

Code of Conduct/Behaviour Policy

Putney High School – Code of Conduct/Behaviour Policy

As a school we recognise that good interpersonal relationships are the key to development and progress. The school is a community and all members should treat each other with respect at all times.

We all aim to treat other people as we would wish to be treated ourselves.

How should girls treat each other?

- Be aware of the feelings of others and listen to their opinion
- Be positive in your dealings with others and never put them down
- Offer support to anyone who is unhappy or lonely
- Respect the differences between people whether physical, social, racial or religious.
- Respect the property of others; hand in lost property and do not tamper with other people's work, possessions or lockers/padlocks.
- Respect the privacy of others; do not encroach on their space or copy their work
- Do not use bad language

How should girls treat the staff?

- Be positive, polite, cooperative and helpful
- Take responsibility for your own learning and complete homework as well as you can
- Pay attention in class and contribute positively
- Be punctual to lessons and come prepared
- Excuse yourself in advance if you need to miss a lesson
- Participate in extra activities and behave in an exemplary way when on trips

How should Sixth Form Prefects and pupils treat each other?

- Respect the authority of sixth-formers who have been elected and follow their instructions
- Sixth formers should speak firmly but politely to other girls when carrying out their duties
- Sixth formers should be sensitive when listening to younger pupils. They cannot offer total confidentiality.

How should staff treat girls?

- Treat all girls fairly and with respect
- Be firm, fair and listen
- Be positive, polite, approachable and helpful
- Encourage and support girls to achieve their potential, using praise whenever possible.
- Take an interest in their achievements outside the classroom, supporting extra-curricular events when possible
- Be aware of workload issues for pupils and set appropriate homework tasks
- Offer personal support when required and be sensitive about a girl's problems without offering total confidentiality
- Treat pupils fairly and take their SEND needs into account in relation to behaviour management issues.

How should we treat the wider community – visitors to the school and outside school?

- Be polite and courteous at all times
- Be considerate of others – do not block pavements, drop litter, leave bags in unsuitable places, talk too loudly in public places
- Behave in an orderly manner on public transport, queuing as appropriate
- Behave with due regard to road safety so that the safety of others is not put at risk.
- Represent Putney High School with pride, appreciating how fortunate you are to belong to such a positive and successful community

Please see:

- **Junior School 'Rewards and Sanctions' policy for further details**
- **Senior School Rules in the Purple Book**

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