

SCHOOL REGULATIONS TO BE OBSERVED BY ALL MEMBERS OF THE SCHOOL

These regulations are provided so that the School Community can be organised in an orderly and safe manner. Common sense and courtesy should prevail in a situation where there is some flexibility.

The School Prefects have the responsibility of assisting the Staff in the orderly running of the School and they should be supported at all times in this by all other members of the School.

It is expected that all parents support the School in its endeavours to see that these regulations are observed. On occasions, sanctions may be given for students' failure to do so. By admitting their children to the school, parents agree to abide by the regulations.

1. With the exception of Years 11, 12 and 13, students will not enter any school buildings before 8.25 a.m. In bad weather conditions the Headteacher or a member of the Senior Leadership Group will instruct students accordingly.
2. No student will leave the school site during school hours without the permission of the Headteacher, a member of the Senior Leadership Group or Head of Year - except a member of Year 12 and 13 during the lunch hour. Year 13 are allowed to leave the premises after afternoon registration if they have no further teaching that day. Year 12 students are allowed to leave the premises after Period 4 if they have no further teaching that day. All students with permission to leave the school site must "sign out" and "sign in" if returning later in the school day.
3. All students will wear school uniform not only at school but on all journeys to and from school, shirts/ties/top buttons must be done up. The wearing of jewellery is not permitted except for a watch and single, small, plain, gold, silver, black, red or white ear studs by girls.
4. The conduct and behaviour of all students on journeys to and from school is subject to school discipline. Queues at bus stops or at stations should be orderly and behaviour on all forms of public transport should be responsible.
5. Movement around the school should be orderly and sensible. Students must not run in the corridors or on the stairs and must keep to the LEFT in a single file to avoid congestion.

6. Students must not enter any classroom or other room in the school buildings for a lesson, including the Hall, Gymnasium and Swimming Pool, until instructed to do so by a member of staff and they should wait until other students have made an orderly exit. Any students waiting outside a classroom must wait quietly in single file.
7. Students should always wear blazers (Year 12/13 jackets) when moving about the buildings.
8. A nominated student should report to the School Office without delay if after five minutes a subject teacher or form tutor has failed to arrive.
9.
 - (a) All students, including Years 12 and 13, may take lunch, hot or cold, in the Dining Area ONLY. In Summer packed lunches may be eaten in the school grounds.
 - (b) Sweets must be consumed only in the School Dining Hall or in the School grounds, except by members of Years 12 and 13 in the Sixth Form Common Room.
 - (c) All litter must be placed in the waste bins provided.
10. Smoking is forbidden, both on the school site and on journeys to and from school.
11. Missiles (such as snowballs and conkers), knives, fireworks and all other dangerous objects are also forbidden, both on the school site and on journeys to and from school. Serious sanctions will be used where a student is found in possession of any one of these. The possession or sale of alcohol or illegal drugs will result in exclusion from school which may be permanent.
12. Mobile telephones may only be used in emergencies and with the permission of a member of staff. Personal Stereos, MP3 players etc should not be used in school and are brought in at the owner's risk.
13. No student should interfere in any way with windows, ventilators, heater controls or any other item of school equipment.
14. No student is allowed to open another student's locker, unless personally supervised by a member of staff.
15. Climbing on any part of the building is forbidden, as is the climbing of trees on the school site or any conduct likely to damage trees or shrubs.

16. Students driving motor cars, motor cycles, mopeds or bicycles to and from school must exercise the greatest care at all times and especially in the vicinity of the school site. Current regulations must be observed by those granted permission by the Headteacher to drive or cycle to school. Students should think most carefully before accepting lifts from other students who are inevitably inexperienced drivers. Parking is only permitted in the School grounds during School hours with the Headteacher's permission. A parking permit is required and must be displayed.
17. All items of value, which may be brought into school from time to time, should be insured. The Governors cannot accept responsibility for loss or damage.
18. All text books should be suitably covered.
19. Students should ensure that they arrive at all lessons with the correct equipment/books etc.
20. Medications should be named and handed in at the Office on arrival at school. EpiPens and Asthma pumps should be carried by the student at all times.
21. "The School is opposed to all forms of bullying and it is determined to provide each child with a safe, happy and secure environment where the child can take advantage of all the educational opportunities offered." The anti-bullying policy is available from the school on request.

The School sees bullying as shorthand for:

1. Persistent name calling
2. Persistent teasing
3. Intimidation
4. Punching
5. Pushing/jostling
6. Acts of extortion
7. Spreading malicious gossip (including by text and e-mail)
8. Damaging or stealing an individual's property or work
9. Acts of physical or verbal assault
10. Coercing a person to do something that they do not wish to do
11. All forms of deliberate racism and sexism