

School Rules and Regulations

Content

1. Distribution
2. Review
3. Attendance
4. Routine
5. Registration
6. Personal property
7. Use of rooms
8. Refectory
9. Classroom expectations
10. Uniform
11. General behaviour
12. Bounds
13. Vehicles and transport
14. Drugs and dangerous items
15. Financial transactions
16. Privileges
17. Rewards and sanctions
18. Fire regulations
19. Summary

1. Distribution

The full version of these rules is available to all members of staff with copies available for pupils and parents from the offices of HoY. A shortened version is published each term in the school Calendar.

2. Review

The rules and regulations are reviewed at least annually. Contributions to this review are welcome from staff, pupils and parents.

3. Attendance

- a)** Regular attendance at school is required from the first day of term to the last. Additionally pupils should be available for all calendar events and for the regular programme of extra-curricular activities during the week and weekends. Holidays should be taken during published holiday periods. Permission for any absence other than illness must be sought from the Headmistress apart from absence relating to religious festivals where a letter to Tutor will suffice.
- b)** Sixth Formers will normally be allowed leave of absence to take driving tests (not driving lessons) and to attend university interviews. Absence to attend university open days must be arranged in advance through the Head of Sixth Form. Sixth Formers are also allowed to leave the premises after afternoon registration as long as all their commitments for the day are finished; they must sign out in the College Office if they take advantage of this privilege.
- c)** If a pupil is absent through illness, the College Office should be informed on the first day of the absence; a written note from parent or guardian should be given to Tutor on the pupil's return.
- d)** Part-time jobs are not encouraged. Any Sixth Form student with a part-time job must ensure that he/she meets all school commitments both work and extra-curricular. Pupils younger than Sixth Form must seek permission from the Headmistress before accepting part-time employment.

4. Routine

- a)** A bell for Senior School roll call rings at 08.20 with the last lesson ending at 15.45.
- b)** Pupils are expected to be punctual for all lessons and school activities.
- c)** Any pupil becoming ill during the school day must report to the College Office where appropriate action will be taken. Under no circumstances should any pupil go home without the agreement of the College Office. Please refer also to Accident & Illness Procedure.
- d)** It is expected that pupils will leave the premises by 4.15 at the latest unless they are involved in after school activities under the direct supervision of a teacher. Pupils waiting for transport at the end of the day should use the Learning Resource Centre; other rooms should not be used without the permission and presence of a member of staff.

5. Roll Call

- a)** Roll Call of each tutor group is taken twice a day by a teacher.
- b)** Latecomers should join classes or tutorial groups after signing in at the College Office.
- c)** Pupils with a commitment during roll call (e.g. music lesson) must sign at the Office before that commitment. A member of the Office staff will mark them as present when latecomers are dealt with.
- d)** Under no circumstances may a pupil be marked as present on the word of another person.
- e)** Anyone leaving the school site during the school day (other than as part of an official school party) must sign out in the Office.

6. Personal property

- a)** The College does not carry any form of insurance for any item of value belonging to pupils. Pupils should not bring to school large sums of money nor any item of high monetary or sentimental value unless absolutely necessary. Such items must remain in the pupil's possession at all times or given to a member of staff for safekeeping.
- b)** Valuables should never be left in the Changing Rooms. They should either be placed in secure lockers or handed to the teacher in charge.
- c)** All property must be clearly marked. Pupils must not be in possession of property belonging to others. If a pupil finds property that does not belong to him/her, it must be handed in immediately to Reception or a teacher.
- d)** Musical instruments should be kept in the Music Centre.
- e)** Outside coats can be left in the appropriate cloakroom or in lockers.
- f)** Textbooks are issued on loan; pupils will be expected to pay for any damage or loss.
- g)** Any damage to school property (accidental or otherwise) must be reported to the duty teacher or to Reception immediately.
- h)** Pupils may not listen to portable voice and music players in school. As these players have high monetary value it is suggested they are not brought to school.
- i)** Mobile phones are brought to school at the owner's risk. They must not be switched on during the school day (arrival to 3.45pm). No pupil may take photographs in school without the express permission of the Deputy Head. Pupils having a phone switched on during the school day should expect the phone to be handed to their Head of Year. The Head of Year will return the phone at the end of the school day. A second offence will result in a letter being sent home to a parent indicating that a third offence will require the phone to be collected from the Head of Year by the parent.
- j)** Cameras are not allowed in school unless the Deputy Head has granted special permission.
- k)** All items mentioned in 6.i and 6.j are brought into school entirely at the owner's risk.

7. Use of rooms

- a)** Sixth Formers may use their tutorial rooms before school, at break and at lunchtime unless the rooms are required for other activities.
- b)** Pupils from Year 9 and above may use their tutorial rooms at break and at lunchtime. Year 7 and 8 pupils may not use their tutorial rooms at break.

- c) In the cases above the pupils are responsible for ensuring that the rooms are left clean and tidy. No food or drink is to be consumed in any classroom.
- d) During private study periods, Sixth Formers may use a designated private study room, the LRC or Sixth Form Common Room. Other places can be used only with the agreement of a teacher. Sixth Formers will agree with their Tutors which lessons must be spent in a designated private study room.
- e) Sixth Form Common Room rules:
The Common Room may be used by Sixth Form students before school, during break and lunchtime, during morning periods when not in lessons or supervised private study, during afternoon lessons and after school.
 - i) The CR is for working or relaxing but is not a place for rowdy behaviour, ball games etc.
 - ii) The furniture, fittings and fixtures are to be used appropriately and not damaged in any way.
 - iii) Litter is to be placed in the bins provided.
 - iv) Music may be played but the volume must be kept down to a level that does not disturb others working in adjoining rooms and offices. Sixth Formers may use mobile phones in the CR.

8. Refectory

- a) The Refectory is open to pupils from 7.45 to 8.20, at Break and at lunchtime
- b) Pupils are expected to sit at the tables provided and to move around in an orderly fashion. They must clear away all litter, crockery, cutlery, trays and other used items, putting them in the receptacles provided.
- c) A rota for lunch is posted outside the Refectory; early lunch passes are available from teachers i/c activities; such passes must be handed in to the prefect or teacher on duty.
- d) All food and drink obtained in the Refectory must be consumed in the Refectory. Food and drink must not be consumed in classrooms or in public places around school (e.g. corridors, front drive); Sixth Formers may use the Sixth Form CR to consume food and drink.
- e) Pupils must not chew gum nor have gum in their possession at school.

9. Classroom expectations

- a) Classrooms are the places of work with rules to allow everyone to proceed successfully, safely and enjoyably. Any request from a teacher in a classroom, and elsewhere, must be carried out at once and without argument. A separate document entitled *Classroom Expectations* is published.

10. Uniform

- a) All pupils must wear school uniform in accordance with the published code. All items of uniform must be clearly marked.
- b) Uniform must be worn to all official school activities, including sports matches, unless a teacher has instructed otherwise.
- c) Hair should be neat and conventional; pupils should see their Tutor for advice as to the acceptability of a new style before it is adopted. Boys may not grow moustaches or beards. Pupils may be sent home if they do not meet these regulations.
- d) Watches and official school badges may be worn but all other forms of visible jewellery and badges are prohibited. Girls may wear one gold stud/sleeper in each ear. Only clear nail varnish is permitted but Sixth Formers may wear discreet make-up.
- e) Ties should be worn at a conventional length; top collar buttons should be done up.
- f) Summer uniform: specific instructions concerning summer uniform and when it may be worn are issued each summer.
- g) Any deviation from published uniform must be supported by a parental note; the school's agreement to this will be conditional on official medical evidence where necessary.
- h) A neat appearance is expected at all times.

11. General behaviour

- a) General behaviour is determined by the Pupils' Code of Conduct and by Classroom Expectations. Pupils are expected to behave in such a manner as to maintain the good reputation of the College, showing courtesy and consideration to other people at all times both in and out of school.
- b) Movement around the building should be orderly, with no running in corridors and with doors held open for other people. At crowded times pupils should keep to the right in corridors and on stairs. Pupils should move quietly between lessons, arriving promptly for their next commitment.
- c) Ball games are only permitted outside. In the playground only soft balls, issued by Heads of Year to pupils, may be used for football. Tennis balls may be used for *pat ball* games.
- d) School equipment may only be used with the direct permission of a teacher.
- e) Pupils should be considerate and tidy; all litter must be put in the bins provided.
- f) The highest standards of behaviour are expected on all trips and visits. School rules apply at all times whether on school fixtures, theatre trips or excursions abroad.
- g) Behaviour between boys and girls must be appropriate to the occasion.
- h) Smoking is not allowed anywhere within school premises.
- i) Smoking whilst wearing school uniform is forbidden.
- j) Pupils may not have in their possession cigarettes, matches, tobacco or lighters.
- k) Unruly conduct in public, any infringement of the Highway Code or any offence against the law would be considered a serious breach of the trust placed in pupils.
- l) Pupils must not eat and drink on the front steps or drive.
- m) Once a commitment to an extra-curricular activity has been made, pupils must attend all rehearsals, practices, fixtures, performances etc.
- n) The lobby area is designated as a quiet area at all times.

12. Bounds

- a) No pupil may use any part of the Sports Complex without permission of a teacher; no pupil may go into the swimming pool area without the presence of a teacher. Pupils should not enter any specialist area (e.g. laboratories) without the permission of a teacher.
- b) All property adjacent to school grounds, all car parks, all cellars, all maintenance department stores and workshops and all roofs are always out of bounds.
- c) Fire escapes are out of bounds except in emergency; they must not be used as normal means of entrance/exit from rooms.
- d) The ICT rooms and all computer equipment are to be used subject to definite guidelines – please refer to ICT Acceptable Use Policy.
- e) Fields are in bounds at lunchtimes when the weather conditions allow. No sunbathing is allowed; the usual rules concerning uniform and behaviour apply.
- f) Pupils should enter and leave the building by the East, West and playground doors. The main entrance is reserved for Sixth Form and visitors until 4.15pm.
- g) Fives, tennis and netball courts are out of bounds except to authorised players.
- h) No pupils are allowed to leave the school site without the agreement of a teacher.

13. Vehicles/transport

- a) Pupils who cycle to school must ensure that their machines are roadworthy and have the necessary safety features. Safety helmets must be worn.
- b) Pupils may not cycle in the school grounds.
- c) All cycles must be left at owner's risk securely locked in the designated areas.
- d) Pupils may not bring cars, motorbikes or scooters into the school grounds.
- e) Parking in side streets must be within the requirements of the law and must not inconvenience residents or members of the public.

- f) Permission for pupil drivers to carry pupils as passengers should be obtained by written agreement of driver's and passenger's parents.
- g) On the front drive all pedestrians should keep to the marked pathway alongside the front of the school. No games are allowed on the front drive.

14. Drugs and dangerous items

- a) Pupils are not permitted to drink or possess alcohol at school other than as designated at an official school function.
- b) Pupils are not permitted to drink alcohol or to be in the possession of alcohol on the way to and from school or when they are in school uniform.
- c) Pupils must not have in their possession any drugs, weapons, chemicals, fireworks or other similar dangerous items.

15. Financial transactions

- a) All gambling is forbidden.
- b) Pupils are not permitted to buy, sell or barter goods.

16. Sixth Form Privileges

- a) students have exclusive use of Sixth Form CR.
- b) students may wear their uniform with modifications as published in the uniform regulations.
- c) students may leave College site during Break and lunchtime.
- d) students may leave College to go home at 14.30, following roll call, if they have no further College commitments that day.
- e) students not in lessons during Period 6 may take lunch at 13.05.
- f) students may use the front entrance when entering and leaving the College.

17. Fire Regulations

- a) Pupils must acquaint themselves with the Fire Regulations, a copy of which is posted in all classrooms. Pupils must also be aware of all Health and Safety requirements, particularly in specialist areas.

18. Junior School

- a) Junior School rules are available from the Junior School Office.

19. Summary

- a) These rules may be amended from time to time.
- b) The rules apply to all pupils at the school irrespective of their age.
- c) Breach of the rules will result in sanction, which will in the very serious cases be suspension or expulsion.
- d) In the interpretation of these rules the decision of the Headmistress is final.