



SECONDARY STUDENT CODE OF CONDUCT

Author: Director General

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This document sets out the expectations of students in relation to:

- conduct and behaviour;
- attendance;
- dress and appearance;
- self-respect and respect for others;
- respect for property and the environment.

Parents are expected to read the Code with their children before the start of their first term at the School and from time to time thereafter. Students are expected to know, understand and comply with the Code, which may be amended from time to time. Expectations of behaviour will be discussed and reinforced periodically in Tutor time, in the classroom and in assemblies.

Conduct

Your behaviour should be a credit to you and to the School – at all times and wherever you are. Always consider the consequences of your words and actions, and remember the Golden Rule: treat other people as you would like to be treated yourself. If you are kind and thoughtful, and remember the “I CARE” values of our school, you will not go far wrong.

Commitment

Show commitment towards your academic studies and extracurricular activities. You also have a duty to attend school when you are fit and well, and to arrive punctually for school, for lessons and for appointments with others.

Honesty

Be honest and truthful. If you make a mistake, as we all do at times, it is always better to own up and not to lie. If you find money or property that does not belong to you, please give it back or hand it to a member of staff as soon as possible. You must not plagiarise the work of others, use AI to generate work that you pass off as your own or infringe copyright.

Courtesy, helpfulness and participation

Please be polite and show good manners. Look for opportunities to be helpful. Participate fully in the classroom by listening, making contributions, cooperating with others and helping to create a positive atmosphere in which everyone can learn.

Bad language

Please do not use bad language. It is unnecessary, may be insulting to others, and reflects poorly on the person who uses it.

Diversity and Understanding

We are fortunate to live and work in a diverse, international community in which we can learn from the different experiences, cultures and backgrounds of other people. We expect you to be open-minded, understanding and sensitive to differences between members of our community. We value every member of the community as an individual and will not tolerate any prejudicial or discriminatory comments or behaviour towards others on the basis of: race, religion and belief, disability, special educational need or learning difficulty, age, marriage and civil partnership, pregnancy and maternity, sex, sexual orientation or gender reassignment (protected characteristics).

Bullying

Our position on bullying is unequivocal: it is unacceptable and will always be treated as a serious offence. Bullying is behaviour, usually sustained over a period of time, which is intended to hurt or humiliate. Bullying may involve threats, insults, physical violence, name-calling, mocking, harassment, racist, homophobic or other prejudicial comments, hiding, taking or damaging belongings, excluding others from conversations, activities or friendship groups, spreading rumours, or other forms of victimization – and it may take place in person or online. Be very careful not to be drawn into any behaviour that might cause hurt to another person. If others bully you, or you realise that someone else is being bullied, you should inform a member of staff straightaway. This takes courage but it is always the right thing to do. If the bullying behaviour is not reported, it will not be dealt with and is likely to continue. It is always better for things to be out in the open so that they can be discussed and resolved.

Dress and appearance

GES does not have a school uniform but we do expect you to take pride in your appearance and to dress in a way that is sensible and appropriate for a school environment and studying.

Smoking, alcohol and drugs

Students must not smoke or be in possession of cigarettes (including e-cigarettes) or tobacco at school, on their way to and from school, or on a school activity, visit or trip. Students must not bring alcoholic drinks to school or to any school activity, including outings and trips. They must not consume alcoholic drinks on or near the school site. Students must not be in possession of drugs or be involved in the sale or purchase of any form of drug except as prescribed by a doctor, or sold to the public without prescription.

Appropriate use of mobile and other devices

- Upon arriving at school, mobile phones should be turned off and stored in the student's locker until a student leaves school at the end of the day. Year groups entitled to go off-site at lunchtime unsupervised are permitted to take their mobile phones to use once beyond the school premises.
- We aim to encourage an atmosphere and maintain an environment in which students, staff and parents have conversations.
- At the same time, there is a place for quieter or more independent activities, such as reading a book, studying, or using a school iPad/laptop to search for information on the Internet. In an age when online technology and mobile devices are so much a part of our lives, the aim, for both adults and students, is to try to find the right balance.
- When we are moving around the School, we should be ready to greet, acknowledge and be aware of other people, not using personal audio equipment or a mobile device. For clarity, headphones are not allowed to be worn around school. They may be used if a teacher gives permission but should be removed when entering school.
- The reason for your having a mobile phone at school, should your parents see fit, is to allow you to make contact with home/family when you are travelling to and from school. If you wish to use your mobile phone for this purpose while you are within the bounds and immediate surroundings of the School, or engaged in a school activity, you must ask the permission of a member of staff and remain next to them while you use the device.
- Mobile phones must be on silent during the school day.
- Mobile phones must be put away in lockers (apart from A Level students who are allowed to keep their phones on them but they should be on silent and not seen).
- Improper use of mobile devices will be regarded as a breach of this Code and may lead to appropriate sanctions.
- Make sure that all your online activities are age appropriate and legal.
- Be especially careful not to engage in viewing or sharing inappropriate images or material, sexting or cyberbullying. These will be treated as serious offences.
- You may be held to account for what is done in your name. Therefore, you must protect

and not share passwords.

- You are responsible for your iPad/laptop and any damage to it may be charged to your parents (see user agreement).

Respecting our environment and other people's property

Vandalism and graffiti-writing on school premises and elsewhere are regarded as serious breaches of our Code of Conduct. Please take pride in our school environment and help keep it tidy. If you find litter, please pick it up and dispose of it properly.

You must not interfere with other people's property. Do not borrow anything that belongs to someone else without first asking their permission. You should report any damage you cause to property that is not your own. You or your parents may be asked to pay for the damage.

Hang up your coat and keep your bag and personal belongings in your lockers / cubes.

School Premises

Students in Key Stage 3 must not leave the school premises. Students in Key Stages 4 and 5, whose parents have confirmed permission in writing to the School, may leave the school site at lunchtime, but must sign out and back in at Reception.

If you need to leave during the school day, for example for a medical appointment, you must have written permission from your parents. Please ensure that the Secondary Office is informed and that you sign out at the School Reception before you go (and that you sign back in, should you return to school later the same day).