

Queenswood



School Rules and Queenswood Code

Issued by	Principal
Last review	July 2024
Circulation	Governor access through Clerk Queenswood Website Staff Portal

SCHOOL RULES AND QUEENSWOOD CODE

The School Rules are designed to reflect the Queenswood Code. Rules exist to ensure the smooth running of the school and to protect individuals from harm. All girls are expected to adhere to them for the good of the community and to enhance the reputation of Queenswood.

The following are strictly forbidden:

1. Bullying, including all forms of cyber bullying
2. Misconduct of any form, including physical contact and conduct
3. The possession, use or procurement for sale of drugs or harmful abuse of solvents (see school policy)
4. The possession or use of cigarettes, including e-cigarettes (known as ‘vapes’)
5. The possession or consumption of alcohol without permission
6. Stealing and theft
7. Vandalism and wilful damage or misuse of the school’s or other people’s property
8. Leaving the site or going outside the boundary without permission
9. Receiving visitors without permission
10. Any breach of the School’s Driving Policy
11. Any breach of the School’s Online Safety Policy
12. Rudeness, foul language and deliberately malicious behaviour

Expected Sanctions

See the Pupil Behaviour Policy [here](#) which includes Sanctions, Warnings, Detentions, being On Report, Internal and External Suspensions.

Exceptions

Any offence, if sufficiently serious, may warrant additional or alternative sanctions depending on the nature and the priority of protecting the community.

The Queenswood Code

All pupils are expected to:

- Be polite and courteous to others: staff, all visitors and pupils; hold doors open, queue in an orderly fashion; stand to one side in the corridor; become quiet when a member of staff walks into a room; raise a hand in class rather than calling out when asking a question.
- Be prepared: be punctual to lessons, attentive, disciplined in listening, diligent in work and supportive of one another’s learning, contribute to a working and purposeful learning environment, not copy work, hand in work on time.
- Be organised: arrive at school, lessons and activities punctually and prepared.
- Be respectful of other people and property: look after their own property, make sure that all clothes and equipment are named, not ‘borrow’ without permission; avoid unnecessary wasteful use of resources.
- Be respectful of each other’s personal space; no inappropriate physical contact.

- Be good ambassadors for the School: dress smartly and appropriately, adhering to the correct dress code; celebrate the success of others.
- Be considerate and considered in word and action: all members of the community should be sensitive to the damage caused by gossip, rumour and malicious conversations (spoken and electronic); be supportive and forgiving.
- Be prepared to be quiet and to listen: be quiet in the Chapel, Library, and Assembly.

Related Policies and Documents:

- Pupil Behaviour Policy
- Expulsion, Removal and Review Policy
- Smoking, Alcohol and Drugs Policy
- Online Safety Policy
- Anti-Bullying Policy
- Driving Policy for Upper Sixth Students