

For this we stand:
to search for truth;
to live in love;
to grow together.



"Speaking the truth in love, we will grow to become in every respect the mature body of him who is the head, that is Jesus Christ"

Ephesians 4

STUDENT CODE OF CONDUCT

1. PREAMBLE

This Code of Conduct applies to all students in the school. It contains details on the behavioural expectations, sometimes also referred to as the School Rules. It applies whilst students are on the school site and when representing the school outside the school site. A student is considered to be representing the school if:

- They are engaged in school business (e.g. a school trip or sports fixtures)
- They are wearing school uniform and/or school branded clothing
- They are identifiable as a Bishop Wordsworth's student in any way
- They are travelling to or from the School.

The primary principles of the rules correspond directly with the Schools' Christian Ethos:

- To be honest and accountable for our actions (to search for truth)
- To keep each other safe and happy and take care of our environment and to experience respectful behaviours (to live in love)
- To contribute to a culture where everyone can learn and engage (to grow together).

2. THE CODE OF CONDUCT

The student Code of Conduct is in place to ensure that all students can attend school feeling safe and able to learn to the best of their ability. The Code of Conduct sets out the minimum standards that students should adhere to at all times. Where students consistently exceed these standards, rewards may be given. Breaches of the Code of Conduct may unfortunately lead to sanctions being applied.

DO....

- a) Wear the correct uniform properly
- b) Arrive at school on time, arrive at lessons on time, attend all timetabled lessons and activities
- c) Listen and engage to the best of your ability in lessons
- d) Complete work on time and to the best of your ability without copying or using AI (unless with permission)

- e) Look after your environment taking care not to damage or deface any property or drop litter
- f) Be honest; own up to mistakes when they happen
- g) Keep electronic devices including, but not limited to, phones, headphones, tablets and including message enabled watches) switched off and stored in a bag or locker when on school site and throughout the duration of the school day, unless under direct instruction from a staff member. Sixth Form students may only use their phones in sixth form areas i.e. the study rooms and common rooms and, with permission from their teachers, in lessons.
- h) Abide by the School's ICT acceptable use agreement (see below)
- i) Follow instructions from staff and senior students promptly and without argument
- j) Be kind and polite to others at all times, including online
- k) Report poor behaviour when you see it
- l) Follow the Respect Strategy and take heed of the positive behaviours listed on signs around the school site.

DO NOT...

- a) Run or play outdoor games indoors, in covered walkways or areas set aside as for walking only
- b) Use foul, offensive or blasphemous language. This includes racist, sexist, homophobic or disability-based language.
- c) Chew gum
- d) Ride bikes on site
- e) Enter any area declared 'out of bounds' or go offsite without permission
- f) Cross Exeter Street in any place other than at the Pelican crossing (traffic lights) and only when the green 'cross' symbol is indicated
- g) Bring banned items or substances into school (a full list is set out below)
- h) Sell or trade any items
- i) Deliberately deface, damage or destroy anything that is not yours
- j) Talk over a teacher or other students
- k) Distract others in any learning environment
- l) Be unkind, bully or harass any other member of the school community (physically, verbally or emotionally) including online
- m) Act in a way that would cause harm or embarrassment to the School, either in person or online.
- n) Take photographs on the School site unless asked to do so by a member of staff.

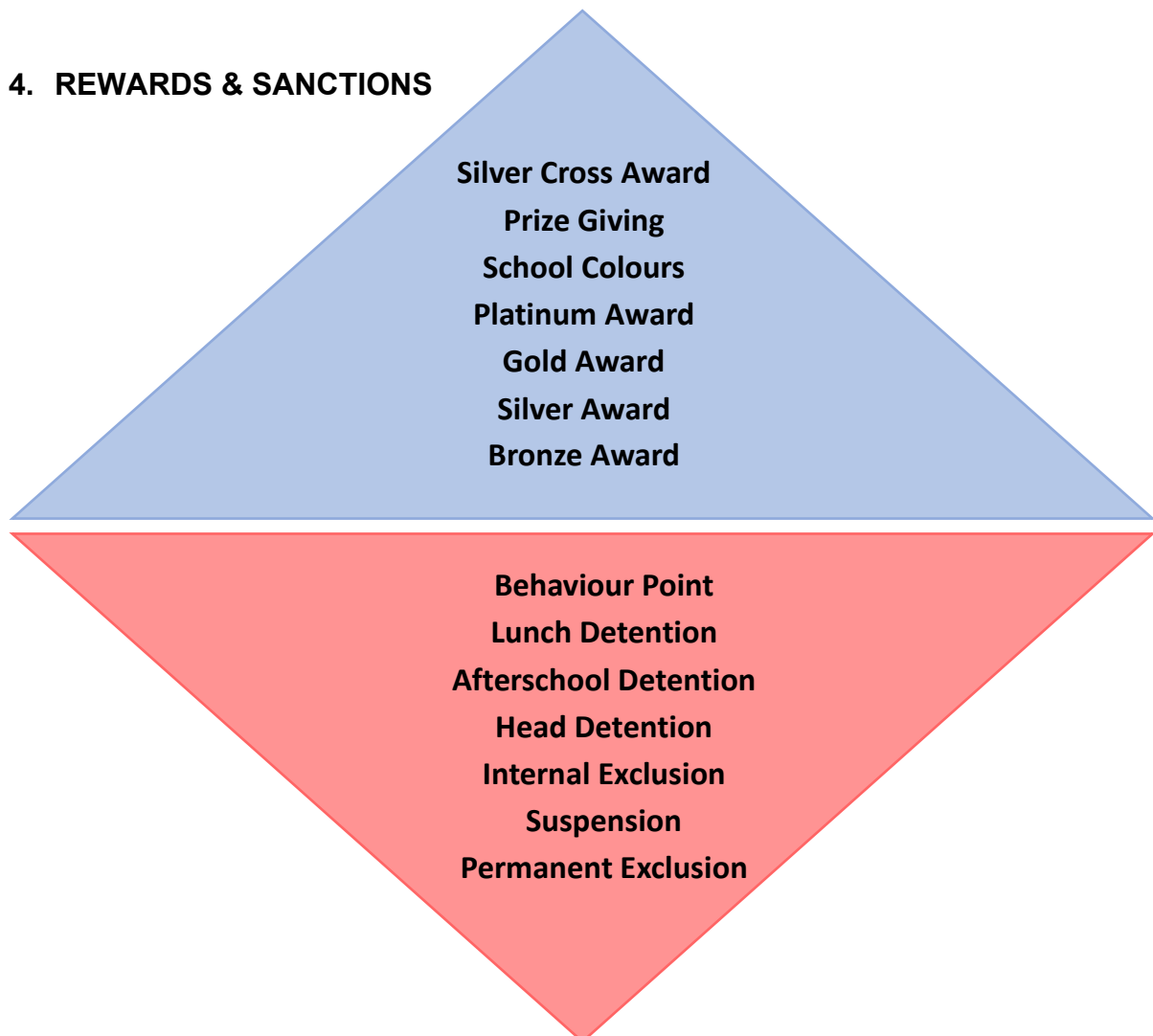
3. BANNED ITEMS

To maintain good order and safety of the community, certain items are banned from the school. This applies to journeys to and from school, educational visits (including trips and sport fixtures), and when in school uniform.

Banned items include, but are not limited to:

- Weapons or any item designed or carried with the intention to cause harm;
- Illegal drugs;
- Drug, smoking or vaping paraphernalia including lighters
- Alcohol and 0% alcohol imitations
- Vapes, Cigarettes and products containing tobacco or nicotine including snus and nicotine pouches;
- Pornographic materials, including digital formats;
- Offensive materials, including digital formats;
- Fireworks or flares
- Any item which is stolen or otherwise obtained illegally
- Other items raised ad-hoc during the school year and communicated in MCAS parent mail

4. REWARDS & SANCTIONS



a. REWARDS

Rewards are given to students by staff in response to good behaviour, good schoolwork or homework, effort, improvement and commitment. Rewards may be a response to a single act or piece of work or may recognise sustained performance or improvement over a period of time.

- i. **Positive points:** These are given for small acts of good behaviour or good work. They are tallied in Bromcom and shared with parents via MCAS
- ii. **Bronze, Silver and Gold certificates:** When a student earns a certain number of positive points, they are awarded a certificate and prize.
 - A bronze certificate is awarded at 25 points
 - A silver certificate and a silver badge are awarded at 65 points
 - A gold certificate, a gold tie and a celebratory lunch with the Head are awarded at 110 points
 - A platinum certificate, a celebratory lunch with the Head and your name engraved on a cup, to be awarded at Prize Giving are awarded at 165 points

The bronze award is readily attainable for all students in the course of the academic year. The silver award and gold awards are harder to achieve, and the platinum award will only be achieved by the most exceptional students.

- iii. **Prize Giving:** A number of prizes are awarded each year at Prize Day, which include academic prizes in each subject, prizes for achievement and commitment in co-curricular activities and prizes for endeavour.
- iv. **Silver Cross Award:** A Silver Cross Award is made to students who have gone far above and beyond in their representation of the school in the wider community. These are rarely given and are a recognition of truly outstanding service to others.
- v. **School Colours:** Colours are awarded for outstanding commitment to and achievement on behalf of School sports teams and some other extra-curricular activities where there is similar significant commitment and achievement. In addition, pupils receiving full sports colours are awarded a colours tie appropriate to the particular sport. Half colours receive a certificate.

b. SANCTIONS

Sanctions may be given by staff in response to poor behaviour, poor schoolwork or homework, poor effort or a breach of school rules. Staff will follow the policy for giving sanctions in the Behaviour Policy and will usually give the student the opportunity to improve before issuing a sanction. There are more sanctions available than rewards. This is **not** because we wish to give more sanctions than rewards; in fact, it is the opposite - there are more sanctions so that there can be

more low-level 'warning' signs given before a more serious sanction might be imposed.

- i. **Negative points** are recorded in BromCom and communicated to parents via MCAS.
- i. **Requirement to catch up work or stay behind for a short period at the end of a lesson.** A teacher may require a student to stay behind to discuss their behaviour or to complete a task.
- ii. **Confiscation** – any item may be confiscated for a period of time if a staff member believes it is causing a distraction or it breaches the Code of Conduct in any way.
- iii. **An escalating scale of detentions and reports operates for** students who have accrued several behaviour points in a term.
 - a. **Lunchtime detention** (-4 behaviour points): These will take place for 30 minutes during lunch time and will be communicated to parents using MCAS.
 - b. **Head of Year Detention** (-8 behaviour points): Afterschool detention is issued lasting 45 minutes
 - c. **Report Card** (-10 behaviour points): The Head of Year may issue a 'report card' with a 3-week notice to improve. Report cards must be signed by each member of staff at the end of a lesson, the Head of year each week and a parent each evening.
 - d. **Head Masters Detention** (-12 behaviour points): Scheduled for 1 hour at Friday 4pm or Saturday am, on the final day of Summer and Autumn term these run at 1:00pm.
- iv. **Community Service** may be given for any poor conduct and will include giving something back to the community. That may be sweeping leaves, tidying rooms or notice boards or another task.
- v. **Withdrawal of privilege:** Representing BWS in competitions, events and activities is a privilege which requires a strong ethic. Withdrawal may be the result of a more serious single act of misconduct or a continued period of poor conduct or standards. It may include removal from team selection, music representation or other school trips for a short period of time.
- vi. **Internal Exclusion** takes place in school, but the student is not permitted to attend any lessons nor mix with other students. Work and tasks are set and completed in silence under supervision.
- vii. **Suspension** was formally known as external exclusion. The student is not permitted to attend the school for the period of suspension. This sanction is reported to the local authority.
- viii. **Permanent Exclusion** is a last resort and there are several steps that the school may take before implementing a permanent exclusion. This might include a respite period spent in another school, a managed move, where

a student joins another school on probation before a proposed permanent move, or collaboration with external agencies such as the police, social services or the Council. A permanent exclusion is an extremely serious sanction and is reported to the local authority and school governors.

5. SUPPORT

Students who behave poorly usually need some support to help them get back on track.

- i. **Pastoral conversations** may be held by tutors, Heads of Year, Heads of School and pastoral leaders.
- ii. **Restorative sanctions** may be given to help students understand the impact of their behaviour on themselves and others.
- iii. **Pastoral Support Plan** may be used when a student needs more guidance and support to behave well. This will usually involve setting some targets, identifying areas for support and attending regular meetings.
- iv. **ELSA support** may be appropriate to help students talk about any matters that might be driving their behaviour.
- v. **External organisations** may be signposted for extra support outside school.
- vi. **Student Council** meets each half term and is an opportunity for students to feedback their thoughts on what is working well and what is not. If students are unhappy with school rules or the way they are implemented, they could raise it here.
- vii. **The Student Voice** is an online reporting tool which can be used anonymously and where students can report anything they wish, including concerns about rules, behaviours and sanctions.

6. UNIFORM

A smart and consistent uniform supports a purposeful school environment. A uniform worn well helps to create a sense of shared identity and belonging and signals that school is a place of learning and scholarship. When students arrive dressed smartly, they are better prepared to focus on their work and to contribute positively to the life of the school. Uniform should be clean, in good repair and not creased.

Shirt tails should be tucked in, with the exception of Sixth Formers wearing a fitted blouse that is designed to be worn untucked. Shirts worn with ties must have the top button fastened.

It is understood that during the course of play at break and lunchtime shirt tails may come untucked, but these should be tucked in again once play is finished.

The main uniform code should be worn at all times except on days where permission is given to wear games kit or non-uniform. Games kit should never be combined with the main uniform code.

Years 7-11 uniform code	Sixth Form uniform code
<p>School blazer</p> <p>School tie</p> <p>White, pale grey or pale blue shirt</p> <p>Grey or black smart school trousers, no jeans or chinos</p> <p>Black or brown smart shoes with polishable upper</p> <p>Dark coloured socks</p> <p>Navy or grey V neck jumper (no zip, no hood) to be worn under the school blazer</p> <p>Discreet stud earrings may be worn. No neck jewelry, except a small religious item worn under the collar</p> <p>Hair is tidy and a natural colour. Long hair is always tied back</p> <p>Any facial hair must be tidy</p> <p>No tattoos</p> <p>No make-up</p>	<p>Boys: A suit (matching dark suit jacket and trousers) or a formal jacket / blazer and tailored trousers; a shirt with a standard collar for a tie; a Sixth form or other BWS tie; smart polished shoes (not trainers or canvas shoes).</p> <p>Girls: A suit (matching jacket and skirt, dress or trousers) or a formal jacket / blazer and tailored trousers, skirt or dress; a shirt or top that is sleeved and covers the shoulders; a BWS tie can be worn if appropriate but can be replaced with a BWS badge on the lapel; smart polished shoes (not trainers, or canvas shoes). Additional guidance on suits for girls:</p> <ul style="list-style-type: none"> • Skirts must be of a respectable length (knee length or below) • Heels should be low. • Tights should be plain, neutral-coloured or dark and not laddered <p>All jewelry and make-up must be discreet. No bold colours or statements. No facial piercings.</p> <p>Hair must be tidy and a natural colour. Hair below the collar can be down but must be tied back on request.</p> <p>Any facial hair must be neat and tidy</p> <p>No tattoos for anyone under the age of 18. Pupils over 18 years old must not have visible tattoos.</p> <p>Any make-up and jewelry must be discreet</p>

7. ACCEPTABLE USE OF ICT

Every student in the school that uses ICT must abide by the rules of acceptable use, whether the device is provided by the school or the device is the student's own. Use of any device on the school site and all access to school networks and webpages, whether on or off the school site, falls within this agreement. The School has the right to access

any student files and emails held on School systems and may request access to these files on external media and personal devices. Any unacceptable use of ICT will result in a sanction, which may include a ban from computer rooms or usage of school devices, as well as any of the sanctions listed above for poor behaviour.

STUDENTS MUST:

- a) Keep passwords secure and confidential and never share them
- b) Only ever log in to a computer using their own log in and password. Using another person's log in detail is a breach of school rules
- c) Log off after using a computer or school device
- d) Remain responsible for all activity that takes place under their username. Without proof, claims that a password has been stolen will not negate responsibility for unacceptable use of ICT
- e) Be courteous and respectful, never using obscene, offensive, harassing or abusive language. Students must inform a member of staff if they become aware of such language being used
- f) Never use or share personal and/or private information including photographs and images of other students or staff
- g) Exercise extreme caution when opening emails, links or attachments received from unknown sources which may contain viruses or other undesirable content. If in any doubt, students should seek advice from a member of staff
- h) Treat all school property with respect, never deliberately causing damage or interfering with their functioning in any way
- i) Inform a member of staff **immediately** if they have received any offensive or dangerous communication, requests to send money, photographs or data to another person, whether these requests be from someone within or outside the school community
- j) Abide by classroom expectations when in lessons, including remaining on task and not accessing content which is not relevant to the lesson.

STUDENTS MUST NOT:

- a) Engage in online activity, both in and outside School that may cause others distress or bring the School into disrepute. Bullying in any form, including cyber-bullying, is not tolerated
- b) Create or engage with any unapproved social media accounts which use the School name, nor use the School name in any private account in such a way that might bring the School into disrepute
- c) Contact or attempt to contact School staff using any private messaging account or telephone number. Students must only use School provided phone numbers, email addresses and Teams accounts for this purpose

- d) Engage in the viewing, creation or distribution of any websites, images, sounds, messages or other material which are illegal, obscene, offensive, harassing, racist, sexist, extremist, inflammatory, malicious, fraudulent or libelous, or which would otherwise damage the reputation of the School. If a user accidentally comes across any such material, they must report it immediately
- e) Engage with unauthorised copying of copyrighted material including digitisation and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the School or the end user does not have an active license
- f) Introduce programs into the network or server without permission
- g) Access, or attempt to access data of which has not been shared with you, or log into an account that is not yours
- h) Attempt to circumvent authentication, filtering, monitoring or security of any device or user account
- i) Interfere with or remove the work of others, or act in a way that causes another person to lose their work or their access to accounts
- j) Provide information about, or lists of, pupils, staff or any other information to parties outside the School
- k) Use the School systems for personal financial gain, gambling, political activity, advertising or illegal purposes
- l) Send anonymous messages or chain mail (with only exception being the use of The Student Voice)
- m) Use or forge email header information without permission.

8. MOBILE PHONES

When using online communications students MUST:

- a) Switch their phone off at the school gate.
- b) Keep phones out of sight and be stored in a bag or locker.
- c) Sixth Form students may only use their phones, and associated items such as headphones, in sixth form areas i.e. the study rooms and common rooms and, with permission from their teachers, in lessons.

When using online communications students must NOT:

- a) Use devices which have the potential for communication such as laptops and tablets unless under direct staff supervision when educationally necessary or required to meet a particular need.
- b) Deliberately engineer situations where people's reactions are filmed or photographed in order to humiliate, embarrass or intimidate

- c) Publish screenshots, copies of communication, photographs or video taken on School site or of members of the school community without their consent to a wider audience either on social media or using platforms such as YouTube.
- d) Bully others by text, image, social media, email etc.
- e) Use a mobile phone for 'sexting' (the deliberate taking and sending of provocative images or text messages), this includes asking for 'sexting' images from others.
- f) Post material online, even their own, which might cause risk to their personal reputation or with the intention of causing harm or distress to other people.
- g) Make disrespectful comments, or defamatory remarks, about the School or members of the School community including staff, students, parents, governors etc.
- h) Deliberately misrepresent events.

6 th May 2026	Major updates – rewards/sanctions and mobile phones
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