

## SCHOOL RULES 2023-24

A copy of the School Rules is issued to each student to take home at the beginning of the school year. The rules are modified from time to time to suit changing circumstances, but the aim is to change them as little as possible so that they are known and understood by everyone.

1. Students are expected to behave sensibly and with consideration for others at all times (including when travelling to and from school).
2. Students should arrive punctually in the morning in order to enter the School Buildings by 8.35am. Latecomers must sign in at Pupil Reception and then report directly to their Form Tutor or, if lessons have started, to their teacher. Punctuality for each lesson is equally important.
3. School uniform must be worn at all times in school, and to and from school.
4. Hair must be smart in appearance, no outlandish styles and must not be dyed an unusual colour. Boys' faces should be clean shaven.
5. Make-up, including nail varnish, may not be worn by students below Year 11. Make-up worn by Year 11 must be discreet and lightly applied and nail varnish, if worn, must be clear. False eyelashes and nails are not allowed.
6. Jewellery is not to be worn, with the exception of one watch and a maximum of one small plain stud in each ear lobe. Other piercings are not allowed.
7. Bags must be a plain colour and large enough to hold A4 books and folders. Chains, large buckles and other features are not acceptable.
8. All articles of clothing and personal possessions must be clearly marked with the student's name. The Governors accept no responsibility for personal property brought to the School.
9. Large sums of money and valuable items should NOT be brought to school. Watches and money must be handed to the teacher for safe-keeping before PE and other practical lessons or as instructed. Expensive watches should not be brought to school since no responsibility can be taken for them if lost.
10. Mobile phones, headphones, earbuds and related digital devices such as smart watches will be confiscated if seen or heard on the School site.
11. Weapons and imitation weapons of any kind must NOT be brought to School. Possession of any such weapon or imitation weapon in School or while in school uniform will lead to permanent exclusion.
12. Laser light pens must NOT be brought to School. Any such items will be confiscated and if used to cause harm punishable by serious sanction.
13. Lighters, matches, cigarettes, items related to e-cigarettes/vapes and so-called 'legal highs' must NOT be brought to School. Any such items will be confiscated and disposed of. A sanction will be issued for possession or use of such items whilst in school uniform. Smoking (either cigarettes or e-cigarettes) or being in the company of smokers in school uniform, is forbidden and is punishable by internal exclusion.
14. Possession of illegal substances in school or whilst in school uniform will lead to permanent exclusion.
15. Correction fluid (e.g. Tippex), permanent markers, chewing gum and bubble gum must not be brought to school.

16. The School's Responsible Use Policy for personal laptop/tablet devices must be followed at all times by those who have permission to use such devices. The Acceptable Use Policy for use of the School's computers, network and internet must also be followed at all times.
17. Care must be taken of books, equipment and property. Any loss or damage must be paid for.
18. Students will be expected to pay, in full, the cost of any damage done to school property or of any items lost by them.
19. Where materials are supplied by the School in practical subjects, completed work remains the property of the School for such times as it may be required.
20. Planners must be taken to each lesson and entries made as instructed. Planners remain the property of the School and any loss or damage must be paid for by students.
21. Property or money must not be borrowed, nor must other people's property left on the premises be interfered with. Any damage to school property MUST be reported to a member of staff immediately.
22. Students should move quickly and quietly around the School, without running. The one-way system must be observed by all and everyone should keep to the left.
23. Students may only use School rooms when supervised by a member of staff.
24. Snacks, packed lunches and drinks must be consumed in the Dining Halls or in one of the designated outdoor eating areas and NOT in classrooms or corridors. Litter must be placed in a bin. Hot drinks must be consumed where purchased and not carried through the School.
25. Only Sixth Form students may leave the School grounds at lunchtime without permission. They must carry their identity badges at all times.
26. Students should not be in the School buildings during their break or lunch without permission.
27. All grassed areas are out of bounds and may not be used unless permission has been granted.
28. Cycles may be ridden to school. They may NOT be ridden inside the School gate and are left in the School grounds at the owner's risk. They must be parked in the area provided, secured with a chain and padlock. This area is out of bounds during school hours. Safety helmets must be worn by all cyclists.
29. In the case of absence, a reason must be written in the Planner, unless a note has already been sent to the School. A medical certificate is required for a prolonged period of absence. Except in cases of illness, no student may be absent from school or from any particular lesson without the previous permission of the Head Teacher. Applications for leave of absence must be made in writing well in advance and permission will be given only in exceptional circumstances.
30. Medical, clinical or dental appointments should be entered in the Planner so that they can be shown to the Form Tutor. Students must sign out at the Pupil Reception when they leave and sign in on their return.

March 2023