

THE HAMPTON SCHOOL CODE OF CONDUCT

Contents

Personal Conduct	2
Problems and Emergencies	2
The School Dress Code	2
First to Fifth Years	3
The Sixth Form	3
Personal appearance	3
Punctuality	3
School Fixtures	4
Private Property	4
School Property	4
The Environment	4
Absence from School	5
Pupils Sick or Off Games	5
Travelling to School	5
Driving Lessons and Tests	6
Academic Integrity	6
Equipment in Class	6
Homework	6
Coursework and Controlled Assessment	6
Detentions	7
Prefects and Mentors	8
Bounds	8
Rules for using the Sensory Room	9
School Computers	9
Use of the Internet, email and other forms of digital technology	9
Use of electronic devices	9
Laptops	9
Data Protection	10
Banned Items and Substances	10
Complaints and Grievances Procedures	11
Policies and other School Documentation	11
Appendix 1- Where to go if you have a concern or need help	13

Date of review	July 2025	Date ratified by Governors	October 2025
Date of next review	July 2026	Reason for review	Annual Review

It is a privilege to be part of the Hampton School (the School) community. In return, its members have a duty to behave in a manner that does them and the School credit. The Code of Conduct is intended to help pupils and their parents maintain the friendly but purposeful ethos of Hampton School.

The Code of Conduct applies to all pupils when they are on the School premises, or in the care of the School, or wearing School uniform, or are otherwise representing or associated with the School in any way. It applies on journeys to and from School, on School trips, or during School-related activities at any time. It includes conduct that may occur away from School that affects the welfare of a member or members of the School community, or which brings the School into disrepute.

Personal Conduct

Pupils should be polite, helpful and considerate; they should behave sensibly and with sensitivity towards others. All pupils should show a full and proper commitment to their academic studies and co-curricular activities. In moving around the School, they should walk in a quiet and civilised manner. They should not run and must keep to the left in all corridors and on stairs in order to enable everyone to move about the premises freely. Courtesy towards all members of staff and visiting adults should be exercised by holding doors open, giving way in corridors, etc.

Bullying has no place at Hampton School. Incidents of bullying of any kind will be viewed very seriously indeed and addressed under the School's Anti-Bullying Policy. Bullying includes online or cyber-bullying (including bullying using AI) and any other form of victimisation or harassment. Anyone who suspects that someone else is being bullied or threatened, or is themselves being bullied, must have the confidence to tell a member of staff immediately, whatever may have been said to deter them from doing so. They can be sure of a sensitive, caring and supportive reception by people experienced in dealing with such situations. The full range of disciplinary sanctions may be used when the School has found that bullying has taken place. A pupil may lose their place at the School for perpetrating bullying behaviour.

Problems and Emergencies

If a pupil finds themselves in difficulty of any kind, or is worried or upset about anything, whether it concerns them personally or anyone else, and whether it is connected with School or not, there are many people in the School community to whom they can turn. These include the Deputy Head (Pastoral), Heads of Year, Form Tutors, subject teachers, the School Counsellors and the School Nurses, all of whom can, if needs be, refer a pupil for further specialist support. Form Mentors and Prefects are also able to give help and advice (see Appendix 1).

Parents as well as pupils will inevitably have questions from time to time, and concerns may arise. The earlier these are raised, for example with the Form Tutor or Head of Year, the more efficiently they can be resolved. Both parents and pupils are welcome to contact any Deputy Head or The Headmaster at any time.

Parents who wish to leave messages for their sons during the day, perhaps because they are going to be late collecting them from School, should ring School Reception. If a pupil is waiting for a parent who has not arrived, they should go to Reception or the Staff Common Room and ask someone to telephone home. While pupils usually leave the site by 5.00pm, if they are waiting to be collected, they can be supervised in the Library until 5.30pm; after this time, they should wait in Reception, which is staffed until 6.15pm. If pupils are staying for an evening event, they will be supervised by the member of staff organising the event.

The School Dress Code

The School sets a high value on personal appearance. The dress code applies at all times between setting off from home in the morning and returning there in the evening, unless otherwise advised. The full dress code applies for sports fixtures.

First to Fifth Years

All pupils are required to wear clean and tidy clothing as listed below:

- i. A white shirt and the School tie. The shirt must be tucked in, and the tie must cover the top button of the shirt, which should be done up.
- ii. A School blazer. This should not be taken off without a staff member's permission (except when playing outside).
- iii. Dark grey formal trousers; denim is not permitted.
- iv. Black formal shoes, cleaned regularly, and black or dark grey socks. (Pupils are not allowed to wear trainers, including black trainers, or white/coloured socks.)
- v. If worn, pullovers should be black with a V-neck, or have a "quarter zip", and without a logo. (Sweatshirts, hoodies or sports tops are not allowed.)
- vi. Pupils should wear Hampton School sports kit to School on the day of their timetabled sports afternoon.

The Sixth Form

Sixth Form pupils are required to wear dark business suits; this must include a formal shirt (no 'lumberjack'-style checked shirts) and a School tie. Jackets should be worn around the School. Pullovers should be plain (without a logo), sober-coloured and V-necked, or have a "quarter zip", with the tie visible. Sweatshirts, hoodies or sports tops are not allowed to be worn in School during the School day but can be worn to travel to or from School. Pupils should wear black or brown formal shoes, cleaned regularly, and dark socks. Trainers, including black trainers, or white/coloured socks are not permitted.

Pupils should wear Hampton School sports kit to School on Wednesday, the day of their timetabled sports afternoon. Pupils who have parental permission to do their own sport off-site on Wednesday afternoons should wear their suits to School for morning lessons. Pupils may also be required to wear their suits on Wednesdays if they have not been attired in appropriate Hampton sports kit in previous weeks.

Personal appearance

Pupils should wear their hair in an appropriate style for a smart, business-like environment. Hair must be clean and brushed and should not be dyed. Long hair should be tied up and kept off the face at all times. Jewellery and facial hair are not permitted (unless authorised for religious, cultural or medical purposes; parents are asked to contact the Head of Year if they have a concern). The School strongly advises against the wearing of tattoos. However, if a pupil above the legal age of 18 does wear a tattoo, it must be concealed during all School activities.

Earphones and earbuds must not be worn inside the School building. Pupils may use them with the permission of staff during cover periods, and in the Library, as long as the volume is low and they are not distracting other pupils; pupils in the Sixth form may use them while working in the Barry Martin Study Centre.

Warm or weatherproof jackets, coats etc., can be worn to and from School, but should not be worn inside the School buildings during the School day.

Pupils whose appearance is deemed to be consistently unacceptable by the Head of Year may be asked to return home to change and may receive a sanction.

Punctuality

Pupils must arrive in good time for all registrations, lessons and other School commitments. Morning registration is at 8.45am and afternoon registration at 1.50pm, so all pupils should be in their Form Rooms in advance of these times. They must sign the late list in the Reception area if they arrive too late for morning registration, but before 9.20am. If they arrive after 9.20am, they should register with Reception.

School Fixtures

Pupils must give School matches top priority when asked to play for a team. They should take a full and active part in extending hospitality to visiting teams and are expected to attend “tea” after matches: if they need to leave early, they should obtain permission from their coaches. The full School dress code applies for sports fixtures.

Private Property

The School cannot accept responsibility for loss of private property or damage to it. Pupils should ensure that all property which is brought to School, including IT equipment, clothes and games kit, is clearly named. Losses must be reported to Lost Property, which is open on Tuesday and Friday lunchtime between 12.35pm and 1.45pm and referred to Form Tutors if the items remain lost. Each pupil should keep valuables securely in their locker. The buying, selling and exchanging of goods at School, including food, is strictly forbidden.

The property of other people must always be respected. Theft, keeping another’s property, or damaging it, is very likely to result in a pupil losing their place at the School.

Pupils must not take bags into assembly or to lunch but should leave them in their Form Rooms. Bags must not be left in corridors, doorways or stairwells, but must be stored in the racks provided around the building.

School Property

As members of Hampton School, all pupils have a duty to take care of its property and to treat its facilities with respect. Any form of graffiti is strictly forbidden. Pupils should not eat in Form Rooms unless the Form Tutor has given permission, and eating in the corridors is not allowed. Food and cutlery must not be taken out of the Dining Hall or any other designated dining area. Pupils should help to keep the School tidy, in good repair and litter-free, picking up and disposing appropriately of any litter they see. Any breakages or damage must be reported as soon as possible to the pupil’s Form Tutor or the Bursar’s Office. Textbooks and Library books are expensive and easily damaged – they should be carried carefully, especially to and from School.

The Environment

Hampton School places a high priority on environmental responsibility, and all members of the School community are expected to do likewise.

There are some basic guidelines that all members of the School should follow:

- Switch off lights when leaving any unoccupied classroom or storeroom.
- Do not leave computers on standby or with screens switched on.
- Use the blue recycling bins for paper, cardboard, plastic bottles and other commonly recycled materials.
- Use both sides of paper whenever possible, and do not waste paper.
- Show respect for the plants and animals in the School grounds.
- Do not drop litter: sufficient litter bins are provided.
- Consider cycling or walking to School, using public transport or lift-sharing to minimise CO₂ emissions.

Recycling bins have been placed in the display area near the Design and Engineering Department for the following items: printer cartridges, mobile phones, batteries, crisp packets and writing implements.

Absence from School

If a pupil has a dental or medical appointment during School hours, notice of this should be given in advance to the School by completing the planned absence request form that can be found on *My School Portal*.

The pupil must sign out with School Reception when leaving the premises, and back in when returning. If he is absent for unforeseen reasons, for example through illness, his parents should telephone Reception and complete the absence reporting form which can be found on *My School Portal*, on that day, and any subsequent day(s), until he returns.

The provision of School holidays is sufficiently generous for family holidays to occur within them, and the dates of holidays are always published at least twelve months in advance. Requests for absence other than for medical reasons should always be made in writing or via email to the Head of Year as soon as the need for absence is known, and well in advance.

A high level of attendance is essential if a pupil is to reach their full potential, and pupils must attend School every day unless they are ill or have an authorised absence. Pupils who deliberately absent themselves from School will face a significant School sanction.

Pupils Sick or Off Games

If a pupil is feeling unwell during a lesson, or is injured during a PE or Sport lesson, they should ask permission to go to the School Nurse. They should not go to the Nurse between periods without first reporting to their next teacher. If a pupil is not fit for PE or Sport, their parents must email the Form Tutor, PE or Sports teacher and the School Nurse. They will then be sent to the Library, where they should give their name to the Library staff. When leaving the Library, the pupil must ask the Library staff to record the time.

Travelling to and from School

Parents must not drive into the School grounds to drop off or collect pupils on term-time weekdays owing to the amount of traffic on site. Pupils should be dropped off and collected outside the School gates, but only where road markings allow.

Parents must not drive into the School grounds to drop off or collect pupils on term-time weekdays owing to the amount of traffic on site. Pupils should be dropped off and collected in the vicinity of the School premises, but only where it is lawful and safe to do so.

Pupils travelling to and from School by contract coaches should behave sensibly, and in particular should observe the following points: they must always remain in their seats; they are required to wear a seat belt; and they must make sure that the driver is not distracted in any way (by excessive noise, for example). They must leave the coach in the condition in which they find it, reporting any damage to the driver. Fellow passengers should be treated with courtesy and respect at all times. Pupils may lose their place on the contract coach if they do not observe the standards of behaviour detailed above.

Any pupil cycling to School is asked to wear a protective helmet, and high-visibility clothing is recommended. Working lights must be fitted to bicycles. Care must be taken when cycling into or out of the School grounds. Pupils must use the cycle racks allocated to them, which are outside the Sports Hall and between the Garrick courts and the Hanworth Road. Bike racks outside the Dining Hall are for Common Room members only. The School cannot accept responsibility for loss or damage resulting from pupils leaving bicycles in the School grounds.

Fifth Year and Sixth Form pupils are not normally allowed to ride motor scooters or electric scooters to School, but they may seek permission to do so from their Head of Year, provided that they have passed the relevant driving test.

There is no on-site parking for Sixth Form pupils. Those pupils who choose to drive to School must complete a vehicle identification form and submit it to their Head of Year. Pupils should park only in suitable spaces on the roads around School, showing due consideration for other road users, local residents and public buses. Cars must not be used during the School day unless the Head of Year has given specific permission for this.

Pupils must not under any circumstances give lifts in cars or on motorcycles to another pupil without the explicit and advance consent of BOTH sets of parents. In the case of regular lifts, the driver must ask the recipient's parents to write to the Head of Year. Under no circumstances should any vehicle be used to carry more passengers than are covered by the insurance policy.

Driving Lessons and Tests

Pupils may miss lessons if their driving test falls on a School day, but they must inform their Form Tutor and the relevant subject teachers in advance. Pupils may only arrange a driving lesson during the School day if it is *after* their last taught lesson. Pupils may arrange a lesson at lunchtime, provided that they are back in good time for afternoon registration. Pupils may *not* arrange driving lessons in study periods between or before lessons.

Academic Integrity

Academic integrity is a choice to act in a responsible way so that others can have trust in us as individuals. Academic honesty means pupils being honest in their academic work. Pupils are expected to apply ethical decision-making and behaviour in the production of legitimate, authentic, and honest work. They must recognise that they are expected to create content and complete assessments that are authentic and genuine, and a true reflection of their individual level of attainment. Classwork and homework should be individually completed unless the teacher has given explicit instructions to work as a group. Pupils must also formally recognise and reference the existing knowledge and ideas on which their work is based, including the use of books, webpages, AI tools and other media. If a pupil does not acknowledge the work of others, they may be guilty of academic misconduct, which is any action or attempted action that may result in a pupil gaining an unfair academic advantage. Pupils who show academic misconduct in their work should expect to be sanctioned.

Equipment in Class

Pupils in the First to Fifth Years should have the following items with them in every academic lesson: charged laptops, pens, pencils, coloured pencils, pencil sharpener, rubber, ruler, glue-stick and the appropriate text and exercise books. It will be useful to have the following in some classes: a calculator, protractor, pair of compasses, small pair of scissors. Water bottles are permitted in non-laboratory lessons.

Homework

Pupils in the First to Third Years should do homework at home, leaving lunchtimes free for activities. Pupils in the Fourth and Fifth Years may complete homework in the Library at lunchtimes if they wish. If a pupil in the First to Third Years particularly needs to catch up on work which has been missed, they can obtain a note granting permission to work in the Library from their Form Tutor, Head of Year or subject teacher. This note should then be presented to Library staff. During lunchtime, all pupils may do research in the reference section of the Library or on the internet in the supervised computing rooms.

Coursework and Controlled Assessment

Coursework and Controlled Assessment tasks for external examinations should be completed as directed by the subject teacher. Deadlines must be adhered to. If pupils submit work as their own and it is subsequently found by the School to be plagiarised (for example, work that has been cut and pasted from a website), or generated using AI, they will score no marks in that examination session for that piece of work, regardless of the consequences this may have for their final grade.

Detentions

Conduct and Work Detentions take place immediately at the start of lunch in room S14. Each year group will hold their Conduct and Work detentions on one particular day each week.

Conduct Detention: These are given for poor behaviour and can be set by teachers for either 15- or 30-minutes' duration. As a general rule, a 15-minute Conduct Detention would be an appropriate sanction for relatively minor misbehaviour such as talking in class (after a warning), deliberately and persistently leaving a shirt top button undone, eating in the corridors, persistently forgetting equipment or a textbook. A 30-minute Conduct Detention would be an appropriate sanction for repeated incidences of minor offences of the type listed above, or for a more significant behavioural offence (e.g. a mobile phone going off in a lesson, use of a device at an inappropriate time, disruptive behaviour, or rudeness to teaching or support staff).

Work Detention: A Work Detention should be given for work-related issues only (e.g. if homework has not been completed or if it has not been done to an appropriate standard) and lasts for 30 minutes. A Work Detention is the appropriate sanction if a pupil has not handed their homework in on time or has forgotten to do so. Pupils should ensure that they have some work to do in Work Detention: often this will be to do or re-do the missing homework, but if this is not appropriate then they must bring another task to complete.

Head of Year Detention (all Years): Head of Year detentions take place in room F5 on Fridays for one hour after School and are for more serious single offences, for an accumulation of 90 minutes of Conduct Detentions, or for a series of minor offences.

Headmaster's Detention (all Years): Headmaster's Detentions are reserved for very serious breaches of the School Code or an unacceptable pattern of behaviour (e.g. persistently acquiring other detentions, consistently poor conduct or lack of co-operation). They are issued by a Deputy Head (JOM) in consultation with the relevant Head of Year. Headmaster's Detentions take place on Saturday morning (beginning at 9.00am) and last two hours.

Sixth Form Detentions take place on Tuesdays and Thursdays in the silent study area of the Barry Martin Centre from 4.00pm to 5.00pm.

- **Sixth Form Work Detentions**
Minor work-related problems will often be addressed initially in subject clinics at lunchtimes or after School. Other problems, such as missing, incomplete or unsatisfactory homework might merit a pupil being placed in the Sixth Form Work Detention. Sixth Form Work Detentions are 60 minutes in duration.
- **Sixth Form Conduct Detentions**
Sixth Form Conduct Detentions are issued for incidents of poor behaviour. Teachers can set Sixth Form Conduct Detentions for either 30 minutes or 60 minutes in duration. As a general rule, a 30-minute Conduct Detention would be an appropriate sanction for repeated incidences of relatively minor offences such as persistently having a shirt untucked, whereas a 60-minute Conduct Detention would be issued for a more significant behavioural offence, e.g. rudeness to another member of the School community.

Repeated work and/or conduct detentions or more serious incidents, e.g. plagiarism or deliberately missing a timetabled lesson, might lead to a Sixth Former being issued with a Friday Head of Year detention, or a Saturday Headmaster's detention, after referral to the Deputy Head Pastoral (JOM).

Prefects and Mentors

Prefects and Mentors are Sixth Form pupils who have been selected to assist staff with organisation and the maintenance of good order in the School, and with the School pastoral system. They have equal status and can be identified by the different ties that they wear. Younger pupils must always follow instructions given to them by Prefects and Mentors in the course of their duties. Prefects and Mentors may issue a referral to the relevant Head of Year if a pupil has not cooperated with a request or has broken the School Code. Mentors receive training specific to their roles as assistants to Form Tutors and Heads of Year and so that they can help younger pupils who have concerns or need advice about life at Hampton. Younger pupils can approach any Mentor or Prefect for information, help or support. They must treat both Prefects and Mentors with the respect that they deserve as senior pupils and will receive similar respect from them in return.

Bounds

In the interests of personal safety and to protect the School from damage, the following bounds should be observed:

- Pupils should not enter the buildings or grounds before 7.30am, unless a member of staff has given permission to do so. Between 7.30am and 8am, pupils are asked to stay in the ground floor Atrium space.
- Pupils should have left the School premises by 5.00pm, or 5.30pm if they are working in the Library, unless they are involved in a School activity or have permission from a member of staff to stay later.
- Pupils should not loiter in the area of the main front entrance of the School.
- The School roofs are out of bounds at all times.
- The buildings and grounds are normally closed at 6.00pm on School days. The School is closed at weekends and during the School holidays except for Headmaster's Detentions, visits to the Library, School functions and sports fixtures.
- The 3G area may be used for recreation at lunchtime, but sports practices will take priority. Pupils must observe the rota and guidelines for users of the 3G facility, which are published on the notices next to the entrances and around the School; pupils should not move goals.
- The School Playing Fields may be used at break and at lunchtime, when the weather conditions allow. The Garrick and Front Courts may be used every school day, depending on the rota.
- The Sixth Form Common Room, on the upper floor of the Sports Pavilion, is out of bounds to all pupils in the First to Fifth Years.
- There should be no running, or any games played, in the car parks at the front and side of the School. Footballs should not be used on the paved road which runs between the main School building and the playing fields

The following areas may be used only with the permission of an appropriate member of staff:

- Art rooms, laboratories, kitchens, Design and Engineering rooms and the Language Resources Centre
- Stores and offices
- The Sports Hall, Fitness Suite (under staff supervision only), North Gym and changing rooms.
- The Main Hall and gallery, Hammond Theatre, Drama Hall gallery, Music Hall, Music Technology room, Music practice rooms
- The Lecture Theatre and John Perry Room
- The First XV rugby pitch, all football goalmouths, the cricket squares and the climbing wall
- The Clubhouse and Old Hamptonians' grounds

In addition:

- There should be no running inside the School buildings at any time
- The courtyard area is a space for quiet sitting and talking to friends; there must be no running or climbing on the raised areas.

All pupils must stay within the School grounds throughout the School day, although Sixth Form pupils may leave the premises *on foot* during lunch break, provided that they sign out and in at School Reception. *They must not go out in a car and must stay within easy walking distance of the School.* They may *not* go into Kingston, Twickenham, etc. Sixth Form pupils may leave School after their last taught afternoon period, provided that they have signed out with School Reception.

Rules for using the Sensory Room

The Sensory Room is intended to be a quiet, relaxing space for pupils to drop into if they feel they need a moment of peace or quiet relaxation; it is therefore very important for everyone to respect this space in the following ways:

- No more than six pupils in the room at once
- No personal devices may be used in the Sensory Room (phones / iPads / laptops)
- Pupils may stay in the Sensory Room for a maximum of 10 minutes if there are other pupils who wish to use it, so as to allow everyone who needs it to have an opportunity for quiet time.

School Computers

The computer rooms should only be used when there is a member of staff present, and the rules posted in each room must be observed. *Any attempt to abuse or interfere with the network or any School computer equipment will be regarded as an extremely serious offence and is likely to result in the loss of a place at Hampton School.* All computer activity in School is monitored.

Use of the Internet, email and other forms of digital technology

The School views very seriously any use of the Internet, email and any other digital media or technology (including AI) so as to conflict in any way with the School Code, to bring the School's name into disrepute, to cause hurt or distress to others (online, or cyber-bullying), or to have a negative impact on the School community in any way. Any pupil found to have misused the above technology in such a manner faces losing their place at Hampton School. The School's view applies whether or not a pupil is on the School premises, in the care of the School, wearing School uniform, on a School activity, and whether it is during or outside the School day.

Pupils are required to abide by the School's **IT Acceptable Use Policy** which forms part of the Joiners' documents.

Use of electronic devices

During the school day, pupils are strictly prohibited from using iPads, laptops, smartphones and watches, laptop dongles, VPNs (Virtual Private Networks) or any other means to access the internet directly, i.e. bypassing the School's wireless network, filtering and monitoring systems, and they must abide by the School's **IT Acceptable Use Policy**. Pupils are expected to bring their laptop into School in a fully serviceable condition and are responsible for the maintenance of their device. Sixth Form pupils are expected to bring their own device which must be fully serviceable. Devices should be fully charged at home each evening; pupils should not expect to have the opportunity to charge their device in School. Pupils should maintain their device so that they possess sufficient capacity to perform the educational functions required in School. Devices are for personal use only and must not be shared with other pupils. Failure to follow these rules is likely to result in their confiscation and a possible sanction. Pupils bringing mobile phones, smartphones, iPads or other tablet computers, portable music and games systems or any other electronic equipment to School, do so at their own risk.

Laptops

Laptops may only be used in school for educational activities and with the explicit permission of a teacher or other member of staff. Devices must be brought to all lessons but should be switched to "standby" or "silent" modes and remain in bags unless a teacher instructs otherwise. They should be transported between lessons in school bags and kept in lockers when unattended. Devices may not be used in Form

rooms or at other locations around the School site before school, at morning break time, or at lunchtime unless with the explicit permission of a member of staff. Failure to follow these regulations is likely to result in a sanction (usually a 30- minute Conduct Detention) and/or confiscation.

Mobile phones

Pupils are permitted to bring mobile phones and headphones to School, at their own risk. Our guiding principle is that mobile phones *must* be switched off and out of sight throughout the School day. It is strongly recommended that First Year pupils only bring a basic, non-smartphone model ('brick phone') to School.

Pupils in the First to Fifth Years should either keep their mobile phones in lockers or on their person during the School day. All mobile phones *must* be switched off and *must not* be used during School hours unless with the explicit permission of a member of the Common Room. Failure to observe these rules will incur a 30-minute Conduct Detention. This policy applies from the time a pupil enters the School site in the morning until 4.00pm, when pupils are allowed to use their mobile phones for the purpose of checking arrangements for their journey home.

Pupils in the Lower Sixth and Upper Sixth only may use mobile phones during break and lunch times or during their study periods when they are in defined Sixth Form-only areas (the Barry Martin Study Centre, the Sixth Form Common Room in the Sports Pavilion). Mobile devices *must not* be used by Sixth Form pupils at any time when in the Dining Hall or Main Hall, or when moving around the School buildings/corridors. Failure to observe this rule is likely to result in confiscation of the device and a sanction. Using such devices during lesson times *must only* be with the explicit permission of the subject teacher.

Earphones/earbuds *must not* be worn while on the School site. The sole exception for First to Fifth Year pupils is that they may use them with the permission of staff during cover periods, and in the Library, provided that the volume is suitably low and they are not distracting other pupils. Sixth Formers may also use earbuds/earphones while working in the Barry Martin Centre.

The recording of audio or video clips or the taking of photographs with any device (including mobile phones) is strictly forbidden during the School day, whether on or off the School premises, when travelling to and from School or on a School activity or trip, unless permission has explicitly been given by a Head of Year, one of the Deputy Heads, or the teacher-in-charge.

Pupil use of mobile phones on School trips and fixtures is not allowed, although allowance may be made at the discretion of trip leaders, depending on the length and nature of the trip, as well as the age of the pupils.

Smartwatches must not be used to receive or answer emails, messages or access social media during the School day.

Data Protection

Through participation in School activities, it is possible that at times pupils may receive personal data of other members of the School community (including names, contact details and photographs). Pupils must not share this information and should delete or destroy this data when it is no longer needed. If pupils have any hard copies of personal data that they no longer require, they should return this to the staff member who provided it for secure destruction.

Banned Items and Substances

Pupils are not allowed to bring any of the following into School, on School trips or activities:

- Illegal substances
- Illicit substances
- Alcohol
- Nicotine pouches / snus
- Fireworks
- Pornographic/indecent images
- Smoking materials, including matches and lighters, and vaping materials etc.

- Correction fluid, diluter and similar products
- Solvents
- Aerosols of any kind
- Chewing gum
- Any kind of knife or weapon
- Laser torches
- Tins or canned drinks
- Nuts of any kind, including those in snack bars, chocolate bars and peanut butter

A search may be conducted if a member of staff has reasonable grounds to suspect that a pupil has any of the above items in their possession, including in their locker/belongings or on an electronic device. This includes suspicion of possessing stolen items.

Smoking, Drinking, Illegal and Controlled Substances

It is important that young people understand the dangers of smoking, alcohol and controlled, illegal or harmful drugs and other substances. The School promotes awareness of these dangers through its PSHE programme. Smoking materials, including vaping materials, nicotine pouches, alcohol and controlled, illegal or harmful substances are banned from the School premises. Their use, even when allowed by law, is prohibited during the School day, on School trips and other School activities, and while travelling to and from School activities. Pupils caught smoking, vaping or under the influence of alcohol or drugs on the School premises, during a School trip, or off-site but during the School day can expect to receive a very serious sanction.

The School follows a set of procedures carefully drawn up to ensure natural justice, consistency and fairness when handling all disciplinary matters. In the case of incidents involving illegal or controlled substances, various factors may be considered, including the seriousness of the offence, the influence on others, the dangers to the community, and the reputation of the School. Mitigating factors will be considered.

Nevertheless, any pupil in possession of illegal, controlled or harmful substances on the School premises, during School time, travelling to or from School or on a School trip or activity is likely to lose their place at Hampton School. This extends to include the use or possession or arranged purchase or sale of legal substances that replicate the effects of illegal drugs. Further, any pupil guilty of involvement with such substances out of School at any time is likely to lose their place at the School should it be decided, after due consideration of the facts, that there was a threat to the welfare of others, or a danger to the community or to the reputation of the School.

Complaints and Grievances Procedures

Parents can refer to the **Complaints Procedure for Parents** which can be found on the School website, or which is available from the School Bursary.

Policies and other School Documentation

The following are on the Hampton School website or are available from the School Bursary upon request:

- Admissions Policy
- Anti-Bullying Policy
- Behaviour, Rewards, Sanctions, Discipline and Exclusion Policy
- Complaints Procedure for Parents
- Curriculum Policy
- Data Subject Rights Policy
- Drugs Education Policy
- English as an Additional Language Policy
- First Aid Policy
- Further Admissions Information

- Guided Home Learning (Remote Education) Information
- Health and Safety Policy
- Online Safety Policy
- Pastoral Handbook
- Privacy Notice
- Pupil Attendance Policy
- Records Management Policy
- Relationships and Sex Education Policy
- Safeguarding (Child Protection) Policy
- School's Aims and Ethos
- Special Educational Needs and Disabilities Policy
- Sports Supplements Policy

Appendix 1 - Where to go if you have a concern or need help

Your **Form Tutor** will deal with the majority of pastoral issues. You may approach your Form Tutor (or any other member of staff) at any time for advice and guidance. There are two registrations per day, in the morning and afternoon, and these can be good opportunities for you to speak to your Form Tutor. Although your Form Tutor will usually be your first point of contact, you may also directly seek help from your **Head of Year**.

First, Second and Third Year Forms also have **Mentors**, who are often a valuable source of help and advice. Mentors are Sixth Formers who have been chosen to help, support and advise a Form Group of younger Hamptonians.

The School has three **Counsellors** whom people see about a range of different issues. There is always at least one of them at School during the School Day. They can also be contacted via email at counselling@hamptonschool.org.uk.

The **School Nurses** are available to discuss health-related issues. They can also be contacted via email at nurse@hamptonschool.org.uk.

The **Headmaster** holds a weekly drop-in session for boys during Wednesday lunch break and you are welcome to see him about anything you wish. At other times during the week, you are welcome to make an appointment with Mr Knibbs by seeing his PA, Mrs Espley, who can also be contacted via email: c.espley@hamptonschool.org.uk.

You can raise a concern via **Tootoot** at www.tootoot.co.uk/.

You can put a written note in one of the **comments boxes**, which are found: in reception, outside room G26, outside room F68, outside the Counsellors' office, outside the Medical Room, in the Library, outside room F68 and on the ground floor of the Barry Martin Centre.

One of the functions of Hampton School's **Pride Society** is to provide a safe, secure place to talk about LGBTQ+ issues without judgement. This group meets on a weekly basis and more information can be found on the Pride noticeboard in the Main Hall corridor. This group can also be contacted via email at pupilgroup@hamptonschool.org.uk.

Form, Year and School Councils provide useful consultative forums in which issues and ideas about Hampton life can be raised and discussed. You can also submit ideas to the School Council via email at schoolcouncil@hamptonschool.org.uk The School Captains team can be contacted via the link on SharePoint.

Safeguarding: if you are concerned about your own or someone else's wellbeing, please email safeguarding@hamptonschool.org.uk.

National helplines:

0800 1111 – Childline is a free service that provides help and advice about a range of issues.

0800 136663 – the NSPCC dedicated helpline for young people who have experienced sexual harassment or abuse at school (or email help@nspcc.org.uk).

The Hampton School Designated Safeguarding Lead (DSL) is Mr Morris.
The Deputy Designated Safeguarding Leads (DDSLs) are
Ms Message, Mr Nicholson, Miss Holmes and Miss Smith.