BALLARD

BESPOKE EDUCATION

PUPIL CODE OF CONDUCT POLICY	
Reviewed by:	**Chris Jackson – Deputy Head Pastoral**
Review Date:	**September 2026**
Next Review due:	**September 2027**

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Pupil Code of Conduct

(School Rules)

INTRODUCTION

This **code of conduct** is not exhaustive and, from time to time, rules will be altered. It is designed to be a guide to our School life and is intended to encourage good behaviour and to foster a positive family atmosphere at Ballard. At Ballard we believe in the power of a "growth mindset." Things will go wrong at times, and it is important to learn from mistakes, to apologise and make amends and then to go on a little humbler and wiser. The School motto is **'in novitate sensus',** which translates from the Latin into 'in the renewing of your mind'. This is a good watchword for our lives.

In summary, we are expected to show respect for all members of the School (and its property) and to be good 'ambassadors' outside of School. This is best reflected in an attitude of care for and humble sensitivity towards others, regardless of age, sex, race and creed.

The Ballard School Charter:
This is displayed around the School and contains our key values along with the consequences for making the right or wrong choices as regards behaviour.

KEY VALUES - which allow all pupils to learn

1. BE RESPECTFUL
2. BE RESPONSIBLE
3. BE SAFE
4. BE HONEST
5. BE POSITIVE
6. BE KIND
7. BE CURIOUS

POSITIVE RECOGNITION

1. Praise – verbal or written on pupils' work
2. House points
3. Special privileges and prizes

CONSEQUENCES

When a pupil breaks any of the above values:

- Stage 1 - Verbal warning
- Stage 2 – Verbal warning and discussion with the teacher at the end of the lesson, break or lunchtime as required - teacher to decide
- Stage 3 – Head of Section lunchtime detention (recorded in iSAMS) in S6 at 12.45pm (Upper Prep and Senior School only)
- Stage 4 – Referral to Head of Department/Head of Section
- Stage 5 – Red Card: Referral to the Senior Management Team (SMT) via immediate email and/or call to Reception. Pupil will be removed from the lesson by SMT.

Based on the severity of the offence, staff can use any stage immediately. Staff will use their professional judgement, knowledge of a pupil and any individual needs (learning and pastoral) to determine and adapt the Charter. References to the behaviour policy and exclusions policy will be made when considering further sanctions.

(Please note that the separately published **Exclusions' Policy** is part of our Code of Conduct).

Expected pupil outcomes:
The following points were drawn up by the School Council in 'pupil-speak' in response to a version discussed by the staff.

A Ballard pupil should develop and increasingly demonstrate:

1. Respect and kindness to all. Responsibility for own actions. The ability to understand people and make friendships. The ability to feel good about yourself;

2. The ability to 'set the bar high' and reach goals by trying their best;

3. The ability to think well for oneself and make a good argument in a variety of ways;

4. Understanding and respect for Christianity and different religions;

5. Respect for all environments and an understanding of 'green' issues;

6. The ability to cope with modern life, staying healthy and being a good citizen; and

7. The ability to try different things and enjoy the challenge. To keep going even if they fail.

BALLARD SCHOOL ANTI-BULLYING POLICY

Ballard is a happy, friendly, caring school. We do not agree with bullying and think that everyone has the right to feel happy and safe in the school. **No-one deserves to be bullied.**

What is bullying?
Bullying is repeated behaviour by an individual or group that intentionally hurts another person physically or emotionally. Bullying often involves an imbalance of power, making it difficult for the person being bullied to defend themselves.

Bullying can be:



Verbal



Physical



Cyber

What do the pupils and staff do to stop bullying?

- We have anti-bullying sessions in PSHE lessons;
- We learn what bullying is and what we should do if it happens to us;
- We have a Ballard Charter and agree to stick to it;
- The staff look out for bullying and listen to anyone who is being bullied;
- We tell a teacher/trusted adult if we are being bullied;
- We tell a teacher/trusted adult if we know someone else is being bullied - we are 'upstanders' not 'bystanders';
- We have prefects and duty staff who are friendly people to turn to; and
- We have a 'Ballard on Board' programme to promote friendships for all.

SCHOOL UNIFORM

At Ballard we take pride in wearing a smart school uniform. Pupils are expected to arrive and depart from School in the correct uniform. They are expected to always wear the uniform correctly and appropriately. This includes the journey to and from school each day. The full uniform list is published separately, but the following forms part of this code of conduct:

For Everyone
Overcoat should be smart in appearance, and **navy blue** or **black.**

Blazer (Years 3 to 11)
Ballard navy blazer, with braiding and embroidered crest, should be worn at all times (and certainly to assembly and at formal occasions), unless permission is given by staff or you are playing at breaktime. Head Prefects will wear a navy blazer with gold braiding. House Badges should be worn at all times and pinned securely to the blazer's lapel. The cost of a replacement House Badge will be charged to the parents' termly bill.

Trousers/Shorts or Skirt (Years 3 to 11)
You may choose whether to wear a Ballard School skirt **or** long mid-grey trousers/tailored shorts, both of which are available from the school outfitter only.

Skirt (Years 3 to 11)

- Hemlines must sit on or below the knee when standing and not rolled up and no shorter than 3cm above the knee when sitting. Skirts must be worn with:
  - Ballard long or short-sleeved, revere collar white blouse with Fleur de Lys logo, or plain white revere collar blouse, to be tucked in at all times, front and back;
  - Navy/black opaque tights or short/long navy socks.

Trousers/Shorts (Years 3 to 11):

- Trousers and shorts should be mid-grey and tailored;
- Ballard long or short-sleeved, white shirt with Fleur de Lys logo, or plain white shirt, tucked in at all times, front and back with the top button done up;
- School tie, which must always be tied correctly;
- Shorts can be worn all year round;
- Plain grey or black ankle socks.

Skorts

- Hemlines must sit below the internal shorts when standing and cover the top of the leg. Skorts must be worn with either Ballard leggings or tracksuit trousers when not playing sport.

PE Shorts

- Shorts must cover the top of the legs. Shorts must be worn with either Ballard leggings or tracksuit trousers when not playing sport.

Lower Prep (Years 3 to 5) Summer Dresses Expectation

Summer dresses will be compulsory for all children within the Lower Prep during the Summer Term. The children may wear these dresses for the first half of the Autumn Term, should the weather be appropriate to do so.

Shirt-Sleeve Order

If the weather does get hot, we will issue a shirt-sleeve order, which means that pupils do not need to wear a tie or blazer, and their top button may be undone.

Shoes

Black, non-branded leather shoes (not boots) suitable to protect the feet fully for school wear (see examples below). Suede or canvas shoes, open-toed sandals, slingbacks, trainer style shoes and black plimsolls are NOT permitted. Heels should be no higher than three centimetres (measured at the rear of the shoe). We do not allow branded, trainer type footwear e.g., Vans and Nike AirForce Ones.



THE SCHOOL RESERVES THE RIGHT TO SEND PUPILS HOME IF THEY DO NOT COMPLY WITH SCHOOL UNIFORM

General

Pupils may only wear **one pair** of small **gold/silver** discreet stud earrings. No other form of body piercing is permitted. No fake eyelashes or fake tans are permitted. No smart watches or smart technology (e.g. glasses) can be worn at any time. Other than a non-smart watch, stud earrings and medical bracelets, no other non-uniform items, such as ankle or wrist bands, should be worn. Light make-up is allowed in Years 9, 10 and 11, where it may be **DISCREETLY** applied. This is a privilege and can be withdrawn if abused. **NO PERMANENT** make up is permitted.

Hair – Reception to Year 5

Hair must look natural, and styles should not draw attention to the pupil. All hair should be neat and tidy and must be out of pupils' eyes and off their collar. Hair longer than collar length must be tied securely back off their face. Hair must be tied back completely and not loose at the back. Fringes longer than eyebrow length must be pulled back with a band or hair tie or tucked behind ears. Hair ties, scrunchies, clips and headbands should be navy blue or black only.

Hair – Years 6 to 11

Hair must look natural, and styles should not draw attention to the pupil. Only natural hair dye colours that do not draw attention to a pupil can be used. Hair longer than collar length can be worn down but must be secured away from the face using clips, hair ties, scrunchies or headbands.

ALL ITEMS OF CLOTHING SHOULD BE CLEARLY MARKED WITH THE PUPIL'S NAME.

General rules to do with security, lost property and valuables

- Do not bring valuable items into School with you. The School cannot be held responsible if they get lost or stolen.
- Pupils can have a mobile phone in school time if they wish. If brought into School, they must be locked in a Yondr pouch. They should be always switched off during the school day. If misused in any way, they will be confiscated and lodged with the appropriate Head of Section until the end of the day**.** The following sanctions will be applied:
  - Automatic Headmaster Detention - 5.00pm - 6.00pm
  - Phone to be handed in to Head of Section every day for 2 weeks
- Please take any lost property you find to the School Office.
- Most people are trustworthy and honest, but sadly some are not. If you see a stranger around the School that looks suspicious – tell a trusted adult. Anyone not wearing a Ballard School lanyard or a person wearing a red visitor lanyard without supervision should be reported to a trusted adult immediately. Persons wearing a blue staff or green visitor Ballard School lanyard are DBS checked and do not need to be accompanied.
- Do not speak to strangers on the way to or from school.
- Do not accept lifts from people you do not know.

When using the Internet, never give away information about yourself, or arrange to meet with someone you have met in a chat room. Use email correspondence in a sensible manner.

(Our 'Guidelines for use of Digital Technology' outlines the specific rules concerning the use of school computers and the internet.) Please note that uploading photos, using captions and text on social network sites, which in any way cause distress, will be dealt with severely and could lead to exclusion from School.

Absence from School

All absence from School must be covered by a letter/email on return to School, and by a telephone call on the first day of absence by 9.30am latest. Absence line: 01425 626901.

You must be registered twice a day at School. If you miss your normal registration or have a scheduled music, speech or drama or DEL lesson, then you must go straight to Reception or the School Office to record your presence at the earliest possibility and before going into class. No one is permitted to leave the School site during the normal school day, unless specifically signed out by an adult or on a school trip (such as a match).

Parents must note that holidays should not be taken in term time, and that permission cannot be granted for such absences unless there are exceptional circumstances.

Illness and accidents

If you are ill or have an accident at school, tell a member of staff. They will refer you to the School Nurse. If necessary, your family will be contacted and asked to collect you. You must not make your own arrangements – the School staff will do it for you.

If you need to take medicine during the school day, leave it with the School Nurse or at Reception marked for the Nurse's attention – please do not carry it around with you for the health and safety of all pupils.

Health and safety

We all have a responsibility towards those around us and ourselves to ensure that we all remain safe in the school environment.

- If you see anything that could be a danger to other people, report it immediately to a member of staff.
- Knives and other sharp items are not permitted in school.

- Never wilfully misuse equipment, or tamper with things provided for safety purposes – such as fire extinguishers.
- If you see a fire, set off the nearest fire alarm and exit the building as quickly and safely as possible – do not stop to collect your belongings.
- Make sure you know where the fire exits are and how to use them.

Academic matters
You are expected to behave sensibly and positively in all classrooms, laboratories, playing fields, etc. and on all school outings and trips. Homework must be completed on time – as must coursework. If for any reason you haven't been able to complete a piece of work (perhaps through absence or ill-health), then it is your responsibility to see the teacher concerned and to make up the work missed. If you cannot find the relevant teacher, then write a note or email him/her.

Stand up when a visitor enters the room unless you are engaged in a practical subject and it would be difficult or inappropriate to do so.

Hands must be raised when offering to answer a question in class. Staff are to be referred to as 'Sir' or 'Miss'.

Corridor courtesies
All pupils are expected to look out for visitors wearing lanyards (including parents) and to offer directions or help as necessary. Open doors for adults and stand to one side in corridors. In busy areas (such as the Main House stairs and all corridors), you are expected to walk on the left-hand side. There are special corridor rules in certain buildings, ensure you study the appropriate notices. Always be courteous and polite and greet people warmly and appropriately. Public displays of affection are not acceptable anywhere in school or on school activities.

Prohibited items
Alcohol, non-prescribed medicines, legal highs, lighters, vapes, tobacco (and its products, including e-cigarettes), chewing gum, knives and pornographic material are forbidden at all times. The Drugs, Alcohol and Tobacco policy is published separately and is part of this code of conduct.

Headteachers, or staff they authorise, have a statutory power to search a pupil or their possessions where they have reasonable grounds to suspect that the pupil is in possession of a prohibited item as set out in legislation or any item identified in the School rules as an item that may be searched for.

General behaviour
- Swearing and spitting are not acceptable at any time.
- We expect Ballard pupils to be inclusive in their behaviour in welcoming new pupils and 'old' ones. We have a wide age-range in the School and due care and regard must be made when with those of a younger age. Boisterous 'horse play' is not acceptable. It is also wholly unacceptable to hit or strike anyone under any circumstance. The Anti Bullying Policy is relevant here but note that physical misbehaviour – including inappropriate boy / girl or same sex activity – will be treated very seriously.
- Whilst in the School grounds (perhaps in a break time) care must be taken not to be overly loud.
- Climbing the trees along the tree line between the games' fields is acceptable but care should be taken of life, limb and property! The maximum height you may climb is two times your own height.
- Unless it is a 'wet break' (when you need to collect your refreshment and then go to your Form rooms), you should be outside in the fresh air or under the wet-weather canopies.
- The School libraries / Chapel / outdoor classroom are to be respected as places of quiet study and reflection.
- On school matches (or on trips), members of other schools – or the general public – must always be treated extremely courteously. Polite behaviour is always to be expected and behaviour on buses must be exemplary and in the interest of the highest quality of health and safety.

- In the Dining Hall the queuing must be orderly, taking direction from staff and prefects. Eat with good table manners and engage in polite conversation. Lunch is a compulsory meal.
- In assemblies, queue up quietly outside the PAC (or other venue) with your Form and enter/exit in silence. Listen attentively and participate as appropriate during the Assembly. We stand for Hymns, whatever the religious persuasion of a pupil, as a mark of respect, and join in with the singing and with the 'Amen' at the end of prayers if you feel able to do so. Applause is always respectful and congratulatory.

Conclusion

Changes to this Code of Conduct will be intimated in the weekly Bulletin, on the website and by letters home. The policy as a whole will be reviewed and updated as necessary annually.

Chris Jackson
Deputy Head Pastoral
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