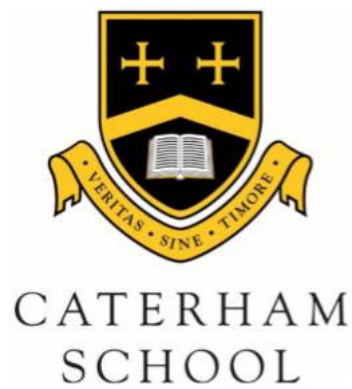


# Student Code of Conduct Policy

## Caterham Summer School



Policy Author:

Date Reviewed by Authors:

Next Review Date:

Summer School Manager

Spring Term 2026

Spring Term 2027

## Caterham Summer School

### Student Code of Conduct

**Policy Status:** Behaviour, Conduct, Safeguarding and Child Protection

**Applies to:** All students

**Author:** Summer School and Holiday Programmes Manager

**Last reviewed:** April 2026

**Next review:** April 2027

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### 1. Introduction to our Community and Values

Caterham Summer School is an international community where students live, learn and socialise together. Every student has the right to feel safe, respected and supported.

All students are expected to:

- Treat others with kindness, respect and courtesy
- Take responsibility for their behaviour and choices
- Respect cultural differences, backgrounds and beliefs
- Contribute positively to the Summer School community

This code of conduct should be considered alongside the following documents:

Caterham Summer School [Safeguarding Policy](#)

Caterham Summer School [Acceptable Use for Students](#)

Caterham School [Statement of Boarding Principles and Practice](#)

Caterham Summer School Boarding Student Handbook

Caterham Summer School [Anti-Bullying Policy](#)

Caterham Summer School [Curriculum and Learning Policy](#)

Caterham Summer School [Trips Policy](#)

This policy reflects statutory safeguarding, behaviour and boarding guidance including [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#), the [Equality Act 2010 – GOV.UK](#) and the [National Minimum Standards for Boarding Schools – GOV.UK](#).

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### 2. General Behaviour Expectations

Students must:

- Follow the instructions of all members of staff
- Behave responsibly at all times, both on and off site
- Act in a way that keeps themselves and others safe
- Use polite language and avoid offensive, discriminatory or aggressive behaviour

The following are not acceptable:

- Bullying, teasing, intimidation or harassment (including online)
  - Fighting, threatening behaviour or deliberate harm
  - Disrespect towards staff, students or visitors
  - Damage to school buildings, equipment or personal property
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### 3. Lessons and Academic Conduct

During lessons, students are expected to:

- Arrive on time, prepared and ready to learn
- Listen carefully and follow teacher instructions
- Allow others to learn without disruption
- Complete classwork and homework to the best of their ability

Mobile phones:

- Must be switched off or on aeroplane mode during lessons
- Must not be used unless allowed by a teacher

Academic honesty is expected at all times. Cheating or plagiarism is not allowed.

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#### 4. Boarding House Conduct

Living in a boarding house means showing consideration for others.

Boarding expectations reflect the principles outlined in the [National Minimum Standards for Boarding Schools – GOV.UK](#)

Students must:

- Keep their bedrooms tidy and make their bed each morning
- Respect roommates' belongings and personal space
- Follow bedtimes, lights-out and phone hand-in routines
- Use communal areas responsibly and leave them clean

Students must not:

- Enter other students' rooms without permission
- Bring external visitors into boarding houses
- Eat meals in bedrooms

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#### 5. Safety, Supervision and Movement Around School

For everyone's safety, students must:

- Sign in and out whenever leaving or returning to the boarding house
- Remain on site unless permission has been given
- Follow all fire, emergency and evacuation procedures

**Leaving site rules:**

- Students **under 16** may only leave site on organised school activities
- Students **16 and over** may go to Caterham village only with staff permission
- No students may leave site after the evening meal

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#### 6. Trips and Off-Site Activities

When on trips or excursions, students must:

- Stay with their allocated group at all times
- Follow staff instructions immediately
- Behave respectfully towards members of the public
- Represent Caterham Summer School positively

Free time on trips is allowed only when staff give permission.

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#### 7. Activities, Sports and Facilities

Students are encouraged to participate fully and try new activities.

Students must:

- Follow safety rules for all sports and activities
- Use facilities such as the Sports Centre, swimming pool and Astro responsibly
- Respect age limits and supervision requirements (e.g. Fitness Suite)

Unsafe behaviour during activities may result in removal from that activity.

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#### 8. Mobile Phones, Internet and Online Behaviour

Students must:

- Use technology responsibly and safely
- Be polite and respectful online
- Never post or share content that is unkind, threatening or inappropriate

The following are **strictly prohibited**:

- Cyberbullying or sharing harmful content
- Use of VPNs on the school network
- Taking photos or videos of others without consent

Online behaviour expectations reflect guidance within [Teaching Online Safety in Schools – GOV.UK](#)

Phones are handed in overnight to support healthy sleep routines.

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### **9. Health, Wellbeing and Personal Responsibility**

Students must:

- Inform staff immediately if they feel unwell or upset
- Speak to a trusted adult if they are worried about themselves or others
- Hand all prescribed medication to the Matron

Students must **not**:

- Keep non-prescribed medication without permission
- Put themselves or others at risk

Looking after mental and emotional wellbeing is as important as physical health.

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### **10. Prohibited Items and Behaviours**

The following are **strictly forbidden**:

- Alcohol, drugs, vaping or smoking
- Offensive or dangerous items
- Cooking appliances or unauthorised electrical equipment

Confiscated items may be returned at the end of the course or to parents.

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### **11. Respect for Property and Personal Belongings**

Students must:

- Look after school property and facilities
- Respect the belongings of others
- Use lockers and lockable drawers for valuables

Damage caused through poor behaviour may be charged to parents/guardians.

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### **12. Sanctions and Consequences**

If this Code of Conduct is not followed:

- Staff will investigate and listen to all involved
  - Appropriate consequences will be applied, depending on seriousness
  - Parents/guardians may be informed
  - Serious or repeated breaches may result in removal from activities, loss of privileges or dismissal from the Summer School
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### **13. Speaking Up and Getting Help**

Students are encouraged to:

- Speak to boarding staff, teachers, activities staff or the Matron
- Contact the Summer School Manager or Academic Director if needed
- Use confidential support services if worried or unhappy

Everyone has the right to be heard and supported.

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### **14. Student Commitment**

By joining Caterham Summer School, students agree to:

- Follow this Code of Conduct
  - Take responsibility for their actions
  - Help create a safe, positive and respectful community
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### **15. Policy Review**

This policy is reviewed annually and after any safeguarding incident or significant change in guidance.

This policy reflects statutory guidance including [Keeping Children Safe in Education \(KCSIE\) – GOV.UK](#), the [Equality Act 2010 – GOV.UK](#), the [National Minimum Standards for Boarding Schools – GOV.UK](#) and Caterham School best practice.

It is due for review in April 2027

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### **16. Student Agreement**

By attending Caterham Summer School, students agree to follow this Student Code of Conduct

Student Signature:

Student Name:

Date: