- Shoes with white / coloured soles and / or stripes are not allowed.
- School recommends that for safety reasons girls should wear suitable shoes with a small heel and a strap or laces. Flat ballerina type shoes are not suitable for school.
- Shoes with ankle straps are not allowed.
- Students who arrive into school wearing trainers or other unsuitable footwear may be sent home to change; they will be expected to make up missed lesson time after school.

Please consult the School website for further information. If in doubt contact the School.

Socks / Tights

- Only plain, dark blue, black or white socks are allowed for both males and females.
- Tights must be plain black or navy, patterned tights are not allowed.
- Female students may not wear socks over tights.
- Socks must be ankle or knee length; above the knee socks or trainer socks are not suitable for school.
- Leg warmers are not allowed.
- Leggings are not allowed.

Additional

- Students are expected to take personal responsibility for their belongings. The school cannot take responsibility for personal items that are lost.
- All items of clothing should be named /marked.
- Aerosols, to include deodorants, are not allowed in school; these will be confiscated.

***The Governors of Wellington School reserve the right to amend the Behaviour and Appearance Code when deemed necessary.
Updates can be found on the School website***

Wellington School Uniform

Girls' Uniform

- Navy blue blazer with school logo
- White shirt with long or short sleeves
- School tie
- Navy blue pleated skirt – Years 7 – 11
- Navy blue trousers with school logo
- Plain navy or black tights
- Only plain, dark blue, black or white socks are allowed for both males and females.

- Dark coloured plain, all black or navy suitable shoes
- Plain, all navy or black outdoor coat or jacket
- Plain, all navy or black gloves and or / scarf and / or hat
- Plain, all navy or black hair band
- Plain, dark coloured bag

OPTIONAL

School jumper

Boys' Uniform

- Navy blue blazer with school logo
- White shirt with long or short sleeves
- School tie
- Navy blue trousers with school logo
- Plain navy or black socks
- Dark coloured plain, all black or navy suitable shoes
- Plain, all navy or black outdoor coat or jacket
- Plain, all navy or black gloves and / or scarf and / or hat
- Plain, dark coloured bag
- Trainer type shoes are not acceptable for either male or female students
- Shoes with white / coloured soles and or stripes are not acceptable for either male or female students

OPTIONAL

School jumper

Girls' P.E. Kit

- White 'T' Shirt with logo
- Navy cotton shorts / skort with logo
- Navy sweatshirt with logo
- White sports socks and football socks with logo
- Towel
- Shin pads

Optional

Plain navy tracksuit bottom with logo is optional but must be worn with a games shirt

Boys' PE Kit

- White 'T' Shirt with logo
 - Reversible navy / green rugby shirt with logo
 - Navy shorts with logo
 - Football socks with logo
 - White sports socks
 - Football boots
 - Towel
 - Change of underwear
 - Gum shield
 - Shin pads
-

- All students must be equipped with footwear suitable for sporting activity
- 'Fashion' trainers / pumps are NOT suitable for PE / games
- All PE kit must be clearly named / marked
- Students will be expected to take personal responsibility for collecting items which have been left in the changing rooms
- Unnamed / unmarked items will be put into lost property
- Students excused from PE with a note MUST bring suitable kit to allow them to participate as officials / sports leaders

Students are reminded that the school cannot take responsibility for their personal property.

Sources of Help for Young People.

The School Nursing Service holds a morning session at Wellington School once a week.

Relate Counsellor in school for 5 hours each week.

CAMHS Counsellor in school for 5 hours each week

42nd Street Counsellor in school for 5 hours each week

42nd Street

0161 228 7321

The Space, 87-91 Great Ancoats Street,
Manchester M4 5AG

Support Service for young people 14 – 25 years experiencing stress, depression or other problems.

www.42ndstreet.org.uk

Talkshop

0161 912 2453

The Waterside, Sale,
Cheshire M33 7ZF

www.talkshoptrafford.co.uk

Confidential advice and information for young people 11 – 19, Youth workers also offer one to one counselling.

Connexions

0161 911 8600

The Waterside, Sale,
Cheshire M33 7ZF

www.connexions-trafford.org.uk

Offer careers guidance, advice on drugs / general health and a personal advisor service for young people 13 – 19.

Counselling and Family Centre

0161 941 7782

40 Mayors Road,
Altrincham WA15 9RP

www.thecfc.org.uk

A confidential helpline operated by trained volunteers Monday – Friday 10.00 a.m. – 10.00 p.m.

A free counselling service available to anyone 14+ staffed by qualified counsellors and confidential listeners.

0161 905 1013

Phoenix Futures

Grosvenor House, 177-179 Washway Road,
Sale, Cheshire M33 4AH.

www.phoenix-futures.org.uk

Phoenix Futures Young Peoples Service works throughout Trafford offering a specialist service for young people between the age of 11 and 25 with drug/alcohol misuse problems.

Family Lives

0808 800 2222

A charity offering support and information to anyone parenting a child.

www.familylives.org.uk

Student Guidelines for Internet Use

The internet is provided for you to conduct research and communicate with others. Remember that access is a privilege, not a right and that access requires responsibility.

You are responsible for your own behaviour and communications over the network and when using the internet. School standards will always be met and the School expects you to honour the ICT agreement you have signed. To ensure that you are using the computers and the internet responsibly, staff have the right to view your files and communications stored on portable data and information (USB) storage or the School's computer network. You should not expect that files stored on servers or disks would always be private.

During school, teachers will guide you towards appropriate materials. Outside of school, your family bear responsibility for such guidance.

Acceptable Use of the Network

I understand that I am expected to comply with the generally accepted rules of behaviour whilst using the School's computer network, intranet, email and the internet. These rules include, but are not limited to, those below: -

Politeness	I agree not to send or encourage others to send or display any abusive messages or pictures.
Privacy	I must not reveal any personal information, address or phone numbers of myself or others, I must not trespass in others' folders, work or files.
Passwords	I must keep my password secret and change it regularly. I must not use the password of other students.
Electronic Mail	I understand that electronic mail (email) is not guaranteed to be private and that any illegal activities may be reported to the authorities.
Disruption	I agree not to use the network in a way that would disrupt use of the network by others, e.g., by harassing, insulting or attacking others.
Hardware	I will not damage computers, computer systems or computer networks. I will not intentionally waste limited resources.
Copyright	I understand that I must not violate copyright law or plagiarise another student's work.

Sanctions

Violations of the above rules will result in a temporary or permanent ban on internet use and access to the School's computer network.

Parents will always be informed of any instance of misdemeanour involving the School computers.

Additional disciplinary action may be added in line with existing practice on inappropriate language or behaviour.

When applicable, the Police or local authorities may be involved.

The full E-Safety Policy is on the School Website and available from the School Office.

HOME/SCHOOL CONTRACT



Student's Name: ----- Tutor Group: -----

Every Student is entitled to:

- ❖ Be welcome as a member of the school community
- ❖ Be able to learn within an orderly and clean physical environment
- ❖ To feel safe and secure in school from insults, intimidations, violence and danger of any kind
- ❖ To be encouraged to develop and reach his/her full potential, both inside and outside the classroom
- ❖ To be treated with consideration, courtesy and respect

Parent/Carer: I/We will

- ❖ Make the school aware if there are any issues that might affect my child's work or well-being.
- ❖ See that my child comes to school regularly and arrives on time.
- ❖ Ensure that my child is properly equipped for lessons but that (s)he does not bring valuable items (e.g. mobile phone – unless left at reception, i-Pods, MP3 player, jewellery) to school.
- ❖ Ensure that my child wears the correct school uniform and follows the Appearance Code.
- ❖ Support school policies and guidelines for behaviour.
(See website: www.wellington.trafford.sch.uk)
- ❖ Monitor my child's homework, coursework and other independent learning, signing the planner each week and encouraging the meeting of deadlines.
- ❖ Try to attend Parents' Evening and other discussions about my child's progress (such as Pupil Review Day).
- ❖ Have regard for the school's attendance target of 100%, holidays should **not** be taken in term time.
- ❖ Inform school of any change of address/telephone number immediately.

I confirm that I have read the Behaviour and Appearance Code and Internet Safety Guidelines

Signature: ----- (Parent/Guardian) Date: -----

The Student: I will

- ❖ Abide by the Wellington Behaviour and Appearance Code and Internet Safety Guidelines.
- ❖ Be polite and respectful to everyone in school and in the local community.
- ❖ Take care of the school site, keeping it free of graffiti and litter.
- ❖ Attend regularly, arriving on time.
- ❖ Wear full school uniform correctly and look neat and tidy as per the Behaviour and Appearance Code.
- ❖ Arrive at lessons fully equipped and willing to learn.
- ❖ Complete homework and coursework to the best of my ability in all subjects.
- ❖ Respect coursework and homework deadlines in all subjects.
- ❖ Leave valuable items at home.

Signature: ----- (Student) Date: -----