

## SCHOOL RULES

### A. GENERAL RULES AND EXPECTATIONS

1. The fundamental school rule is that all pupils, at all times, will behave well and sensibly and show courtesy, consideration and respect for others. The School Rules specify, and define certain matters, but allow for the exercise of common sense. While they may not cater for every contingency, they reflect our basic expectations.
2. School Rules apply throughout a pupil's school career. They apply to pupils from the time they leave home until the end of the school day when they have returned home, whenever they are on school premises or taking part in school activities. These rules also apply to the Early Years Foundation Stage (EYFS) pupils and age appropriate methods will be used.
3. The Governors and the Head intend that the School Rules and the sanctions provided in them shall also, in appropriate circumstances, be capable of regulating the conduct of pupils when they are away from school premises and outside the jurisdiction of the School, for example during holidays, in the interests of pupil welfare and the School's reputation.
4. Members of staff may give pupils instructions in the course of their duties. Cheerful obedience of such instruction is expected.
5. Formal sanctions range from written and official warnings, suspension (when a pupil is sent home for half a day or more), or ultimately, permanent exclusion (when a pupil is required to leave the School permanently). Three official warnings in any academic year automatically result in suspension.
6. The applicability of disciplinary sanctions will vary according to the specific circumstances in each case. The reasons for exclusion, for example, will depend on a number of factors, including: the age of the pupil, the nature of the offence, whether it is on or off school premises, in term-time or holidays and who else may be involved, including members of staff.

7. Examples of reasons for exclusion may include: supplying/possession/use of certain drugs or solvents, alcohol or tobacco; theft and blackmail; physical violence, intimidation and persistent bullying; serious breaches of trust; supply and possession of firearms; vandalism and computer hacking; other serious misconduct (singular or repeated episodes on or off school premises or on school visits or tours).
8. Acceptance of reasonable and necessary disciplinary sanctions is expected. Parents are entitled to ask for a Governors' review of a decision to expel. The School's Complaints Policy will be supplied to parents on request at the time of the original decision. There will be no right to a Governors' review of other sanctions, but a pupil who feels aggrieved may ask the Head to take up his or her concerns with the member of staff who imposed the sanction.
9. The Governors require pupils to live with their parents or with authorised legal guardians during Term time. The School must be informed if a pupil is staying elsewhere for short periods of one or two days. If parents are away from home (e.g. on business or holiday) or if exceptional circumstances require that a pupil should live away from home for a longer period, the Head must be informed in writing in advance.

## **B. BEHAVIOUR, WELFARE AND SAFETY**

1. The School reinforces its high expectations of behaviour through assemblies and homerooms. The Personal, Social, Health and Citizenship Education Policy (PSHCE) and the Behaviour Policy are available on the pupil portal and parents' pages of the website.
2. Bullying will not be tolerated. Everyone has the right to live their life at school without being bullied and everyone has the responsibility of informing someone in authority should they see others being bullied. Pupils who feel they are being bullied or see others being bullied, should inform their teachers or any other member of staff. Please see the Anti-Bullying Policy for further information.
3. Theft, borrowing without the express permission of the owner, or otherwise interfering with the property of others will be treated very seriously.
4. Pupils must observe the Dress Code. It is our expectation that every pupil is neatly turned out in clean clothes, respecting the School's Dress Code when on or around school premises.

5. Alcohol must not be brought to school.
6. Pupils must not be in possession of or take illegal drugs or substances. Pupils connected with drugs should expect to be suspended or expelled, even if the taking of illegal drugs or substances does not occur at school. Where a pupil is suspected of having taken drugs, he or she may be asked to take a urine or swab test.
7. Pupils are not permitted to smoke or be in the company of pupils who are smoking on or around school premises. Tobacco of any sort, electronic cigarettes, lighters and matches must not be brought to school.
8. Dangerous implements and substances such as catapults, sheath knives, explosives, laser light pens and fireworks must not be brought to school.
9. Pupils are expected to use good judgment and avoid excessive overt display of affection on and in the immediate proximity of school premises. The responsibility in any relationship is shared equally by both parties.
10. The use of electronic communication devices is not permitted at all in school, unless instructed by a teacher or other member of staff. This includes the use of mobile phones and any other devices which have the capacity to send and receive messages, including smart watches, all of which must be switched off and placed in the student's bags at all times when within the school premises. Students in Middle School should use the dedicated "phone pouch" system as instructed. Personal laptops are allowed for students in Y12 and Y13, if authorised by the teacher or member of staff. The School recommends that expensive items are not brought into school with the exception of laptops as authorised.
11. Pupils must abide by the School **IT Code of Conduct**, which they sign on entry to the School.
12. Pupils may not leave school premises during the school day without permission.
13. Pupils wishing to hold a club meeting, concert, etc. on school premises, or planning one elsewhere under the general aegis of the School or its name, must first obtain the permission of the Head.

14. Students, in accordance with their age and aptitude, are expected to report all hazards, unsafe behaviour or damaged equipment as soon as possible to the School at the earliest opportunity.

## **C. ABSENCES AND ILLNESSES**

1. If a pupil is absent from school because of ill health, the School should be contacted as early as possible and no later than 8:30 am on the first day of absence. Parents must inform the relevant Secretary, preferably by email although voice messages may also be left on the answer-phone. If the absence continues for more than one day, parents are asked to contact their child's form tutor(s) and relevant Secretary.
2. Pupils who are ill should under no circumstance attend school. The relevant Head must be informed at once if a serious infectious disease breaks out in any household.
3. Leave of absence from school, except for medical reasons, is seldom given. Written leave of absence requests for interviews should be addressed to the relevant Head. Other legitimate reasons such as non-school representative games or competitions and important, close family occasions should be sent in writing to the Head. All such requests should be received as soon as possible, but no later than a week before the pupil is due to be absent in cases where the absence is foreseeable. Routine doctors' and dentists' appointments should be arranged outside school times, wherever possible.
4. Every pupil who is able and well enough to come to school is expected to attend their mandatory Physical Education classes, except in cases where a doctor's certificate is provided or if the pupil is physically unable to walk. If needed, PE lessons, whether indoors or outdoors, will be adapted to the pupils' condition.

## **D. TRANSPORT AND TRAFFIC**

1. To avoid congestion and minimise danger, pupils brought to school by car must be dropped at, and picked up from, the designated drop-off and pickup points and not elsewhere.
2. Cars may not park on the pavement on Bedford Square.
3. Cars may not do half-turns or drive through Thornhaugh Street.
4. Pupils may not be dropped off by car at our Upper School building (52-53 Russell Square).

## **E. PERSONAL PROPERTY**

1. The School does not accept responsibility for the personal property and effects of pupils. All such items must be clearly and indelibly marked and pupils should report the loss of any such item immediately.
2. Large sums of money should not be brought to school. Money, computers, iPads, tablets, smartphones and other valuables should not be left unattended; during PE or games times they must be deposited as instructed by a member of the PE staff. Bags should not be left unattended for longer than is necessary, nor be left at school overnight.

## **F. MISCELLANEOUS**

The School reserves the right to add to or amend these School Rules from time to time. Any substantial amendment will be notified to pupils and parents as soon as possible and will normally become effective immediately upon such notification being given.

The decision of the Head in any matter affecting or touching upon these Rules shall be binding, subject nevertheless to the right of appeal (where applicable) to the Governing Body.