
SAINT NICHOLAS SCHOOL

RULES AND REGULATIONS

Note: These rules and regulations apply to all sections of the school including EYFS.

Related Policies:- Behaviour Policy, Rewards and Sanctions Policy, Anti-Bullying Policy & Exclusions Policy.

THE RULES

There are two School Rules, namely that:

1. Members of the School must obey the laws of the land. Any form of law-breaking, whenever committed, may endanger a pupil's place in the School.
2. Members of the School are expected to conduct themselves in accordance with common sense and the conventions of good behaviour. Failure to meet these expectations and any conduct likely to bring the School into disrepute may result in disciplinary action.

THE REGULATIONS

Matters not specifically referred to below will be covered by the basic principles defined in the Rules above. This list is not exhaustive and separate guidance, issued from time to time, to cover particular aspects of School life are to be considered an integral part of these Rules and Regulations.

All members of the School are bound by the Rules and Regulations. These apply at all times during a pupil's membership of the School. Pupils must observe the Regulations while travelling to and from School, when in School uniform, on School premises, or taking part in official School activities.

Saint Nicholas School rules and regulations are informed by and, are consistent with, our values of Respect, Courtesy, Tolerance and Compassion.

1. RESPECT

Pupils behavior should always be respectful and tolerant of others. Any form of Bullying is unacceptable. The school will apply its bullying policy where bullying is suspected.

2. PUNCTUALITY

Efficiency at work, and consideration for others, are both served by a habit of punctuality-i.e. being on time. This is an expectation which applies to all school activities, both within and outside school.

3. SCHOOL DRESS

Pupils must attend school in full uniform unless given permission to do otherwise. Uniform should always be purchased from the school approved stockiest. Full details of uniform expectations may be found on the school website.

In addition please note:

- uniform should be worn smartly, consistent with the high expectations of the school;
- uniform should be kept in good repair and named;
- pupils must wear smart plain, black shoes, (boots, trainers or high heeled shoes are not permitted);
- skirts should be knee length and no longer or shorter than 5cm from the middle of the knee when standing up;
- scarves and gloves, worn in addition to winter uniform, must be black or dark blue.

Pupils must always bear in mind that to wear School uniform is, in a real sense, to represent the School.

4. PERSONAL APPEARANCE

Hair:

- should be neat and tidy and not excessively short (i.e. no shorter than a no.3 cut);
- should be a uniform and natural colour with no bleached or highlighted areas;
- should be tied back and clipped where necessary, so as not to fall over the face when working at a desk;
- hair gel should not be excessive.

Make-up & Jewellery:

- make-up including nail varnish, lip gloss & eye liner is not permitted in school (Year 11 may, as a privilege, wear discreet make up, this is subject to annual review);
- small, plain stud earrings in silver or gold may be worn, a single earring may be worn in each ear lobe;
- with the exception of earrings, no other jewellery except a wristwatch is permitted;
- permission to wear jewellery for, either religious or health reasons, should be sought from the Headmaster in writing;
- any and all jewellery may be required to be removed if, in the opinion of the member of staff supervising, it presents a hazard eg. in lessons of science and physical education.

5. COURTESY

Saint Nicholas pupils should be courteous at all times. It is not possible to list a series of behaviours which, by themselves, make one courteous but the observance of the following will provide a sound foundation.

Saint Nicholas pupils are reminded that courtesy does not exact a personal cost nor imply a loss of status; it may be freely and generously given.

- (a) Pupils should be quick to offer assistance to people visiting the School.
- (b) Opening doors and allowing others to pass is a courtesy and is particularly welcome for guests and adults.
- (c) Pupils should remove their hands from their pockets when speaking to an adult or visitor to the School.
- (d) Pupils should stand and greet the Headmaster when he enters the classroom.

6. GOOD ORDER

Good order is mostly a matter of common sense and respect; the following points require particular attention:

- (a) Pupils should make their way around the School in an orderly fashion, keeping to the left hand side.
- (b) No ball games may be played inside School buildings, other than the Sports Hall. Ball games are not permitted before and after school unless directly supervised by a member of staff.
- (c) The use of the infant or junior climbing apparatus is restricted to break and lunchtimes and only when appropriately supervised by a member of staff.
- (d) The swimming pool area is strictly out of bounds to pupils unless a member of staff is present.
- (e) Changing for games and other School activities should take place only in the designated changing rooms.
- (a) Food and drink may be consumed only in those School rooms specially designated for the purpose. Pupils must not consume food or drink while moving around the school building.
- (f) The chewing of gum anywhere in the School or within the grounds is strictly prohibited.
- (g) During breaks pupils must remain within the areas which have been designated 'in bounds'.
- (h) School bags are to be left in permitted areas only.
- (i) It is the responsibility of all pupils to report any accident, damage, or untoward event to a member of staff.

6. PROPERTY

Respect for property – including school property - is essential if people are to work harmoniously together.

- (a) Pupils who commit any form of theft, inside or outside the School, endanger their places at the School.
- (b) Causing intentional damage to, or the defacement of, any School materials, teaching aids or any facilities is forbidden. Sanctions and/or remedial charges may be applied to those held responsible.

7. SAFETY

Pupils may not bring to school any article which might reasonably be described as a weapon. Blades of any description are strictly forbidden.

8. ACCEPTABLE USE OF TECHNOLOGY

Mobile phones should be handed into the school office at the beginning of the day and collected at the end of the day. Mobile Phones must not be used in or around the school during school hours, pick-up or drop off without permission from a member of staff. Music may not be played on any device, with or without headphones, absent the permission of a member of staff.

Digital devices used in school including mobile phones, laptops and tablets must not be used to send offensive messages nor to access inappropriate websites. The unsolicited taking of photographs or videos, by such equipment is strictly prohibited, as is the sending of such material to other devices.

9. SMOKING, DRINKING AND DRUGS

- (a) Smoking and vaping is forbidden on school premises. All materials associated with Smoking or Vaping are also strictly forbidden on the school premises.
- (b) Pupils may not consume alcohol at any time on the school premises.
- (c) The taking, possession or dealing of illegal drugs is strictly forbidden. This includes:

- Drugs which are controlled/illegal substances (eg. cannabis, amphetamines, & ecstasy) and so-called legal drugs or herbal highs which are considered illegal under current medicines legislation to sell, supply or advertise for 'human consumption'.
- Over-the-counter and prescription medicines used improperly, which can include sleeping tablets and slimming tablets.
- All legal drugs when misused including, volatile substances and solvents, Ketamine, Khat, alkyl nitrites.
- Drugs which are misused to enhance performance (for example analgesics or steroids).

The Headmaster reserves the right to react to the emergence of new substances and changing circumstances as they occur.

