

COPTHILL SCHOOL RULES

Golden Rules

The School Council of 2015-16, following discussions with their classmates, reviewed and updated our 10 Golden Rules.

At Copthill School, we:

- try our hardest in all our lessons;
- show respect by listening to adults and each other;
- are good team players;
- are organised for every lesson;
- care for our environment;
- walk sensibly around school;
- keep our classrooms tidy;
- use good manners all the time;
- take pride in our appearance;
- are friendly, kind and helpful.

Although rules are kept to a minimum, a well-regulated community atmosphere is encouraged to support the Educational Aims of the School.

School rules are designed to:

- Encourage a considerate attitude towards other people and property

Show Good Manners

1. Say “**Please**”, “**Thank you**”, “**Excuse me**” and “**Pardon**” on every appropriate occasion.
2. **Never interrupt** somebody’s conversation unless invited.
3. **Hold doors** open for others whenever possible and **stand aside** to let others through.

Show respect, courtesy and consideration to others at all times.

- Ensure the safety and welfare of all pupils

Be Safe

1. **Walk** in the corridors. Walk on the left-hand side.
2. Children must not be indoors during break times or before school without the permission of a teacher.

- Ensure high standards of personal appearance

Take pride in your appearance

1. Children must wear regulation school uniform at all times.
2. Shoulder length hair must be tied back with plain red or navy blue hair accessories.
3. Hair braids and jewellery are not to be worn in school apart from stud earrings. No earrings to be worn for Games, Gym or Swimming lessons.

Show respect for all School and personal property.

School Assembly

1. Walk quietly and in an orderly manner to the Hall for Assembly.
2. Wait in silence for Assembly to begin.
3. Remain silent unless otherwise directed throughout the Assembly.
4. Leave Assembly in silence.

Break Times

Pupils must:

- ask permission to collect balls from the area behind the tennis courts;
- ask permission to enter the School during break times;
- not drop litter around the playground;
- treat all break time equipment with respect and return it to the correct place after break time;
- respond to the whistles-
 1. Stop and freeze.
 2. Walk to line up on the playground.
 3. Silence.

Our Charter of Good Digital Behaviour

Note: All Internet and email activity is subject to monitoring

The computers at Copthill School and Internet connection are for your learning. They can be used by everyone in lessons and with permission at lunchtimes.

You are responsible for good behaviour on the Internet just as you are in a classroom or a school corridor.

I Promise – to only use the school ICT for schoolwork that the teacher has asked me to do.

I Promise – not to look for or show other people things that may be upsetting. If I accidentally see anything on a website I am unhappy with, I will immediately turn off my monitor and report this to a teacher

I Promise – to show respect for the work that other people have done. I will not look into or delete anybody else's folders, work or files.

I will not – use other people's work or pictures without permission to do so.

I will not – damage the ICT equipment, if I accidentally damage something I will tell my teacher.

I will not – share my password with anybody. If I forget my password I will let my teacher know.

I will not – use other people's usernames or passwords.

I will not – share personal information online with anyone.

I will not – download anything from the Internet unless my teacher has asked me to.

I will – let my teacher know if anybody asks me for personal information.

I will – let my teacher know if anybody says or does anything to me that is hurtful or upsets me.

I will – be respectful to everybody online ; I will treat everybody the way that I want to be treated.

I will - respect our School Email Rules:

1. Do not write anything that you would not be prepared to say to someone face to face
2. Double check that you are sending the email to the right person
3. Always address Staff - Dear Mr
4. Do not send emails to more than 1 person at a time - UNLESS you have a teacher's permission

I understand – that some people on the Internet are not who they say they are. I will tell my teacher if I am ever concerned in school, or my parents if I am at home.

I understand – if I break the rules in this charter there will be consequences of my actions and my parents will be told.

Signed (Pupil) :

Date :