

## Appendix 7 - The School Rules

We attach importance to courtesy, integrity, good manners, good discipline and respect for the needs of others. The parents warrant that the pupil will take a full part in the activities of the School, will attend each School day, will be punctual, will work hard, will be well-behaved and will comply with the School Rules about the wearing of uniform and general appearance. Unruly conduct in public, inappropriate use of electronic communication systems or any offence against the law will be considered a serious breach of this tenet.

1. **ATTENDANCE** Pupils are expected to be punctual and to attend all teaching and private study sessions. Pupils are expected to participate in all organised games and Physical Education. Pupils too late for registration must sign in at Reception immediately on arrival. Repeated lateness will attract a sanction. Lateness is defined as arriving too late to be registered by the Form Tutor.

2. **ABSENCE** Leave of absence is obtainable only from the Head and is not automatic. Requests should be submitted on the appropriate form wherever possible well in advance. After every absence pupils must have a verifiable communication which clearly states the date(s) of absence and reason for the absence. Pupils must not leave the School premises between 8.40 a.m. and 3.50 p.m. for any reason without the permission of the Head, Head of Section or nominated deputy. Medical appointment cards must be shown to and countersigned by the Form Tutor at least one day in advance of the appointment and they or exeat cards should be shown to the gatekeeper as pupils leave the premises, prior to which pupils must sign out at Reception.

3. **ILLNESS** If feeling unwell at School, pupils must inform their current or next subject teacher before reporting to the School Nurse. They must not phone home before seeing the School Nurse.

4. **TIMES** Morning School begins with registration at 8.40 a.m. Unless supervised by a teacher, pupils must either leave the premises by 4.15 p.m. or work in the Library which is open until 5.30 p.m. Once the Library is closed pupils can work in the Sixth Form Work Room until 6 p.m. Sixth Formers may work unsupervised in their Sixth Form Common room, Sixth Form Work Room or Sixth Form Quad until 6 p.m. All pupils must leave the School premises by 6.00 p.m. Pupils staying at school after the end of the day are expected to remain on site until they leave for home.

5. **LUNCH** All pupils are to have School lunch. Food must not be removed from the Dining Hall.

6. **PERSONAL SAFETY** The safety of every individual is of paramount importance. For that reason pupils must not under any circumstances climb on walls, fences or roofs or through any windows. All car parks, cellars, maintenance and grounds department workshops together with caretakers' and cleaners' stores are permanently out of bounds. The Sixth Form Common Rooms are for Sixth Form use only. Unauthorised use of School equipment is not permitted.

7. **PERSONAL PROPERTY** All property must be clearly named. Pupils must not bring to School valuable items or sums of money in excess of requirements for transport or for limited personal expenditure. During games, physical education periods and when playing for School teams valuables must be deposited as instructed by the staff. Personal mobile electronic devices are permitted (with the exception of Smart watches which are prohibited) but must be switched off between 8am and 3.50pm unless part of a supervised lesson or Sixth Form private study. They must not be used for communication, musical retrieval or photography. The School has no insurance for personal property and will accept no responsibility for the loss, damage or theft of such items.

8. **DEPORTMENT** Noisy and unruly behaviour in the School is forbidden. Chewing gum is banned from the School premises. Pupils should not eat during the School day except at break and lunch times and between lessons.

9. **DRESS** All pupils must wear the School uniform in accordance with the published list. A neat appearance is expected at all times. Hair can be dyed but it must not be bright or extreme colours. Pupils in the First to Fifth Year should be clean shaven. If

pupils wear a beard for faith reasons, facial hair must be neat. Sixth Form pupils can choose to wear neat facial hair.

10. **JEWELLERY** Watches (with the exception of Smart watches which are prohibited) and official School badges may be worn but all other forms of jewellery and badges are prohibited, although pupils may wear one stud in one or both earlobes and Sixth Form pupils may wear multiple earrings of practical length and may wear a nose stud.

11. **COSMETICS** Pupils may wear discreet and not noticeable make-up. Pupils in the First to Fifth Year are not allowed to wear nail varnish or acrylic nails. Sixth Form pupils can wear nail polish but it must not be bright or extreme colours and can wear acrylic nails but they must be of practical length.

12. **LITTER** All litter should be deposited in the bins provided.

13. **CYCLES** All cycles must be left securely locked in the designated areas. Pupils must not cycle on footpaths within School or in any areas where pedestrians may be placed at risk.

14. **MOTOR CYCLES** Pupils may not bring motor cycles or scooters into the School grounds at any time.

15. **CARS** Pupils who have passed the driving test may drive to and from School provided that they have their parents' permission. Parking in the neighbouring roads should be within the requirements of the law and must not inconvenience residents or members of the public. Pupils are not permitted to drive onto the premises on a School day unless a parking permit has been obtained and can be displayed.

16. **SMOKING** Smoking while wearing School uniform or while on School premises is forbidden. Pupils must not have in their possession cigarettes or vaping equipment of any kind, matches, tobacco or lighters. These are items that may be searched for.

#### 17. **ALCOHOL, DRUGS AND SUBSTANCES**

##### **Pupils are forbidden from:**

- Any possession, use or supply of drugs and substances at any time
- Bringing alcohol onto School premises, being in unsupervised possession of alcohol, obtaining alcohol from or supplying it to another, being impaired by alcohol while on School premises, in the care of the School or on the way to or from School
- Bringing the School into disrepute for any reason associated with alcohol or drugs and substances, whether or not the pupil is in the care of the School at the time.

These are items that may be searched for.

18. **DANGEROUS ITEMS** Pupils must not have in their possession any drugs, intoxicants, weapons, aerosol sprays, chemicals, fireworks or other items which the School considers dangerous. These are items that may be searched for. Aerosol deodorants are allowed but pupils must not misuse them.

19. **TRANSACTIONS** Pupils must not buy, sell or barter goods. Gambling is forbidden.

20. **SCHOOL TRIPS/ACTIVITIES** Pupils must behave in accordance with the rules, requirements and reputation of the School. The general rules of behaviour apply for all School trips and activities, but variations from the rules for specific circumstances will be published when trips/activities are being offered.

These rules may be amended from time to time, and shall apply so long as a pupil remains at the School, irrespective of his or her age. They should be read in conjunction with the School's Standard Terms and Conditions. Breach of the aforementioned may result in suspension, either temporary or permanent. In the interpretation of these School Rules the Head's decision shall be final.