



## Code of Conduct for Students

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## Code of Conduct for Students

Both the school and individual students have justifiable expectations of each other which include:

- Students have a right to expect that the school will provide a secure, nurturing environment to learn in; the school has a responsibility to provide this.
- The school expects students to behave in a way which will contribute to such a safe, friendly environment; it will not tolerate behaviour which undermines this principle.

At Tanglin, our codes of conduct seek to reinforce the core value of **Respect** amongst all members of the School community. The Code of Conduct for Students identifies the following areas:

Responsibility  
Environment  
Safety  
Principles  
Empathy  
Citizenship/Courtesy  
Trust

The Code of Conduct is most effective in a caring environment where behaviour not in accordance with the Code, is recognised and dealt with promptly and appropriately.

Breaches of the Code are addressed in accordance with the Misbehaviour and Sanctions Policy. The [Infant School Behaviour Guidance](#) gives further details on how excellent standards of behaviour are developed with our youngest students.

### 1. Responsibility

#### 1.1 Role Models

Students should act as role models for younger children, projecting positive behaviour.

#### 1.2 Digital Footprint

Students should be aware of their digital footprint and use the internet responsibly, in accordance with Tanglin's Responsible Use Guidelines (Appendix 2).

#### 1.3 Property

Everyone should take responsibility for looking after their own property. All personal items should be clearly labelled and it is recommended that items of significant monetary or personal value are not brought into school. See also Appendix 3 for more specific guidance on items that should not be brought into school.

#### 1.4 Attendance

Students are expected to attend school unless they are unwell or have been granted leave of absence by the Head of School.

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### 1.5 Punctuality

Students are expected to be punctual to school and to lessons; frequent lateness will be treated as a disciplinary matter.

## 2. Environment

It is everyone's right to have a safe, clean and comfortable place in which to work. Looking after the environment and avoiding unnecessary waste is the responsibility of us all

### 2.1 School Facilities

Students should not interfere with school facilities or equipment unless specifically asked to do so by a member of staff.

### 2.2 Litter

Dropped litter causes our environment to be untidy and unhealthy. Bins for recycling paper, plastic and cans are provided, along with bins for food waste and general waste; these should be used appropriately.

### 2.3 Conservation

It is everyone's responsibility to minimise waste of resources, for example by thinking before printing and by switching off projectors, air conditioners and lights when leaving a room for more than a few minutes.

### 2.4 Food and Drink

Food and drink should only be consumed in the designated areas and at the appropriate times; chewing gum is banned from school. All students are responsible for the correct disposal of their food and drink items.

## 3. Safety

### 3.1 Reporting concerns

The safety of students and staff is always a priority. If students spot anything in school that they think might be unsafe, they should report it to a teacher or other adult as soon as possible

### 3.2 Movement

For safety reasons everyone must take care when moving around the school. In busy corridors, walkways and stairwells students should walk, and keep to the left.

### 3.3 Leaving the School Site

The school takes very seriously the responsibility it has for students whilst in session. We need to know who is on the premises at all times. Students in the Infant and Junior School may not leave the campus during the school day unless this has been arranged with the parent(s); adults collecting children other than at the normal end of day must sign them out at the relevant school office. Senior School students may only leave the premises during the day if parents have informed the tutor by email or written note; they must sign out at the Senior School office and sign back in if they return later in the day.

### 3.4 Online Safety

Students will learn how to stay safe online as they have progressively more access to the internet. The appropriate Responsible Use Guidelines (Appendix 2) must be adhered to.

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## 4. Principles

### 4.1 The Golden Rule

Students should always treat others as they would wish to be treated themselves.

### 4.2 Responsibility for actions

Students should take responsibility for their actions; they should always do what they know to be right and behave sensibly even when an adult is not around.

### 4.3 Academic Honesty

Students should always acknowledge the work of others. Senior School students must adhere to the Academic Honesty policy.

## 5. Empathy

### 5.1 Supporting Others

Students are expected to respect the rights, needs and feelings of others. In return, they can expect such consideration to be shown to them. Everyone should act in a way which promotes the dignity, health and safety of others.

### 5.2 Bullying and Offensive Language

No one should initiate or be expected to tolerate: bullying (in any form); intimidation; teasing ; ostracising; the use of language which is offensive in any way; offensive use of electronic communication. [See Anti-Bullying Policy for further guidance]

### 5.3 Public displays of affection

Public displays of intimate behaviour between students may cause offence to others and are therefore not appropriate.

## 6. Citizenship/ Courtesy

### 6.1 Representing the School

Each member of the school represents the whole community and must strive to maintain the high reputation that Tanglin enjoys. Good behaviour and appropriate attire and language are expected at all times in school and also when representing the school at events, taking part in field study trips or adventure holidays, and travelling to and from school, whether on school buses or public transport.

### 6.2 Personal Appearance

Students are responsible for their personal appearance and are expected to take pride in it. All students are required to adhere to the school uniform guidance prescribed for their age

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group (See Appendix 1); the school uniform gives a sense of identity and belonging and helps create our feeling of community.

### 6.3 Courtesy

Courtesy is an important part of our daily lives. It costs nothing but shows our respect for each other and makes life more pleasant for everyone. Courtesy involves, for example: speaking politely, listening carefully, doing as requested, holding doors open for each other, making visitors welcome, not interrupting conversations, not pushing.

## 7. Trust

### 7.1 Property

Students must not interfere with other students' property in any way. This will be viewed very seriously.

### 7.2 Electronic property

Students must not share passwords and should never access another's School network account, or other online accounts.

### 7.3 Honesty

Students are expected to be truthful with each other and at all times when speaking to members of staff.

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## Appendix 1: Uniform and Personal Appearance Guidance

### Make-up, jewellery and hair – all students

- Neither make-up nor nail varnish may be worn.
- Students may wear an inexpensive wristwatch.
- Girls with pierced ears may wear no more than a single stud in the lobe of each ear. Boys may not wear earrings of any kind.
- Students in the Junior and Senior Schools may wear a fine chain with a single, small pendant.
- Other jewellery, including necklaces, bangles and friendship bands, are not allowed.
- Tattoos and body piercing are not allowed.
- Hair should be kept neat and clean and long hair should be tied back. All-over dyes will only be tolerated if they are close to the student’s own hair colour. Highlights must be minimal and in natural hair colours. Students in doubt as to what is acceptable should check with their Head of School before taking action.
- Over-casual appearance and extreme styles will not be tolerated.
- Watches, chains and earring studs must be removed for Physical Education lessons and sporting activities.

### Shoes for all students

Shoes must be plain black non-patent/suede leather and of a non-sports, non-trainer nature. Shoes that come above the ankle are not acceptable. Extreme styles will not be tolerated.

Sports shoes and trainers are only acceptable for PE and Games.

### Uniform for Infants - Nursery, Reception, Years 1 to 2

GIRLS	<ul style="list-style-type: none"> <li>• Cotton seersucker dress - ‘Tanglin plaid’ design - short sleeve with soft collar</li> <li>• Swimming - ‘sun smart’ one-piece suit or ‘sun smart’ cycle shorts and T-shirt (not compulsory for Nursery)</li> <li>• Hair accessories – simple styled hairbands, ribbons and hair clips in black, blue, red, green or ‘Tanglin plaid’</li> </ul>
BOYS	<ul style="list-style-type: none"> <li>• Cotton seersucker shirt - ‘Tanglin plaid’ design - short sleeve, worn outside shorts</li> <li>• Dark blue knee-length shorts</li> <li>• Swimming - ‘sun smart’ one-piece suit or ‘sun smart’ cycle shorts and T-shirt, or swimming briefs and ‘sun smart’ T shirt (not compulsory for Nursery)</li> </ul>
GIRLS AND BOYS	<ul style="list-style-type: none"> <li>• Shoes - Black leather (see above)</li> <li>• Ankle length white socks (not trainer socks)</li> <li>• PE Kit - White cotton Tanglin T-shirt with school colours and logo; blue cotton shorts edged in red, with logo</li> <li>• Hat - Red ‘sun smart’ brimmed hat (can be purchased from The Shop)</li> <li>• School bag - Regulation back-pack (can be purchased from The Shop)</li> <li>• Cool bag - For keeping lunch cool (can be purchased from The Shop)</li> <li>• Reading Folder - to protect reading material (can be purchased from The Shop)</li> </ul>

### Uniform for Juniors - Years 3 to 6

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GIRLS	<ul style="list-style-type: none"> <li>• White Oxford cotton blouse</li> <li>• 'Tanglin plaid' design wrap-around skirt or culottes in polyester / viscose</li> <li>• Ankle length white socks (not trainer socks)</li> <li>• Swimming - one-piece costume with 'sun smart' T-shirt or one-piece 'sun smart' suit</li> </ul>
BOYS	<ul style="list-style-type: none"> <li>• White pin-point cotton / polyester button-down-collar shirt</li> <li>• Dark blue knee-length shorts</li> <li>• Ankle length white socks (not trainer socks)</li> <li>• Swimming - briefs (not shorts) or 'sun smart' cycle shorts with 'sun smart' T-shirt, or one-piece 'sun smart' suit</li> </ul>
GIRLS AND BOYS	<ul style="list-style-type: none"> <li>• Shoes - Black leather (see above)</li> <li>• Dance, Gymnastics and Athletics - White cotton Tanglin T-shirt with school colours and logo; blue cotton shorts with red piping</li> <li>• Games - (Invasion / Net Wall / Striking and Fielding) Tanglin T-shirt in House colours; black cotton shorts</li> <li>• CCA Activities and school teams - Rugby: long red socks, shin pads, blue cotton shorts, gum shield, Tanglin rugby shirt, football boots (rubber moulded) or approved rugby studs; football: long red socks, shin pads, blue cotton shorts, football boots (moulded) / astro turf trainers</li> <li>• Hat - House Style baseball-style or blue 'sun smart' brimmed hat (can be purchased from The Shop)</li> <li>• Personalised Towel - Necessary for PE, Games, Swimming and appropriate activities</li> <li>• School bag - Regulation back-pack (can be purchased from The Shop)</li> <li>• PE - Regulation sports bag (can be purchased from The Shop)</li> <li>• Art - Apron with school logo (can be purchased from The Shop)</li> <li>• Cool bag - For keeping lunch cool (can be purchased from The Shop)</li> </ul>

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## Uniform for Seniors (Year 7 to 11)

<p>GIRLS (Years 7 - 11)</p>	<ul style="list-style-type: none"> <li>• Blue pin-point cotton / polyester mix blouse; tailored dark blue knee length shorts or culottes; white socks. In Years 9 to 11, girls have the option of wearing tailored long dark blue trousers*.</li> <li>• Swimming - navy or black one-piece costume with 'sun smart' T-shirt.</li> <li>• An approved navy blue cardigan (please contact your child's Head of Year or form tutor for further details).</li> </ul>
<p>BOYS</p>	<ul style="list-style-type: none"> <li>• Blue pin-point cotton / polyester mix button-down collar shirt; tailored long dark blue trousers or shorts; black socks.</li> <li>• Swimming - briefs or lined navy shorts with 'sun smart' T-shirt.</li> </ul>
<p>GIRLS AND BOYS</p>	<ul style="list-style-type: none"> <li>• Shoes - Black leather (high heels, stiletto heels and ballet style shoes are not permissible as they do not give appropriate support).</li> <li>• PE - White Tanglin cotton polo shirt (dark blue collar, tab and cuffs); dark blue Tanglin cotton shorts.</li> <li>• Students participating in football: long red socks, shin pads, boots with non-metal studs.</li> <li>• Students participating in rugby: Tanglin rugby shirt, shorts, gum shield and long red and white socks compulsory, boots with non-metal studs.</li> <li>• Senior students have a choice of their own school bag/ sports bags.</li> <li>• Compulsory Tanglin Cap (purchased from The Shop)</li> <li>•</li> </ul>

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### Uniform for Sixth Form - Years 12 to 13

GIRLS	<ul style="list-style-type: none"> <li>• Cotton / polyester mix blouse in a choice of colours; black cardigan; culottes, knee length shorts or tailored long grey trousers*.</li> </ul>
BOYS	<ul style="list-style-type: none"> <li>• Cotton / polyester mix shirt in a choice of three colours; tailored long grey trousers.*</li> </ul>
GIRLS AND BOYS	<ul style="list-style-type: none"> <li>• Shoes - black leather (high heels, stiletto heels and ballet style shoes are not permissible as they do not give appropriate support).</li> <li>•</li> </ul>

(\*Tailoring by Children's Party Dress Company)

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## Infant School

### Responsible Use Guidelines:

- I will not tell other people my ICT passwords (except for trusted adults).
- I will not give out my personal details such as my name, phone number, birthday or home address.
- I will only open/delete my own files.
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible.

- 
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe.
  - I will only use ICT in school to help with my learning.
  - I will not deliberately look for, save or send anything that could be unpleasant or nasty.
  - I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community.

- 
- If I accidentally find anything that worries me I will click on Hector and then tell a trusted grown up immediately.
  - I know that my use of ICT can be checked and that my parent/ carer will be contacted if a member of school staff is concerned about my e-Safety.



#### ZIP IT

Keep your personal stuff private and think about what you say and do online.



#### BLOCK IT

Block people who send nasty messages and don't open unknown links and attachments.



#### FLAG IT

Flag up with someone you trust if anything upsets you or if someone asks to meet you offline.

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# Junior School

## Responsible Use Guidelines: Principled - Caring - Communicators

- I will only use ICT in school for school purposes
- I will protect my identity, and that of others, by not sharing personal information online such as names, phone numbers, addresses, passwords or the name of the school
- I know that my use of ICT can be checked and that my parent/carer will be contacted if a member of school staff is concerned about my e-Safety
- I will only open/delete my own files
- I will only use my school e-mail address for school related activities
- I will only open e-mail attachments from people I know, or whom my teacher has approved
- I will make sure that all ICT contact with other children and adults is responsible, polite and sensible
- I will be responsible for my behaviour when using ICT because I know that these rules are to keep me safe
- I will not deliberately look for, save or send anything that could be unpleasant or nasty.
- If I accidentally find anything inappropriate whilst online I will tell my teacher immediately
- I will support the school approach to online safety and not deliberately upload or add any images, video, sounds or text that could upset any member of the school community

### iPad Usage:

- I understand that use of iPads in lessons is at the choice of each teacher
- I will protect my identity, and that of others, by not sharing personal information online such as names, phone numbers, addresses, passwords or the name of the school
- My use of technology and online tools will be responsible and respectful
- I will not record or publish audio or video of myself or any member of the community unless instructed to do so by a teacher.

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# Senior School Technology for Learning *Responsible Use Policy*

## Principled - Caring - Communicators

- I will use technology and online tools **responsibly and respectfully**
- I will protect my identity, and that of others, by not sharing **personal** information online such as names, phone numbers, addresses, passwords or the name of the school
- I will only record, upload or distribute **audio, images** or **video** of myself or any member of the community with the agreement of the people involved and when instructed to do so by a teacher as part of a learning task
- I will only look for, create, contribute to, save or distribute **appropriate** material and will report anything inappropriate that I find to my Head of Year
- I will be a **principled** learner when using online resources and will always credit other people's work
- I will respect the school server and wireless network **settings** and **filters**
- I may wear **headphones** when doing private study or when directed by a teacher, but not when moving around the school site
- I will keep my **mobile phone** on silent mode and out of sight during **school hours\*** unless instructed to use it by a teacher as part of a learning task
- I understand that my **use of technology** is monitored and that a breach of this policy will result in sanctions, in line with the Senior School **student code of conduct**
- **\*School hours** means from my arrival on the school site to the end of my last lesson

### iPad usage in Key Stage 3 and 4

- I will bring my iPad fully charged to lessons, in an approved case, along with pocketable earphones
- I will use my iPad in lesson time at the discretion of the teacher

I may use my iPad at break, lunch and after school hours in **the library**

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## Appendix 3 – Items that should NOT be brought into School

### Infant School

Students should not bring to School:

- Jewellery (except an inexpensive watch, and one pair of stud type earrings for girls)
- Weapons and other dangerous items, including lasers
- Toys, including electronic games and pets
- Handphones, iPod Touches, or any form of pocket computer or electronic gadget
- Any form of medication (prescribed or otherwise)
- Items of value

### Junior and Senior Schools

Students should not bring to School:

- Jewellery (except an inexpensive watch, small pendant on a fine chain and one pair of stud type earrings, for girls)
- Weapons and other dangerous items, including lasers
- Toys, including electronic games and pets
- Tippex or liquid paper
- Any form of medication (prescribed or otherwise)
- Alcohol; cigarettes (including e-cigarettes); drugs/controlled substances
- Items of value

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