

SCHOOL RULES

1. SHOW RESPECT!

Pupils should, at all times act with respect, consideration and courtesy towards others.

- All staff should be addressed by their title and surname.
- Respect should be shown for other people's clothes or property.
- Swearing and the use of inappropriate language in school is strictly unacceptable.
- Bullying of any kind is unacceptable.
- No pupil should discriminate against any other pupils.
- If a pupil wishes to enter a room occupied by another class, he or she should knock and wait for a reply before entering.
- Pupils should stand quietly when the Headmaster enters the room accompanied by visitors.

2. BE ON YOUR BEST BEHAVIOUR

Pupils should, at all times, try to give of their best effort at all times and to fulfil their commitments.

2.1 Before and after school

Pupils should:

- be punctual for all lessons and registration.
- go to wait in Mountbatten Hall if they arrive early unless accompanied by parents on the playground.
- not play ball games.
- report at the end of the school day to 'homework club' in Mountbatten Hall being collected later than 4:20 pm.
- not make their way through the cars unaccompanied at the end of the day.

2.2 Waiting outside classrooms

Pupils should:

- wait in an orderly manner.
- ensure they are not disturbing other classes.
- not enter the classroom until told to do so by a member of staff.

2.3 In the classroom

Pupils should:

- not interrupt others when they are talking or working.
- be responsible for the organisation of their own equipment and books.
- write down homework set in the homework diary/planner and ensure that completed homework is handed in on time.
- ensure planners are signed on a weekly basis by a parent and the form teacher.
- put up their hand and wait to be acknowledged by the teacher if wishing to ask a question or make a contribution to the lesson.
- not move around the classroom, unless this forms part of the lesson.
- not leave a classroom without the teacher's permission.

2.4 Out of lessons

Pupils should:

- walk in an orderly fashion and quietly at all times, keeping to the left-hand side.
- maintain silence throughout school assemblies and on other such formal occasions.
- only carry out homework tasks during their free time if in Year 10 or 11 and on an individual basis only.
- keep their locker locked at all times and only visit their lockers at the start of the day, at break and lunchtime, and at the end of the day.

2.5 Wet break times

Pupils should:

- behave in a safe and sensible way if they have to remain in the classroom.
- remain in their own classrooms, other than when they need to visit the toilet.
- only consume snacks in their form rooms.

2.6 Off site activities

Pupils should:

- obey school rules when off-site.
- be aware of any altered rules for a specific outing.
- not wear clothes which could be hazardous to health or safety.

3. KNOW YOUR LIMITS!

Each pupil must familiarise themselves with the areas where they are and are not allowed access.

- The main front door is to be used only by staff, parents, visitors and Year 11 pupils.
- The Swimming Pool and Library are strictly out of bounds to pupils unless a member of staff is present.
- All pupils must behave safely in the car park, and at no time should pupils walk away from the duty teacher whilst being supervised.

3.1 Infant pupils are:

- not permitted to leave the school premises or cross the RED boundary lines without the express permission of a member of staff.
- not permitted to play in or around the cloakroom areas.
- expected to line up quietly at the end of each break.
- must not leave the designated supervision area by the railings until collected by their parents.

3.2 Junior pupils are:

- not allowed on the infant climbing apparatus.
- expected to wait or play in the areas within the red boundary lines.
- expected to line up in class order at the end of break and lunchtimes.

3.3 Seniors pupils are not permitted:

- on the games field and area beyond the trees on the south lawn
- beyond the stone wall behind the sundial
- in the gardens to the front of Hillingdon House
- in all classrooms (except Year 10 and 11 rooms), unless a pupil has specific permission from a teacher
- in all rooms on the second floor of Hillingdon House.

4. KNOW WHAT'S ALLOWED

Each pupil must know what they may and may not bring to school.

4.1 Medicines

Medicines must:

- not be brought into school by pupils without the authority of the Housekeeper, for which a Parental Medical Consent Form must be completed on each occasion.
- only be brought into school in a single dose of prescribed medicines each day with written parental authority. Each dose must be left with the Housekeeper and each dispensation is recorded.
- not be in the possession of pupils with the exception of an inhaler or an EpiPen.

4.2 Food and Drink

Pupils should

- not eat or drink in classrooms (other than drinking water or school milk) or during infant 'snack time'.
- not bring chewing gum into school.
- not consume throat sweets during lessons without the teacher's permission.
- only bring and consume 'healthy' snacks at breaktimes.
- never bring glass bottles into school.
- not consume snacks in the classrooms or corridors unless permission has been granted.
- only use bottles of water in lessons at the teacher's discretion.
- not eaten food or snacks in the locker rooms.
- be polite and good mannered whilst eating lunch.

4.3 Forbidden items

The following items are forbidden:

- expensive possessions, such as electronic games and music players. As a privilege, Year 10 and 11 pupils are allowed to bring music players to use in their form rooms at break, at their own risk.
- mobile phones, if seen, these will be confiscated and a detention given. If necessary, pupils may deposit phones in the school office when they arrive at school, to be collected at the end of the day.
- tobacco, alcohol or any illegal substance are forbidden in school or in public places when in school uniform.
- bottles of correction fluid (eg 'Tippex') are not permitted.
- aerosols, deodorants, expensive cosmetics, after-shave lotion and perfumes. Any item containing solvents or alcohol, required in school for educational purposes, must be given to a member of staff for safekeeping.

Infant pupils are allowed one small toy for playtimes, for which they are responsible.

5. LOOK YOUR BEST!

All pupils must wear the correct school uniform at all times, including to and from school.

5.1 Clothing

Pupils should:

- ensure that all school clothing is kept in good repair and named and in accordance with the school uniform list.
- only wear blazers or navy or black plain coats to school or on school trips.
- wear blazers in school.
- wear smart plain, black shoes with winter uniform. Boots, trainers or high-heeled shoes (more than 2 cm) are not permitted.
- wear trainers or outdoor shoes for wearing outside in wintry weather.
- Only wear scarves and gloves which are black or dark blue.

Girls should:

- purchase skirts from the school's uniform shop; they should be knee length and no longer or shorter than 5 cm from the middle of the knee when standing straight.
- if in the seniors, wear either black tights or grey socks with winter uniform. Flesh coloured tights or white ankle socks are worn with summer uniform.

Boys should:

- wear plain grey or black socks all year round.
- ensure belts, if worn, are black with a small, plain buckle.

5.2 Hair

Hair styles should:

- be neat and tidy, neither excessively short nor long.
- be of a uniform, natural colour, with no bleached or highlighted areas.
- be tied back if long, and clipped back where necessary, so as not to fall over the face when working at a desk; hair ties and clips should be plain and simple and either white, black, silver, gold, brown or blue.
- not use excessive amounts of gel and older boys should be clean-shaven.

5.3 Make-up and jewellery

- Make-up is not allowed for school; this includes nail varnish, shiny nail strengthener and lip-gloss. Year 11 girls may, as a privilege, wear discreet make-up, subject to annual review.
- Earrings must be small, plain, gold or silver studs. One stud only may be worn in each ear lobe.
- With the exception of earrings no other jewellery, except a wristwatch, is allowed. Pupils should expect jewellery to be confiscated until the end of a half term.
- Formal written permission is required for any religious jewellery to be worn and this will be at the owner's risk.
- Any jewellery may need to be removed temporarily if causing a hazard in certain situations, for example in Games or Science lessons.

5.4 Non-uniform

- Pupils may bring non-uniform clothes to school for changing into at 4:00 pm only in exceptional circumstances and after discussion with the Form Teacher.
- When non-uniform dress has been requested for school trips, clothing appropriate for the activity should be worn.
- Pupils may go home in their PE/Games kit only after matches and after 5:00 pm.