

School Code (Pupils)

Woodhouse Grove School is your school: respect it and be proud of it. Do all you can to make the school one in which all are treated courteously and are happy, where hard work is respected, fair play in sport is valued and artistic endeavour promoted. Remember that if you act in ways which harm the reputation of Woodhouse Grove School you harm yourself, your friends, family and all members of the school community.

All members of the school should be familiar with the statement *School Policies and Standards* in which guidelines on Disruption, Bullying, Theft, Vandalism, Smoking, Drinking and Drug Abuse are outlined. In addition the following are specified as a practical expression for others, and are intended to make life easier for everyone.

- Be polite and helpful to all members of the school community and to visitors to the school.
- Move about the school in a quiet and orderly manner, walk and do not run in corridors and on staircases.
- Make every effort to keep the premises and locality tidy. Litter must not be dropped in the grounds, buildings or on the way to and from school. Use the litter bins provided.
- Make yourself aware of the bounds of the school. No pupil may go outside the boundary of the school, during the school day, without the permission of their Head of Year. They must sign out in the school office and sign in again when they return to the school.
- Sixth Formers are permitted to leave the school premises at lunch-time without specific permission but must sign in and out in the usual way.
- All clothing, sports kit and personal possessions must be clearly marked with your name.
- Use only your allocated locker and be responsible for making it secure. Under no circumstances are you to use or tamper with anyone else's locker.
- Wear your school uniform (as specified in the uniform regulations) smartly each day, including on the journey to and from school and when representing the school, for example in a sports fixture. You may not go home in your sports kit. Persistently sloppy dressers will be issued with an Appearance Card.
- Remember that food provided in the Dining Hall should be eaten there and not removed elsewhere. Food and drink should not be carried around the corridors and through routes of the school, except in the Martin Hall, Quad and Covered Shed. The chewing of gum is not permitted.
- Do not bring electrical items such as Ipods and hand held computer games into lessons, prep, private study, assembly, the library or the Dining Hall. Mobile phones may only be brought into school if they need to be and they will be confiscated if being used at inappropriate times or in inappropriate areas.
- Arrive promptly in school for the start of the day at 8.30am. If you are late, follow the prescribed procedure.
- If you have permission to drive a car to school a permit specifying the names of the driver and permitted passengers should be displayed at all times. Permission to drive a car to school may be granted to members of the Sixth Form by the Head of Sixth Form upon written request from the parents addressed to the Headmaster. You may not be driven by another pupil without the written consent of parents of both parties. Failure to abide by the school's rules about cars will lead to permission being rescinded.

Please remember that your behaviour out of school reflects on us all. Show courtesy to others. Wear your uniform properly.