



Portsmouth
High School

GDST
GIRLS' DAY SCHOOL TRUST

Pupil Code of Conduct

Pre-School, Prep, Senior and Sixth Form

Portsmouth High School,
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www.portsmouthhigh.co.uk

Part of the Girls' Day School Trust family of schools



Pupil Code of Conduct

Rules for a Safe and Tidy Environment

- Move around the school safely and sensibly. Enter via pedestrian entrances - do not use entrances designated for cars or minibuses.
 - Do not lean out of windows or over bannisters.
 - Keep door codes private and do not share them with anyone, including your parents.
 - If you arrive before 8:10am, wait in the library and sign in at reception.
 - If arriving after 8:10am, wait in your common room and then move to registration at 8:35am.
 - Years 7–11: If staying after school, sign in and work in the school library. Common rooms will be locked at 4:00pm.
 - Sixth Form: You may work in Sixth Form House until 5:30pm. If Sixth Form House is unsupervised, relocate to the library.
 - If you arrive after registration or after your form tutor has closed the register, sign in at the office.
 - Do not leave the school premises during the day without written permission. If you have permission, sign out at the office.
 - Hand in medication to Mrs Ayling, Medical and Wellbeing Officer, with a note from home explaining the dosage.
 - Do not carry medicines (including paracetamol) around the school. Named asthma inhalers and EpiPens are exceptions.
 - Follow the dining room regulations as displayed.
 - Do not litter.
 - Deliberate damage or vandalism of property will result in firm and appropriate sanctions.
 - Chewing gum is not allowed. Persistent use will result in detention and parental contact.
 - Follow the ICT Code of Conduct.
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Rules to Support Your Learning

- Submit homework on time; if not possible, inform your teacher by email.
 - Bring the correct equipment to every lesson.
 - Arrive promptly and be ready to start each lesson.
 - Plagiarism or copying is strictly forbidden.
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General Rules

- Adhere to the uniform, make-up, and jewellery regulations both in and outside school.
 - Years 7 and 9: Phones must be turned off and put away during the school day. Failure to comply will result in confiscation.
 - Years 10 and above: Phones may be used only in designated communal areas; never carry phones while moving around the school. Non-compliance will result in confiscation.
 - Do not take photographs, videos, or recordings of any member of the school community without their consent. Do not use or share such materials without the individual's informed consent.
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Strictly Forbidden

- Bullying or intimidation of others
- Abusive or obscene language
- Stealing
- Bringing items to school that are harmful or offensive to yourself or others

Prohibited items include:

- Knives or weapons
- Alcohol
- Energy drinks
- Illegal drugs or legal highs
- Stolen items

- Tobacco and cigarette papers
 - E-cigarettes and vapes
 - Fireworks
 - Pornographic images
 - Any article reasonably suspected to be used to commit an offence, cause injury, or damage property
 - Conduct which may harm the reputation of Portsmouth High School or its community, whether in school, in transit, or at school activities, will result in at least a severe reprimand and may lead to temporary or permanent exclusion.
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Drugs and Legal Highs

Refer to the Drugs and Alcohol Policy for further details.

- The possession or use of illegal drugs or legal highs, whether on school grounds or during school-related activities, will not be tolerated under any circumstances.
- Drug-related incidents will be handled in accordance with the GDST Exclusions Policy.
- Supplying or distributing drugs on or off school grounds will result in permanent exclusion.
- Using or possessing drugs on or off school grounds will lead to exclusion in some form.
- Any suspected criminal offence may be referred to the police.

Senior School: Pupils sign to confirm they understand the code of conduct electronically via Net consent.

Date: August 2025

Review Date: July 2027

Deputy Head Pastoral and Head of the Prep School in consultation with School Councils

Location: Senior Parent Handbook and School website.