

UK SECONDARY SCHOOL CODE OF CONDUCT

Example Template for UK Secondary Schools

Effective date: 13 August 2025

--- Page 1 of 3 ---

1. Purpose & Scope

This Code of Conduct sets out the standards of behaviour expected of all pupils at [School Name] from the moment they leave home for school until they return, including lessons, break and lunch, clubs, trips, online learning, and travel to and from school. It applies equally to behaviour in the community when wearing school uniform or representing the school. The Code complements statutory guidance from the Department for Education (DfE) and should be read alongside the Behaviour Policy, Anti-Bullying Policy, Safeguarding Policy, and Acceptable Use Policy (AUP).

2. Our Values

We promote: Respect • Responsibility • Kindness • Integrity • Perseverance • Safety. These values guide how we treat ourselves, others, learning, the environment, and school property.

3. Behaviour Standards

All pupils are expected to:

- Follow adult instructions first time.
- Treat others with courtesy; no bullying, harassment, discrimination, or derogatory language.
- Use positive, respectful language at all times.
- Keep hands, feet, objects, and inappropriate comments to yourself.
- Move around school calmly and quietly; walk on the left and hold doors for others.
- Care for classrooms, corridors, toilets, dining and outdoor spaces; put litter in bins.
- Bring correct equipment each day and complete homework on time.
- Wear full school uniform correctly and with pride.
- Use ICT and mobile devices responsibly and only as permitted.
- Uphold the reputation of the school when travelling and in the community.

4. Teaching, Learning & Classroom Expectations

Be Ready: arrive on time, in uniform, with equipment and homework.

Be Respectful: listen actively, let others learn, follow seating plans and routines.

Be Safe: follow lab/DT/sports instructions and wear required protective equipment.

Contribute: try your best, participate, ask for help, and respond to feedback. Teachers will teach behaviour explicitly, use positive routines, and apply consequences consistently and fairly.

5. Attendance & Punctuality

Excellent attendance supports progress and wellbeing. The school target is at least 96% attendance. Pupils must be on site by [time] and in tutor/lesson by [time]. Absences must be reported by parents/carers on the morning of absence. Unauthorised absence, persistent lateness, or truancy will result in sanctions and may be referred to the local authority in line with statutory guidance.

6. Uniform & Appearance

Uniform promotes equality and belonging. Pupils must wear the agreed uniform (see Uniform Policy) including correct shoes, PE kit, and any specialist items. Jewellery, make-up, nails, and hairstyles must comply with policy for safety and professionalism. Non-compliance may result in items being loaned/removed and an appropriate sanction.

7. Mobile Phones & Personal Devices

Unless permitted by a member of staff for learning or health reasons, mobile phones and personal devices must be kept switched off and out of sight ('not seen, not heard') from arrival to the end of the school day. Devices used or seen without permission may be confiscated and returned at the end of the day to the pupil or collected by a parent/carer in line with the school policy.

--- Page 2 of 3 ---

8. ICT & Online Conduct (AUP)

Use school ICT systems and the internet responsibly:

- Keep passwords private and secure.
- Only access appropriate content and authorised files.
- Never bully, harass, or share harmful content online.
- Report concerns immediately to a trusted adult or via [school reporting system].
- Understand that the school may monitor usage in line with the AUP and safeguarding laws. Misuse may lead to sanctions, loss of access, or referral to external agencies.

9. Bullying, Harassment & Peer-on-Peer Abuse

Bullying (including online), prejudice-based incidents, sexual harassment/violence, and any form of peer-on-peer abuse are unacceptable. Pupils should: report concerns early and support peers kindly. The school will record and investigate reports, provide support for those affected, and apply proportionate sanctions for those responsible. We use education and restorative approaches alongside consequences to rebuild safety and trust.

10. Banned Items & Prohibited Behaviours

Banned items include: knives or weapons, alcohol, illegal drugs, stolen items, tobacco/vapes, fireworks, pornographic images, corrosive substances, and any item intended to cause harm or fear.

Prohibited behaviours include: threatening or violent conduct, sexual misconduct, bringing the school into disrepute, gambling, and deliberate damage or theft. Possession or use will lead to serious sanctions and may involve the police.

11. Searching, Screening & Confiscation

The school may search pupils and their possessions where there are reasonable grounds to suspect prohibited items, and may screen pupils for weapons as permitted by law.

Confiscated items will be dealt with in line with DfE guidance and school policy.

Parents/carers will be informed where appropriate; illegal items will be handed to the police.

12. Sanctions & Support

We use a stepped approach that is clear, consistent, and fair:

- Reminder/redirect

- Warning
- Classroom sanction or faculty detention
- After-school detention
- Internal inclusion
- Suspension (fixed-period)
- Permanent exclusion (in the most serious cases)

Sanctions are accompanied by support such as coaching, restorative conversations, academic catch-up, pastoral and safeguarding support, and reasonable adjustments for pupils with SEND or other needs. Behaviour incidents are recorded and monitored to identify patterns and provide early help.

13. Rewards & Recognition

We recognise positive choices through praise, phone calls home, certificates, merits/house points, celebration events, leadership opportunities, and references. We celebrate effort, improvement, contribution, and character as well as attainment.

14. Safety Around Site & On Journeys

Be considerate to neighbours and the public. On public transport and school buses: queue sensibly, give up seats to those who need them, keep noise low, and follow driver/staff instructions. Cyclists must wear helmets and secure bikes in designated racks. Dangerous items and behaviours are not permitted.

--- Page 3 of 3 ---

15. Inclusion, Equality & Reasonable Adjustments

We make reasonable adjustments for pupils with special educational needs and disabilities (SEND) and for other vulnerabilities. Staff will consider individual circumstances and protected characteristics, applying policy with sensitivity and equity. We work with parents/carers and external professionals to plan support.

16. Safeguarding & Wellbeing

Safeguarding is everyone's responsibility. Concerns about a pupil's safety or welfare must be reported to the Designated Safeguarding Lead (DSL) or a deputy immediately. Pupils can self-refer or seek help from any trusted adult. We encourage healthy choices and offer mental-health and counselling support where available.

17. Substance Misuse

The possession, supply, or use of illegal drugs or alcohol is forbidden and will result in serious sanctions and safeguarding responses. We provide education and, where appropriate, referrals to support services. Medicines must be managed through the medical/first aid team in line with policy.

18. Home–School Partnership

Pupils, parents/carers, and staff share responsibility for behaviour and learning. Parents/carers agree to support homework, attendance, uniform, and communication; inform us of concerns; and attend meetings when requested. The school will communicate clearly, respond promptly, and apply this Code consistently.

19. Complaints & Appeals

Concerns should be raised first with the class teacher/tutor or Head of Year. Formal complaints follow the school's Complaints Policy. Where appropriate, detentions or sanctions may be reviewed by senior staff. Exclusions follow statutory processes with rights of representation and appeal.

20. Monitoring, Training & Review

Leaders regularly monitor behaviour data, train staff, and review this Code at least annually or sooner if guidance changes. Pupil leadership and parent feedback inform improvements. Governors oversee the impact and fairness of the policy.

21. Acknowledgements & Definitions

This template reflects current DfE guidance on behaviour, suspensions and exclusions, and searching, screening and confiscation as at the effective date. Terms: 'Suspension' refers to a fixed-period exclusion; 'Permanent exclusion' ends a pupil's place at the school; 'Parent' includes carers with parental responsibility.

22. Acceptance

By attending [School Name], pupils and parents/carers agree to follow this Code and related policies. For customisation, replace bracketed fields and align sections with your school's procedures.

Signatures

Headteacher: _____ Date: _____

Chair of Governors: _____ Date: _____

Parent/Carer: _____ Date: _____

Pupil: _____ Tutor Group: _____