



Code of Conduct Policy Document

This Code is based on the premise of MUTUAL RESPECT. All members of the Bishops family have the **right** to be treated with respect. Similarly, all have the **responsibility** to treat each other and each other's property as well as the environment within which we operate with respect.

The Mitre Award highlights key values that we endeavor to inculcate in our boys:

- manners and respect
- integrity
- tolerance
- responsibility
- empathy and caring

Appearance & Dress

- The correct uniform is to be worn to all school activities. Number Ones are worn at evening functions, the first and last day of each term, and Saturday Detention. Blazers and ties are to be worn to Chapel Assembly on Mondays.
- Hair should be cut so as not to draw attention. Hair must be kept above the eyebrows, ears and collar. There should be no "sculptured" styles. Hair may not be dyed. Hair may not be braided.
- No rings, bangles and other ornaments may be worn.
- The correct attire should be worn to and from the pool.
- Undergarments may not show.

Boys are expected to bring a letter of explanation to their housemaster should they arrive at school incorrectly dressed.

Manners

- Boys should act as good ambassadors for the school.
- All members of the school are expected to greet staff and visitors, standing up



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Approved by Prep Executive Committee
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do so when appropriate. At the start of each lesson, classes should remain standing until being given instructions to be seated.

- Boys should not talk or whisper when being addressed as a group by a speaker.
- Boys must not walk around the school with their hands in their pockets.
- Boys should not chew gum during school or at any school event.
- Boys may not eat in the classrooms, the library and the computer rooms.
- All boys are expected to remain silent on entering and leaving the Chapel and Jagger Hall.

Absence

- Boys are expected to bring a letter of explanation to or e-mail their housemasters should they be absent from or unable to fulfil any obligation which they may have had.
- Boys are expected to notify teachers/coaches as soon as they are able should they know that they are to be absent from school for a match or similar function.

Telephone Use

- No cell phones are allowed at school.
- Boys may if necessary, and with permission, use the public telephone outside the Prep Admin Office. Each boy should therefore have a phone card in his possession.

Safety

- On all occasions, boys may only cross Duke Road at the pedestrian crossing, observing the rules of the road and the instructions of the security guard on duty.
- Boys must wait inside the school grounds for lifts.
- Boys who are not collected from their sports practices within 15 minutes of the practice finishing, will be ushered back to the Prep Admin Office.
- Boys going to or from sport practices or any other activity at the College campus should always walk in a group, using the subway to cross Campground Road. In the rare event of a boy being alone, he must ask security to check that he emerges in time on the other side.
- Boys may not purchase anything from shops or street vendors during the school day.
- Boys should be conscious of security and report anything out of the ordinary or suspicious to the office. If boys feel threatened by an individual from outside the school environment, or feel uneasy about any last-minute change of arrangements,



they should go to a teacher or the office straightaway.

Extra-Mural Wet Weather Policy

- The school will attempt to reach all parents via SMS before the end of the day, should outside afternoon activities be cancelled.
- The boys whose activities are cancelled can be fetched after school. If they are not fetched shortly after school they remain at school, under supervision, for the duration of their usual practice.

General

- Boys are expected to arrive at school before 07h40 each morning and to be punctual for all lessons and school activities.
- Boys are allowed in their classrooms during break time ONLY with permission of a teacher.
- Boys are expected not to litter.
- Money should not be brought to school unless permission has been given.
- Valuables, sports kit and break time snacks should be locked in the lockers provided for this purpose and not stored in the classroom or passages.
- Boys may not cycle in the school grounds.
- Boys may not run, wrestle or play ball games in the classrooms or passages.
- Boys may not go into or play with the kit lockers in the passages.

Serious Offences

The following actions are regarded as serious misdemeanors. Disciplinary action in these cases could lead to suspension or expulsion:

- Possession, use or distribution of alcohol, tobacco or illegal drugs
- Bullying — verbal/physical/e-bullying
- Continual disruption of teaching/coaching
- Continual ignoring of instructions
- Defiance
- Stealing
- Vandalism
- Cheating



- Unauthorized absence from school
- Possession or use of any dangerous object (weapon, explosive material, etc.)
- Possession, sharing or searching for pornography in any form (see also Computer Acceptable Use Policy).

Pupils and or their property may be searched (subject to the procedures outlined in The Education Laws Amendment Act of 2007) if a fair and reasonable suspicion has been established that one or more pupils on school premises or during a school activity are in possession of dangerous objects or illegal drugs.

Reinforcement

The school reinforces appropriate and exemplary behaviour through many positive reinforcement measures: merits, Mitre awards, assembly and newsletter announcements, school reports and letters of commendation.

Consequences for non-observance of the Code of Conduct can include "pink papers", detention, parents' meetings, disciplinary hearings, internal or external suspension and, in extreme cases, expulsion