

SCHOOL RULES

FOR DISPLAY IN ALL TUTOR ROOMS

(Temporary changes to normal procedures due to building work will be separately notified to pupils).

1. ENTRIES AND EXITS:

- a) Pupils must not enter the school buildings before 8.55 am, at break nor at lunchtime unless they are 6th Form pupils or are supervised by staff. On wet days a bell (3 long rings) will sound and pupils may go to Year Areas.
- b) The main front entrance doors are not to be used by pupils.
- c) Entry to W/T blocks and A/B blocks:

Between Lessons: Fountain principal.

ie **Entry** to both 'W' and 'T' blocks via the central staircase.

Entry to A/B block via central entrance.

Exit from both blocks via their respective end staircases and exits.

At registration: Year 7 staircase 'Pen' end of 'T' block
Year 8 staircase 'Z' block at end of 'W' block.
Year 9 central staircase 'W'/'T' block.

- d) Pupils may not leave the school premises without permission at any time, except to go home at lunchtime with parental permission. See 9a.

2. OUT OF BOUNDS AREAS ARE:

- a) Recreation Field (including the skateboard ramp)
- b) Hedgerows
- c) Staff car-parking areas
- d) The grass area between the Swimming Pool and Flaxpits Lane plus the Swimming Pool, Boiler House and grass areas behind The Technology Centre.
- e) Front of School
- f) The White House office
- g) Adjacent streets and local shops
- h) The grass area beyond the all weather pitche
- i) At break and lunchtimes: (i) The bus parking areas is for Year 7 only
(ii) The pen is for Year 8 and Year 9 pupils
- k) The Year Bases between lessons 1/2, 3/4 and 5/6.

NB Remember to keep to footpaths and do not walk on the grass in the courtyard area.

3. IN THE CORRIDORS

Be courteous, hold doors open for others, give way to adults and keep to the **RIGHT**, carrying bags away from walls etc. Do **not** run and do not attempt to distract and impede other pupils.

4. HEALTH AND SAFETY

- a) Forbidden articles should not require listing if common sense prevails, but **for example**- alcohol, badges, catapults, chewing gum, cigarettes, fireworks glass bottles, illegal substances, lighters, make-up, matches, personal stereos, radios, studded belts, syringes, tape recorders, tippex, and dangerous articles or items of any description are banned. Mobile phones are permitted but subject to published rules.

- b) Smokers and those associating with them will be punished.
- c) Food and drink should not be consumed inside the buildings other than designated areas - as in 9c.
- d) Litter must be deposited in litterbins. This is both an individual and corporate responsibility.
- e) Vandalising property or writing graffiti will be treated severely.
- f) Pupils are responsible for their own property and school property entrusted to them. Avoid careless or irresponsible behaviour. Valuables and money should be safeguarded at all times, items should be named and/or marked. Teaching staff will do all in their power to try to safeguard articles entrusted to them **but that is all**. The Education Authority will not accept liability for loss, damage or theft of personal property of either pupils or staff, so you are advised to exercise the greatest of care eg musical instruments. **Lost property** is kept in the Administration Area. Enquiries should be made to the **School Reception Office**.
- g) In wintry conditions pupils should not throw snowballs or ice near buildings. Snowballing may take place on the Oval but only while snow is fresh.
- h) Attention must be paid to safety requirements within specific areas, eg Arts, Science and Technology.
- i) Pupils are expected to bring their kit for PE and change for reasons of hygiene. Failure to bring kit or to do PE without a note from parents will lead to school sanctions.
- j) Permission to leave the school premises during the school day must be obtained from your **Head of Year, Directors of School, Assistant Headteacher** or one of the **Deputy Headteachers**.

5. BALL GAMES

- a) Ball games may only be played in the following areas:
North Playground (Years 10,11); The 'Pen' (Years 8, 9); Bus turning area (Year 7)
- b) No hard balls to be used eg cricket, hockey and solid rubber.
- c) Balls are **not** to be retrieved from roofs by pupils.
- d) If balls are lost in neighbouring gardens they are to be retrieved out of school hours with the householder's permission. Under no circumstances are pupils to enter private premises without permission.

6. BUSES

- a) School transport is arranged by the Education Authority and the school's discipline extends to pupils using this transport. Pupils can be banned from the use of buses as a disciplinary measure.
- b) If buses have arrived early then pupils may enter them immediately in orderly manner. If pupils have to wait then they will be expected to queue sensibly.
- c) Pay attention to the Transport Code outlined below.

The following basic safety rules cover expectations relating to both normal daily travel to and from school and educational visits:

- a) wait for transport in a safe place and behave in a sensible manner.
- b) do not rush towards transport when it arrives.
- c) never get on or off moving transport or when it is temporarily stopped eg at traffic lights.
- d) stay clear of doors after boarding or leaving the transport.
- e) always wait for the transport's departure before crossing the road.
- f) stay seated whilst travelling and use seat belts where they are provided.
- g) bags must not block aisles or cause obstructions.
- h) never kneel or stand on seats.
- i) never lean out of, or throw things from, the window.
- j) never distract or disturb the driver or obstruct the driver's vision.
- k) never tamper with any of the vehicle's equipment or driving controls.
- l) do not smoke on transport.

7. CYCLES

- a) These may be used to and from school provided that they are legally safe.
- b) It is expected that pupils will follow normal safety rules when cycling to and from school:
 - i) Cycle in single file or two abreast **but** no wider.
 - ii) Do not cut corners, please pay due care and attention to other traffic, especially at road junctions.
 - iii) Cycle on roads or cycle paths (observing any restrictions) not pavements.
 - iv) Wheel cycles along footpaths. (A particular problem where mothers with young children are in the vicinity).
 - v) One person per bicycle.
- c) Pupils must not cycle in the school grounds. Dismount before entry through either the Parkside entrance or the gate at the rear of HG1. (No cyclist should enter or leave by the front entrance).
- d) Cyclists leaving school via Parkside entrance should not ride until they are in Parkside Avenue.
- e) Do not chain bicycles to the school perimeter fence or the outside of the cycle pen.
- f) **ALL** pupils should keep away from cycle sheds/racks except when arriving or departing with cycles. This is in the interest of security and safety.
- g) Motor cycles can only be ridden to school by Year 12 or 13 pupils who have passed their test and secured the permission of the Head of Sixth Form School and their parents.

8. CARS

Sixth Form students who are qualified drivers will need to seek the approval of the Senior Deputy Head and the Director of Sixth Form before permission to park in the Sports Village Car Park. The number of spaces available for parking will be strictly limited as teaching, admin staff and visitors will have priority.

9. LUNCHTIME ARRANGEMENTS:

- a) All pupils who go home to lunch should not loiter in the village or around the shops. Pupils **must** be in possession of a **lunch pass** from their Head of Year.
- b) Pupils who stay for school meals/sandwiches must follow the published lunchtime arrangements.
- c) No food should be eaten in any place other than the specified dining areas, packed lunches may be consumed in the designated sandwich area inside or outside in the summer months or as permitted otherwise by staff eg when doing extra curricular activities.
- d) Pupils who stay for lunch are subject to the school's jurisdiction during the midday period and must remain on school premises.
- e) Pupils should go directly outside having finished their meals. They are **NOT** to go via classrooms etc in order to deposit bags or coats.

R C Evans
Assistant Headteacher Student Support
July 2005

**FOR DISPLAY IN ALL TUTOR ROOMS
SCHOOL WEAR 2005/06**

General items	Colour	Boys	Girls
Blouse/Shirt	Plain light blue, cotton	✓	✓
Polo Shirt	Plain light blue, with school logo	✓*	✓*
Sweatshirt	Plain black with school logo	✓	✓
School Tie	Worn with blouse/shirt but not with polo shirt	✓**	✓**
Trousers	Plain black, full length to the ankle	✓	✓
Culottes/Skirt	Plain black, not above the knee nor below mid calf		✓
Socks	Plain black/plain light blue	✓	✓
Shoes	Plain black, low heels and low soles	✓	✓
Outer Garment	Plain black or plain dark colour	✓	✓
Scarf	Plain black with school logo	✓**	✓**
Bag, hardy and strong, for carrying school equipment		✓	✓
PE			
PE Shorts	Plain black	✓	✓
PE Games Shirt – reversible	Plain blue/ black band	✓	✓
Football Boots and Socks	Plain black	✓	✓
Swimming trunks/Shorts	Plain black	✓	
Swimming Costume – one piece	Plain black		✓
PE Wrap Over Skirt & knickers/shorts	Plain black		✓**
PE Aertex type polo/T Shirt			
Joggers/tracksuit bottoms	Plain light blue	✓	✓
Trainers	Plain black, dependent on activity	✓***	✓***
Shinpads for field sports	Plain black, predominantly	✓	✓
Mouthguard		✓	✓
Towels for showers/swimming		✓***	✓***
		✓	✓
Protective Clothing			
Arts/Science/Technology	Will be provided by the school	✓	✓
<p>* Polo shirts may be worn outside skirts/trousers in the summer months ** Optional but no alternatives are permissible *** Optional</p>			
<p>NB PE kit must be taken to PE lessons at all times. When pupils are unable to participate fully in activities they will be expected to assist in some way, eg officiating, scoring, supporting etc.</p>			

The underlying idea is to provide an appropriate, sensible outfit for schoolwear in two basic colours: **plain black and plain light blue, denim material is not appropriate for schoolwear**. Outside garments are to be in plain dark colours without logos and **hoodies and zip up cardigans are not acceptable**. John Lewis, our sole supplier, also comes into school to sell schoolwear to parents and pupils on site, as well as by mail order, you will be given details of dates and times by letter.

The school expects pupils to conform to the dress rules, both in the interest of maintaining a high school standard as well as for reasons of hygiene and safety. **Shoes** should be low heeled and low soled in **plain black** and trainers are not permitted. **Clothing** should be in colours, cut and style detailed in the schoolwear list. **Make up** should not be worn nor brought into school. **Jewellery** is limited to a wrist-watch and a pair of small studs (one in each ear). **Hair** should be clean, tidy **and without extremity of cut, colour or style**. The use of gel is not forbidden but should not be used in such a way as to create an extreme contrast of style.

If there is a breach of the school's dress and appearance code, the school will take disciplinary action and parents will be contacted.