

## SCHOOL RULES 2018-19

A copy of the School Rules is issued to each pupil 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. Pupils are expected to behave sensibly and with consideration for others at all times (including when travelling to and from school).
2. Pupils should arrive punctually in the morning in order to enter the School Buildings by 8.35am and in the afternoon by 2.00pm at the latest. Latecomers must report to their Form Tutor or sign the book in the Pupil Reception if they arrive after the end of form time. Punctuality for each lesson is equally important.
3. 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.
4. The main doors at the front of the Barker Building are NOT to be used by pupils.
5. 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 pupil 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.
6. Medical, clinical or dental appointments should be entered in the Planner so that they can be shown to the Form Tutor. Pupils must sign out at the Pupil Reception when they leave and sign in on their return.
7. 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.
8. Mobile telephones and related digital devices such as smart watches should NOT be brought to school and will be confiscated if seen.
9. 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.
10. School uniform must be worn at all times in school, and to and from school.
11. Hair must be smart in appearance, no outlandish styles, must not be dyed an unusual colour and must not be cut shorter than a Number 3. Boys' faces should be clean shaven.
12. All articles of clothing and personal possessions must be clearly marked with the pupil's name. The Governors accept no responsibility for personal property brought to the School.
13. 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.
14. Make-up, including nail varnish, may not be worn by pupils 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.
15. Weapons and imitation weapons of any kind must NOT be brought to School. Possession of any such weapon in School or while in school uniform will automatically lead to permanent

exclusion.

16. Laser light pens must NOT be brought to School. Any such items will be confiscated.
17. Lighters, matches and cigarettes (including e-cigarettes/vapes) must NOT be brought to School. Any such items will be confiscated and disposed of. Smoking, or being in the company of smokers in school uniform, is forbidden and is punishable by exclusion.
18. Possession of illegal substances in school or whilst in school uniform will automatically lead to permanent exclusion.
19. Care must be taken of books, equipment and property. Any loss or damage must be paid for.
20. 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.
21. 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.
22. 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.
23. Pupils will be expected to pay, in full, the cost of any damage done to school property or of any items lost by them.
24. Pupils 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.
25. Snacks, packed lunches and drinks must be consumed in the Dining Hall or in one of the designated outdoor eating areas and NOT in classrooms or corridors. Litter must be placed in a bin. Food and hot drinks purchased in the Dining Hall must not be taken out.
26. Correction fluid (e.g. Tippex), permanent markers, chewing gum and bubble gum must not be brought to school.
27. Only Year 11 pupils and Sixth Form students may leave the School grounds at lunchtime without permission. They must carry their lunch passes or identity badges at all times.
28. Only Sixth Form students may remain in the School buildings at lunchtimes. If the weather is wet, then pupils must use their designated rooms unless instructed otherwise.
29. All grassed areas are out of bounds and may not be used unless permission has been granted.
30. Pupils may only use School rooms when supervised by a member of staff.
31. The payphone outside the Library may be used for urgent or emergency calls but only during break, at lunchtime or after school.
32. Bags must be a plain colour and large enough to hold A4 books and folders. Chains, large buckles and other features are not acceptable.