



# SCHOOL RULES POLICY



## **THE SCHOOL RULES**

### **SCHOOL SESSION TIMES**

- MORNING** Morning school begins with lines, and all pupils must be on the premises by 8.40 am. The morning session ends at 1.15 pm.
- AFTERNOON** The afternoon session begins at 1.55 pm and ends at 2.55pm.

### **ATTENDANCE**

- 1 Parents have a legal obligation to ensure that all pupils attend school regularly.
- 2 If a pupil is absent, the school must be contacted by telephone on the first day of absence to explain the reason for it.
- 3 On return to school, pupils must bring a note confirming the circumstances, and this must be handed to the form tutor.
- 4 If a pupil has to visit to a doctor or dentist during school time, then an appointment card or note of explanation must be brought to school and shown to the form tutor. No other pupil will be allowed to accompany a pupil making such a visit.
- 5 No pupil may leave school during the morning or afternoon sessions without specific permission from the relevant Assistant Headteacher.
- 6 Pupils who have permission to leave school premises must 'sign out' at the main reception desk. On returning to school, the pupil must sign back in.
- 7 The taking of holidays within the school terms is strongly deprecated because of the disruptive effect on pupils' studies and progress. The matter should, therefore, be discussed by parents/carers with the relevant Assistant Headteacher/Learning Manager/Attendance Officer/Headteacher.

### **LUNCH BREAK**

- 1 No pupils in Year 7 – 11 except those who live in the vicinity of the school and have lunch at home may leave the school premises during the lunch break. Parental agreement in writing is needed for this.
- 2 Parents of other pupils except Years 12 and 13 must make a written request for permission for a child to leave the school during the lunch break.



- 3 Whilst supervised during the lunch break by the ancillary staff employed for the purpose, pupils must obey their directions as they would members of the teaching staff.

### **PE AND GAMES**

- 1 Only those pupils who are medically unfit will be excused PE and games.
- 2 When a request is made for a pupil to be excused, the pupil must present a letter from the parent/carer giving the medical reason.
- 3 When a prolonged exemption is sought, a doctor's certificate will be required.

### **UNIFORM AND APPEARANCE**

- 1 All pupils should wear the prescribed school uniform and pupils are admitted on the distinct understanding that parents/carers will fully support this rule.
- 2 The uniform should be neatly presented and be properly worn, with ties knotted neatly, shirts and blouses tucked in and skirts should be worn no more than three inches above the knee.
- 3 All items of clothing should be labelled with the pupil's name.
- 4 Pupils in Years 12 and 13 are also expected to wear school uniform, although with some permitted modifications.
- 5 Make up, including the unnatural dyeing and colour tinting of hair and nail varnish are not allowed. Those with long hair are encouraged to tie it back in the interests of safety and neatness.
- 6 Pupils other than those in Years 12 and 13 may not wear jewellery which includes all types of rings, earrings and studs. No exceptions can be made for pupils who have their ears pierced during the school terms.

### **MONEY AND VALUABLES**

A minimum amount of money may be brought to school and this must be kept on the person at all times. The school can in no case accept responsibility for any losses. The same rule applies to valuables generally.



### **THE FOLLOWING ITEMS SHOULD NOT BE BROUGHT TO SCHOOL**

Chewing gum, knives or any kind of dangerous implement including laser pens; personal stereos; correcting fluid; glass containers; felt tip pens; matches; cigarettes, vapes or any substances related to smoking; alcohol must never be brought to school. Any such detected will be confiscated forthwith. Any pupil who brings an offensive weapon to school, ie knives, replica firearms will immediately be excluded from school. Mobile phones should not be used in school. Nuts must NOT be brought into school due to severe allergic reactions.

### **DRUGS AND SUBSTANCE ABUSE**

Drugs must **never** be brought to school. If drugs or any substance which can be abused are detected, then they will be confiscated.

Parents/carers are advised most strongly that the school has a Zero Tolerance Policy toward drug abuse. Moreover, any and every breach of this result in immediate disciplinary action, which may well extend to suspension and/or permanent exclusion and, where deemed appropriate by the Headteacher, reporting to the Police.

### **SCHOOL TRANSPORT**

The same rules apply to pupils when using school transport as when on school premises. Apart from other sanctions, pupils misbehaving will be denied the use of school transport and parents/carers will be required to make their own arrangements for the transport of their children to and from school.

### **BOOKS**

Pupils should be provided with a strong school bag which can be used to carry books to school. This is so that text books will be adequately protected and exercise books and files kept safely.

### **SCHOOL RECORDS**

Parents/carers are responsible for advising the school of any changes of family circumstances, including home addresses and telephone numbers and also emergency contact numbers. This is important from several standpoints, and to ensure accuracy this should normally be by letter. Where such a letter is sent via a pupil, it should be handed at once to the form tutor.