

These expectations have been created by School leaders in collaboration with the School Council. The overall aim of this document is to encourage all students to embody our core values of commitment, creativity, courage and compassion:

- Commitment - students are not just determined to succeed in their studies but engage actively in all they do in school, contributing as much as possible to all aspects of school life.
- Creativity - students strive to become scholars in the subjects they are studying, thinking deeply and considering a wide range of solutions to the problems and tasks they encounter. Students participate actively in all aspects of school life including the arts and house system to become well rounded individuals.
- Courage - students are never afraid to stand up for what is right even in the face of opposition. They will always be brave in seeking the support of staff when needed with both pastoral issues and problems relating to their learning. Students will show courage in the face of failure, never being afraid to fall down but to learn from it to better themselves.
- Compassion - students will always put the interests of others before themselves, working to support one another and be part of a cohesive and caring team of young people. Students will show kindness to all members of the communities that surround us. As part of this, we expect our students to work hard to prevent all forms of prejudice and discrimination, actively seeking to eradicate discrimination based on:

Sexuality	Physical appearance
Race	Disability or SEN (Special Educational Needs)
Gender	Health; physical or mental
Social or cultural background	Academic ability
Religion	Political affiliations
	Personal opinion

We encourage all students to discuss issues that are important to them in an atmosphere that promotes tolerance and respect.

SCHOOL ENVIRONMENT

All students will endeavour to:

- encourage and be supportive of their peers and other members of the school community;
- show respect to everyone;
- achieve their personal best in all that they do.

LEARNING ENVIRONMENT

- Sixth Form students are welcome to use free classrooms (at staff discretion) during time when they are not timetabled to be in Private Study or in a lesson. Students may use computers in classrooms on the provision that they login using their own username and password and they treat the machine with the utmost respect knowing that the quality of teaching of teachers who use the classroom will be affected if they do not. Computers must only be used for work. Students using empty classrooms should ensure they are left in pristine condition.

CORRIDORS

- Students will move with the flow of traffic showing courtesy to all members of the school community;
- Students will give way to all members of the school community, and unless already granted permission to enter a room, students should wait in single file in the corridor;
- Students will not eat in the corridors.

PLAYGROUNDS

All students will endeavour to:

- show respect for playground equipment and the school environment;
- be considerate of the people around them;
- demonstrate positive behaviour and self-discipline;
- maintain a clean and healthy environment, by ensuring litter is placed in the bin.

LIBRARY

- The library will be used as a silent space;
- No eating or drinking in the library (except water);
- No 6th form students at break or lunch time;
- No games on PC.

SIXTH FORM PRIVATE STUDY AREAS

All students will endeavour to:

- be silent at all times during lesson time except when talking to the member of staff supervising;
- use the Study as academic work spaces;
- no eating or drinking (except water).

WCGS CAFÉ

All students will endeavour to:

- maintain good order in the café queue, adopting single file; show consideration for others by clearing up after themselves;
- treat all Café staff respectfully;
- place all bags and coats in the pigeon holes before entering the main WCGS café;
- treat the café as you would any other restaurant or shop.

MOBILE PHONES

- Students are only allowed to access their personal mobile phones in school as an aid to their learning whilst under the direction of a member of staff or whilst in the Sixth Form Quiet Study Areas, or in the café before 8:15 am. Students who wish to contact home should do so via reception or student services before School, at break or lunch time. The exception to this is in Sixth Form Private Study Sessions in which students may use their phones to listen to music quietly

through headphones if it helps them concentrate, but ensure that the volume does not distract others. If students are found to be using their phones at any time on the school grounds outside of the exceptions set out above then students will have their phone confiscated for a minimum of 24 hours. Any use of a mobile phone which is in breach of the School's Acceptable Use policy as set out below will be sanctioned with a minimum of a 1 day inclusion.

EARPHONES AND HEADPHONES

- Earphones/Headphones are allowed to be in use or on display in the Sixth Form Private Study Areas.

DRIVING (Sixth Form Only)

- Students will drive and park around the neighbourhood local to the school in a safe and considerate manner;
- Students will notify the school of the make, model, colour and number plate of their car.

OUT OF SCHOOL

- The Sixth Form have the privilege of being allowed out of school during lunch times after they have signed out from reception, and upon their return must sign back in;
- The Sixth Form have the privilege of being allowed to leave School after PM registration if they do not have a Period 5 lesson and do not need to stay for any after school commitments;
- Members of the public will be impressed with the excellent demeanour and self-discipline and respect for others in the wider community that our students display when outside of school including on public transport – students' behaviour will not bring the school into disrepute.

FOOD AND DRINK

- Students are encouraged to keep hydrated by drinking water in lessons, whilst other food and drink products should only be consumed at breakfast club, break times or lunch times whilst in the café or in the playgrounds;
- During wet break, students may wish to eat their food in the classroom of their next lesson (unless it is a practical subject and instead students should use the hall) and rubbish will be placed in the bin;
- Students should endeavour to always eat healthily and responsibly;
- Sixth form students will act as role models by not eating "fast food" or "take away" food on the school site.

EQUIPMENT

All students will bring the following equipment to lessons daily:

- Contact book (for Year 7-11)
- Purple pen
- Red pen
- Green pen
- Pen (black or blue ink)
- Pencil
- Ruler
- Rubber
- Pencil sharpener

- Scissors
- Glue stick
- Highlighters
- Calculator - Casio FX 991EX CLASSWIZ calculator for 6th Form (Casio FX CG50 Graphical Calculator for Further Maths Students) and FX 83GTPLUS or FX 85GTPLUS (but the best one to use is Casio FX 991EX CLASSWIZ) for Y7-Y11
- Protractor
- A pair of compasses
- Spanish/ French dictionary (for those that study this language)

UNIFORM

All students will endeavour to:

- take pride in their appearance in school and on their way to and from school;
- observe the school dress code (see end of this document).

UNIFORM FOR YEAR 7- YEAR 11

- School Blazer
- White Shirt (long or short sleeves) tucked into trousers
- School tie - tie must cover all shirt buttons
- Top button done up
- Black leather formal polished shoes
- Charcoal grey or black trousers
- Navy V-neck school jumper (optional)
- Black or grey socks
- Black leather belt (optional)
- No Jewellery except a watch
- No piercings
- Dark plain outdoor coat or School branded coat (optional, but no hoodies or denim)
- Hair- no extremes of fashion
- Clean shaven or well-manicured, professional facial hair (unless for religious reasons)

UNIFORM EXPECTATIONS FOR SIXTH FORM – BUSINESS LIKE

- Business suit (that is plain in colour). If girls decide to wear a skirt it must be navy, black or dark grey, no patterns and of a professional length
- White Shirt (long or short sleeves) tucked into trousers or skirt
- School tie (optional for girls) - tie must cover all shirt buttons
- Smart navy, black or grey V neck jumper without hood, collar or branding (optional)
- Formal dark leather polished shoes
- Dark leather belt (optional)
- All Jewellery must be discreet
- Piercings must be discreet plain studs
- No visible tattoos
- Dark plain outdoor coat or School branded coat (optional, but no hoodies or denim)
- Hair- no extremes of fashion
- Clean shaven or well-manicured, professional facial hair (unless for religious reasons)

STUDENT ACCEPTABLE USEAGE AGREEMENT – ALL STUDENTS WILL SIGN THIS IN THE HOME SCHOOL AGREEMENT

These rules will keep everyone safe and help us to be fair to others.

Content

1. I will only use the School's computers for appropriate school activities and learning, and am aware that WCGS can monitor my internet use.
2. I will use the Internet responsibly and will not visit web sites that are inappropriate for the School or my key stage.
3. I will not bring files into school that can harm the School network or be used to circumvent WCGS security tools.
4. I will be careful when opening files and attachments, checking for viruses etc. If I am unsure I will never open a file.
5. Images or videos of students and staff taken, stored and used in line with school policy, should not be distributed outside the School without the permission of the Designated e-Safety Lead.
6. I will not use any device to capture and / or store images or videos of students and staff unless with the permission of a member of staff for educational purposes.

Contact

7. I will only e-mail or contact people I know, or those approved as part of learning activities.
8. I will not give my personal information that could be used to identify me, my family or my friends on any online space, unless a trusted adult has given permission or reviewed the site.
9. I will never arrange to meet someone I have only ever previously met on the Internet or by email or in a chat room, unless I take a trusted adult with me.
10. If I see anything I am unhappy with or I receive a message that makes me feel uncomfortable, I will not respond to it but I will save it and talk to a trusted adult.

Conduct

11. I will keep my logins, IDs and passwords secret and change my password when requested to do so.
12. I will not attempt to infiltrate the School's network or internet system.
13. I will respect the privacy and ownership of other's work.
14. I will only edit or delete my own files and not view, or change, other people's files or user areas without their permission.
15. The messages I send, or information I upload, will always be polite and sensible. I understand that all messages I send reflect on me and the School.
16. I am aware that some websites, games and social networks have age restrictions and I should respect this.
17. I am aware that my online activity at all times should not upset or hurt other people and that I should not put myself at risk.
18. I will not deliberately upload images, text, audio, video or any content which may cause offence to members of the school community.
19. My online activity both within and outside school premises will not cause distress to my school, staff or pupils.

I understand these rules are designed to keep me safe. If any students at WCGS violate this policy, access to the Network, Internet and e-mail may be denied. Where a student uses a login that belongs to someone else - or intentionally accesses a part of the school system, software or data, which is not allowed for them, there may be very serious repercussions that could include the Police. If you even become aware of other students having unauthorised access to the school's computer systems, data, software or other material, you should report this to a member of school staff immediately.

You should be aware that all of the following actions are criminal offences under the law:

- Gaining access to computer programs, school data, apps or school systems without permission to do so;
- Gaining access to a computer system without permission, with a plan to commit a crime;
- Changing something on a computer system, app or school computer, which you do not have permission to do.