



Kensington Park
SCHOOL

Part of the

 Astrum Education Group

SCHOOL PROCEDURES: School Rules and Code of Conduct

This policy aims to clearly define KPS' School Rules and Code of Conduct in order that all students may understand and abide with them when in school.

This Policy is governed by the following:

Keeping Children Safe in Education (September 2021)

As a school we believe it is important that we should:

- Be responsible for ourselves and for our words and actions;
- Show respect and consideration for others, within the school community and beyond;
- Respect and take care of the school environment and of our own property;
- Wherever we are, remember our responsibility as ambassadors for Kensington Park School.

SCHOOL RULES

Students are responsible for knowing and understanding the School Rules and Code of Conduct that are outlined in this document. They also should read and understand the policies outlined on the school website.

We expect all students to behave in a way which reflects these general principles, whether at school, in the vicinity of the School during school hours and when representing Kensington Park School elsewhere. Any action that brings the School into disrepute, or breaks the law of the land, is a breach of the School Rules.

Manners

Students are expected to behave with good manners and good sense at all times. Members of our school community, including teachers, staff, peers, parents, visitors and members of the public should be treated with respect and courtesy.

Absence

Notification. If a student is absent through illness parents should telephone the School Office (020 7616 4400) or email reception_bp@kps.co.uk or reception_QG@kps.co.uk to explain the situation on the first day of absence. If the absence is for more than one day, parents are requested to keep the school office and their child's form tutor informed of a student's recovery and return to school date. Missed work will then be considered between the tutor and the parents.

Leave of Absence - If there is anticipated absence of a day or less at least 24 hours' notice should be given, by letter, email or telephone, to the Tutor. Permission should be sought, where possible, from members of staff whose lessons are being missed. It is the responsibility of the student to make up any work. Permission to miss longer than a day's school should be sought well in advance in writing from the Heads of Lower School or Sixth Form.

Ref: *Attendance and Lateness Policy*

Access and Safety

Under no circumstances should students be in school before 7.45 am or after 6 pm unless they are taking part in an activity arranged by a member of staff.

Students should not be in school at weekends or during the school holidays, unless involved in a specific staff led activity.

Some areas are always out of bounds to students if they are not with a member of staff. These include the science laboratories, staffroom, the maintenance department and the kitchen areas.

CCTV cameras are in use in the School both to protect students with regard to their personal safety and to monitor and uphold discipline.

No student may tamper with the electricity, gas or water supply, or use them for purposes other than for what they are intended.

Unless in an emergency, no student should touch the fire-fighting equipment around the school.

No part of the school, be it furniture or infrastructure, should be written on, cut or broken.

Ref: *Supervision Policy*.

Attendance and School hours

Students who arrive from 7.45am must wait in the theatre until school hours officially commence at 8.00am. The structured School day starts at 8.30am and ends at 4.00pm. In the Lower School students are expected to be at registration by 8.30am with a second registration again at 1.20pm at the beginning of period 5. All students are to attend assembly, PSHE and tutor times between 8.30 and 9.00.

In the Sixth Form, registration is taken at the start of each lesson.

Unless students are involved in an after-school activity all students should arrange to leave by 4.15pm. Students remaining in school after 4.15pm must be in an organised club or activity, not simply waiting around the school. Unless there is a school activity, the school is locked at 6.00pm

Students in the Lower School may not leave the building until 4pm, unless authorised to do so. When leaving school early students must report to the receptionist so they can update SIMS.

Sixth Form students can come and go for lessons.

Students who arrive late for school must go to the receptionist. The receptionist will enter L into SIMS and select the comment option, adding the reason why they are late and the time of arrival. If the student arrives and no notification has been given, the receptionist will contact the parent, guardian or Boarding House to find out why they are late. This procedure applies even if permission has been granted to arrive late - for example for a doctor or hospital appointment.

Behaviour

Students may not run or shout in the corridors, stairways, classrooms, restaurant or theatre.

Students may not eat in classrooms or when walking around the school. Students may also not carry hot drinks around.

Students are expected to behave themselves on Public Transport, at bus queues, on buses and when travelling to or from school or external premises used by KPS.

The Bayswater Road should only be crossed at the traffic lights.

No student may be in possession of, or make use of any of the following:

- Fireworks and explosive materials
- Knives other than cutlery

During school hours, no student may play any game for money or take part in gambling or lottery.

No student may make a money collection in the school without the permission of the Headmaster or the member of staff in charge of the activity.

Breakages

A student who breaks equipment or causes any damage must report the matter at the first

opportunity to his/her tutor and to Reception.

Chewing gum

Chewing gum is not permitted in School at any time.

Commitment

Students are actively encouraged to join clubs and activities. It is important that students understand that membership of a team, choir, play cast or other group activity involves commitment to attendance since their absence seriously damages the whole activity. If there is a clash of school commitments students should refer the matter to their tutor.

Detentions

Detentions are regarded as serious punishments. They take precedence over all other activities and may be postponed only with the permission of the Headmaster or Heads of Lower School, Sixth Form or Boarding.

Ref: *Achievement, Behaviour, Rewards and Sanctions Policy;*
Exclusions, Suspension, Removal and Review Policy.

Dress

A smart appearance helps to maintain high esteem and a sense of pride in the school community and we expect all students to look their best. We hope that our students will take pride in their personal appearance.

Lower School Uniform

The Lower School follows a formal uniform which is provide by Perry Uniform, with flexibility in the following areas:

- Shoes should be entirely black or brown and without any other fashion or colourful design, including white rims around the soles. Trainers are not permitted.
- Girls have the choice between skirts or trousers.

Full details or our uniform list can be found here: Kensington Park School - Schools (J - L) - Find Your School (perryuniform.co.uk)

Sixth Form Dress Code

We expect our students to be smartly dressed and well-presented while in School. The School dress code is smart-casual, business dress and consists of the following:

- Smart casual tops, such as jumpers, shirts and polo shirts.
- No sportswear (tracksuit bottoms or sports shirts). No hoodies (they may be worn to and from School but not in School) or yoga pants.
- Trousers (such as chinos or equivalent) and skirts must be smart.
- Jeans may be worn but must be smart (i.e. dark jeans such as black or navy and no ripped jeans).
- Shoes should also reflect the overall dress guidelines. Trainers may be worn but must be black or a dark colour (no white or bright colours).
- Tattoos should not be on display.

Hair styles / accessories

As long as it is not offensive or too outlandish we think hairstyle is a personal issue and leave decisions to parents and students, however there are some general rules we ask are followed.

1. No brightly dyed hair
2. Students may not have words, symbols or elaborate tracks shaved into their hairstyles.
3. Beards should be short and neatly trimmed, unless this reflects the individual's religion where it should be tidy.

Jewellery

Students may wear jewellery, but may be asked to remove such items where this will represent a health & safety risk, such as in extra-curricular activities, sport, drama or science. The School does not take responsibility for the care of such jewellery in these circumstances. No visible facial piercings are allowed on any students.

Tattoos

It is illegal for a person to be given a tattoo in UK under the age of 18. The age limit differs in other countries and therefore whilst visible tattoos are to be discouraged, where present they should not be offensive to others and be covered up.

Non-compliance with the School Dress Code Policy

If a student breaches the School Dress Code Policy, staff will enquire why this is the case and remind them about what is expected.

If required, tutors will notify parents/guardians in their weekly email.

Occasionally, students will be asked to return home/boarding house to collect suitable clothing.

We understand that there may be some exceptional and unavoidable situations where a student may have to come to school without a part of their clothing due to loss or damage. In such circumstances we ask parents to contact the school reception on the day to confirm the reason.

Repeated and Persistent non-compliance

We expect all students and parents to conform with this policy. Persistent and defiant non-compliance with the policy will result in an appropriate sanction up to and including exclusion. In the event of persistent breaches, we will endeavour to work closely with the parents/guardians to resolve the situation.

1. The Role of Parents

We ask all parents who send their son/daughter to our school to support the school dress code policy ensuring that they are dressed appropriately and that their clothing is clean and in good repair.

2. The Role of Astrum Advisory Board

The Astrum Advisory Board supports the Headmaster in implementing the school uniform policy. It considers all representations from parents regarding the uniform policy and liaises with the Headmaster to ensure that the policy is implemented fairly and with sensitivity. It is the Board's responsibility to ensure that the school uniform meets all regulations concerning equal opportunities. They ensure that the school uniform policy helps children to dress sensibly, in clothing that is hardwearing, safe and practical.

Monitoring and Review

The Astrum Advisory Board monitors and reviews the school dress code policy through its committee work.

Drugs, tobacco, vaping equipment & alcohol

Illegal drugs, tobacco products, vaping equipment or alcohol may not be brought to, sold, passed on or obtained on school premises, on school outings or trips or while students are recognisable as members of KPS.

Smoking (including E-cigarettes/vaping) by students is forbidden on all occasions. Parents who attend school functions or who watch school sports matches are asked to abide by this no smoking policy.

Any involvement with illegal drugs is likely to result at least in suspension and selling drugs will result in expulsion. Drug incidents are likely to be reported to the police.

Alcohol: Students in school uniform should not normally enter licensed premises and no alcoholic drinks may be brought into the School at any time. There are, however, occasions when senior students are permitted to drink alcohol under staff supervision. For example, wine and beer may be served at society or sports club dinners.

Ref: *Illegal Substances, Smoking & Alcohol Policy*

Fire drill

Students should read the Fire Regulations posted in the classrooms they use. When the fire alarm sounds, students should proceed IN SILENCE, without running, by the route posted in each room to their allocated assembly area, shutting doors and windows of the rooms which they leave. Students must not leave the assembly area until dismissed by their Tutor.

Games

Students chosen for School teams are required to attend matches. A student selected for a team who is ill on the morning of a match is required to email the member of staff running the team, or phone the appropriate team captain, as early as possible so that a substitute can be arranged. Students must not telephone the school and leave a message on the answering machine.

Jobs

Employment of students under 16 is governed by law and requires the Head's consent in advance. Students over 16 should consult the Head of Sixth Form to ensure that a job does not interfere with school life.

Lessons

We expect punctuality to all lessons and each teacher determines the particular routines and courtesies required of their class. Students should always give in homework on time, whether in a physical format or online. If it is not possible to do this, the teacher should receive a suitable explanation, ideally in advance. Otherwise the student may have to attend an Extra Work Session after school.

If a teacher fails to arrive for a lesson within ten minutes of its start, the student in the form/set whose surname is first alphabetically on the list, should report the matter to Reception.

Lost property

It is essential that all items brought into school are clearly labelled with the child's name and parents must help the School in this way. Lost property will be stored for one term. Enquiries regarding lost property should be made to the school reception as after that time it will be donated to charity or sold in school, with the money raised going to the School's charities. Individuals wanting to leave kit or clothes in a changing room should check with the Games staff.

Premises and property

All members of the Kensington Park School community are encouraged to share in a sense of common ownership of the School, including its premises. Students should treat all parts of the School with respect and keep it tidy.

All members of the school community should keep their bags with them at all times or securely store them in a locked locker using their key cards. The school cannot accept responsibility for students' possessions that are brought into school as Kensington Park School's insurance provision does not cover students' personal possessions.

Coats should be kept in the designated area for their tutor group, and not carried or worn around the school.

Students generally need little money during the school day and should only bring into school enough money necessary for any incidental expenses. We recommend that no more than £5 be brought into school on any one day.

We strongly recommend that all students riding bicycles or scooters should take the cycling proficiency test and should wear fluorescent marking and a helmet. Bicycles must be kept in good repair and should be padlocked to the school bike racks while on the school premises.

School devices

Students will be given a Windows tablet device on entry to the school. The tablet is provided for school use only, in accordance with the school's *ICT and E-safety Policy*. Students will digitally sign an agreement at entry of the school and will be asked to re-sign the agreement should any updates occur. In addition to the ICT and E-safety policy:

- Students should respect the device and its accessories, keeping them charged and in good condition;
- The device and accessories will be returned to the IT department on leaving Kensington Park School;
- Devices are expected to go home and to be used for homework activities;
- Devices should be charged overnight or during break times or lunchtimes using the provided device storage located around the school;
- Student devices (and personal devices) can be subject to inspection by staff should any wrongdoing be suspected, in accordance with the school ICT and E-safety policy;
- Damaged devices should be immediately handed to Form Tutors. If a device is regularly damaged (screens and keyboards for example) beyond what is considered reasonable, you may be asked to pay for repairs.

Mobile phones. ipads and other electronic devises

All students are required to read and digitally sign the Student ICT Code of Conduct which sets out the School's expectations and promotes responsible use of ICT and digital communication.

Students are expected to use their KPS device at school and at home for school work. They are

encouraged to separate the use of their school device and any personal devices at home.

Students' personal devices, including mobile phones should be kept out of sight and kept on silent, and are only allowed to be used with permission from a member of staff during school hours. Electronic devices are brought in at the owner's risk and must be used according to the Schools' ICT & E-Safety Policy. School insurance does not cover student personal devices.

They can only be used during lessons for educational purposes and subject to the teacher's permission.

Students must not take photos or make recordings without the express permission of the member of staff in charge and the person/people being photographed or filmed. If it is found that a mobile phone, iPad or other electronic device has been used inappropriately, or if a complaint has been made by another student or a member of staff, students should expect that the device may be confiscated.

Students are responsible for the safety of these items. Valuable items such as mobile phones and other mobile devices should not be left unattended around the school. They should be placed securely in a locker during games and PE lessons.

Acceptable use

Students may use their mobile phone in the classroom or in an emergency, only with the teacher's permission.

Sixth Form students may use mobile devices during study periods, in the Sixth Form Common Room or other authorised areas, whilst being mindful of others in their proximity.

Unacceptable use

No mobile devices or earphones are allowed when walking around the school: on the stairs or in any other places where consent has not been granted.

Since students can access their timetable from their tablet, no mobile devices may be used in transit to and from lessons. A paper copy of their timetable will also be given by their tutor.

No mobile devices are allowed during tutor time (except with the tutor's permission)

Photography, filming and audio recording on devices is strictly forbidden, unless permission has been granted by a tutor and by students and staff who may be photographed, filmed or recorded.

Mobile devices may not be used for any other purpose deemed inappropriate by the School.

No student may post any information on social media about the school without the permission of the Headmaster.

All students will be given a tablet device when they join Kensington Park School which they will use for School work and communication with teachers. This is the property of the School and must be handed back at the end of the students' time at School. Students are not allowed to use their own devices or tablets in School. Lockers are provided to store and charge their School devices.

Social media

Students are not allowed to interact on social media during school hours. However they are also taught to be mindful of its appropriate use, reflecting on the 4 questions:

Is it mine? Who owns it, is it my work, is it my property?

Is it decent? Who would you be happy showing it to – family, tutor, friend?

Is it fair? How honest, helpful is it?

Is it kind? How would you feel on the receiving end?

At all times students are encouraged to think about how to balance the use of social media with real life interactions.

Notice boards

Only notices for properly organised school activities may be posted on school notice boards and these should be removed immediately after the event. Notices must not be stuck on doors or attached to walls with blue-tack.

Off limits

The theatre stage (when set up) is strictly out of bounds except with the permission of a member of staff. Stage crew activity in both areas may be undertaken only under the supervision of a member of staff. A member of staff must give permission for, and be in school during, rehearsals.

In the Lower School no student is allowed out of school at break.

Students who need to leave school during class time must obtain permission.

In the Lower School students may only go to the Park to play recreational sport at lunch time under the supervision of a member of staff.

Property and lockers

Lockers may be used by students to store their mobile phone, tablet and other larger items.

Some lockers are unallocated and, as such, are to be used on a first-come-first served basis.

Such lockers are to be released by the user to allow others access when it they are no longer required and certainly by the end of the School day.

Personal property should not be left overnight in lockers.

Personal property should be marked with the owner's name, and should be kept in lockers which must be kept locked at all times when the owner is not present. Belongings should not be deposited anywhere in school other than in lockers.

In the Lower School coats should be left in the designated areas and not carried around the school.

Restaurant

Food must not be taken out of the restaurant.

Reporting sick to Reception

Students who feel ill must report to Reception and not leave school without permission.

Except in emergencies, students should not go to Reception without first obtaining permission from the teacher who is in charge of their class or games activity.

Staff room

Students wishing to contact members of staff for important matters can knock on the main door of the Staff Room. Messages and work for members of staff can be left with Reception.

Sixth form common room (59 queen's gate)

Overall responsibility for this area lies with the Head of Sixth Form. It is intended that this be a focal point for Sixth Form life and an influencing factor in their transition into young adults. The guidelines for behaviour were established in consultation with the Sixth Form Committee and could be summarised, as follows:

Respect for each other, your property and your environment.

Normal school rules apply in the Common Room and Study Room 8. Breaches of the code of conduct could result, in the more serious cases, in temporary exclusion from the School.

Science laboratories and art studios

Because of the dangers involved, the Laboratories and Art Studios may only be used under supervision in accordance with the instructions issued separately.

Travelling to and from School by car and taxi

If dropped at or collected from school by car students must ensure that their parents are aware that:

Bark Place is a small residential road, with resident parking restrictions, and therefore parking or waiting there is not only dangerous but also illegal. Dropping students off in the queue at the traffic lights on Bayswater Road is dangerous and should not occur.

Queens Gate is a busy, two lane main road and caution should be taken when crossing the road or being collected / dropped off from vehicles. There is very little non-residential parking.

It is better for everyone if students plan to be met at a pre-arranged place some distance from school, preferably before the morning rush and after most students have left. Wherever possible, collection and delivery duties should be shared with other parents.

Students under the age of 18 are advised not to use Uber, or other taxi companies without clear safeguarding policies, unaccompanied.

Valuables

Unnecessary valuable property should not be brought to school. All property is the responsibility of the owner and should be clearly marked. There is no school insurance cover for such items and individuals should make their own arrangements. Valuables should be stored safely in lockers.

If valuables are inadvertently taken to PE/Games they must be handed in to the members of staff taking the lesson. It is the responsibility of individual students to collect these valuables from the member of staff at the end of the lesson/activity. Lockers are provided for this purpose.

Students on site after school

It is wholly appropriate for students, other than those involved in school activities such as music or games practices, to remain in school after 4.00pm for a variety of activities. There are, however, certain ground rules:

Students who remain inside the school buildings after 4.15pm should be at an organised activity, which may include the Study Slot. It is unacceptable simply to loiter in corridors or indeed to play games inside.

If a classroom is to be used for a specific purpose or activity (ie an additional play rehearsal) then its use must be supervised by a member of staff.

The School is locked at 6.00pm and all students must leave the buildings by that time unless present for a pre-arranged activity. Students are reminded that there is no routine access to the School after 6.00pm.

A member of the Extended Leadership Team is on duty until 5.30pm in case of emergencies. Any problems can be referred to the member of staff on duty via Reception.

Closures in exceptional circumstances

The School will endeavour to remain open during periods of inclement weather. Should a decision be made to **close** the School, a notification will be sent via ParentMail

CODE OF CONDUCT

I understand that as a KPS student, I must:

Stand for what is right at all times

Treat all others members of the community with kindness

Value Respect and celebrate variety and difference within our community.

Take an interest in the world around me

Appreciate and embrace the opportunities I have

Take responsibility for my own actions and performance

Give of my best in all circumstances


Always be determined to improve and willing to fail

Show courtesy, respect and common sense in all I do

Develop and demonstrate a sense of duty and service to others

Active bystander, upholding the KPS values, commitment to doing the best to the school and its (community?),

Approved by Headmaster 09 September 2021

DocuSigned by:

ADD3243C45B6424...