



Serva Fidem

SCHOOL RULES

Reviewed by: SLT/Compliance Officer July 2023

Date of next review: Summer Term 2024

A Kingswood House pupil is expected to show respect for himself or herself, respect for other people and respect for his or her environment. Any breach of courtesy or common sense may be seen as a breach of the school rules, as may any action which compromises safety.

These rules apply to pupils while in the School, its grounds and outside of the school premises, including:

- taking part in any school-organised or school-related activity, or
- travelling to or from school, or
- wearing school uniform, or
- in some other way identifiable as a pupil at the school.

1 General Conduct

- Pupils must show respect and politeness to one another, staff and visitors. Pupils should open doors, stand back for teachers and visitors, offer to carry things – be helpful and thoughtful. Say 'Good morning' or 'Good afternoon' when you meet staff or visitors.
- Pupils must be punctual.
- Pupils should move around the school quickly, quietly and sensibly.
- Pupils should not run while inside; they must walk in the corridors and staircases, keeping to the left.
- Pupils should always treat everyone's property with sense and care. Pupils should always keep within recognised, safe and sensible boundaries.
- Pupils should never use bad language, even if others cannot hear.
- Pupils should never bring sweets into the school, especially not chewing gum, and never drop litter.
- Pupils should never tease or bully in any way.
- Pupils should keep hands, feet, objects and unhelpful comments to themselves.

2 Attendance

- Pupils should arrive at school between 0800 and 0830, when there is a member of staff on duty in the playground. If pupils arrive before 0800, they will be sent to Breakfast Club.
- Registration is at 0830. Pupils who are late for registration must report to the School Office to sign in.
- If a Pupil is absent, the parents should phone the School Office on 01372 723590 before 0800 on the first morning of absence. On return, pupils must bring a note or the parents should write an email to his or her form teacher.
- If a pupil wishes to be excused from school for a day or more, his or her parents should write via email to the Headmaster several days in advance for permission.

- Any pupil leaving school early for any reason must seek his or her teacher's permission and sign out in the School Office, as well as signing in if they return on the same day.
- Pupils who become ill or are injured during the school day must report to the School Office / Matron.
- Parents must inform the school if their child will be travelling to and from school home alone.
- It is compulsory for all pupils to attend all functions marked with an asterisk in the calendar. These include Sports Day and Prize Giving.

3 Appearance

- Pupils must wear correct school uniform when travelling to and from school.
- Pupils must wear either school uniform or appropriate school sports kit.
- Girls' skirts should be of modest length and never rolled up (modest length is generally accepted to be no more than one inch above the knee).
- Coats, when they need to be worn, should be plain black or dark blue with no logos. It is recommended that pupils travelling to or from school by public transport, or cycle, have a coat with luminous strips or detachable luminous strips/armbands.
- Coats, and other non-uniform items of clothing, are not to be worn in school buildings and should be left in the pupils' locker or designated year group shed during lessons, pupil briefing, assemblies, Study Centre sessions and lunch.
- Pupils are expected to have sensible hairstyles, which should be smartly groomed, of an acceptable length and style, of natural colour and gel is not to be used. Long hair should be tied up so that none falls over the eyes, eyebrows or face and must always be fastened back for sports/PE and practical subjects such as Science and DT. Any exceptions to this should be explored in writing to the Headmaster.
- Nails must be kept short and nail varnish is not permitted.
- Make-up is not to be worn except for pupils in Year 11 who may wear natural foundation and minimal mascara. In the case of any dispute, the Divisional Head or the Headmaster will decide on the appropriateness and their decision will be final. A clear lip balm is allowed.
- No jewellery is allowed except for a wrist watch, earrings (as below for girls only) and a religious medal, cross or chain, which should not be visible. Earrings should be of a simple stud or small sleeper design, worn as a pair, and there should be a maximum of one per ear, placed centrally in the lobe. All jewellery must be removed for sport or PE.
- Boys old enough to shave must be clean-shaven (if genuine medical or religious grounds exist for not shaving, then parents should seek reasonable adjustments to this aspect of the School Rules by writing to the Head Teacher).
- Shoes should be kept clean and polished.
- In summer, when permission is given by the Head, summer uniform may be adopted: this is an open-neck shirt (without tie for boys) and shirt sleeves rolled above the elbows; no blazer or pullover should be worn. However, pupils should wear full uniform on leaving school.
- Pupils must not eat in public while wearing school uniform.

4 Possessions

- Any pupil in possession of, or involved with, drugs, psychoactive substances or legal highs whilst under school discipline, cannot expect to remain a member of Kingswood House.
- Money and valuables should not be left in cloakrooms or changing rooms at any time except on designated occasions in the school calendar when we recommend that younger pupils give their money to the form teacher for safe keeping until required.
- Pupils must report any loss or damage to property to their teachers and to the Divisional Heads.
- Personal electronic devices are not allowed in school except in exceptional circumstances and with the express permission of the Headmaster. If mobile phones

are brought in by pupils in Years 7 – 10 they must be kept in lockers throughout the day; Year 11s may keep their phone on them but only use them in the Senior Common Room. Pupils up to Year 6 must hand their phones into the school office.

- School bags should be left in designated areas, form rooms or in lockers.
- Pupils must not bring knives, fireworks, firearms, toy guns, cigarettes, e-cigarettes, vapes, tobacco, lighters or alcoholic drinks to school; chewing gum is forbidden.
- Smoking, e-cigarettes and vaping is forbidden during school time, on all school premises, travelling to and from school, whenever wearing school uniform, and on all school excursions.
- Gambling is not permitted on or off school premises during school hours.

5 Bounds

- Pupils must not leave the school premises during school hours unless accompanied by a parent or an authorised member of staff.
- Senior pupils will be allowed into town on a Friday lunchtime with relevant permissions in place.
- The school buildings are out of bounds during break unless 'wet break' arrangements are in force or unless in a designated common room (Year 9 and above).
- Pupils must not enter classrooms without the permission/presence of a teacher.
- Public houses, betting and vape shops are out of bounds to all pupils.

6 Morning and Lunchtime Breaks

- Years 10 and 11 pupils are allowed in their form rooms / designated common room (once agreed by Mr Sukhdeo and the form teacher); all other pupils must be outside.
- Pupils must play sensibly on the Adventure Trail with no jumping from heights and adhere to the rules, i.e. no climbing over the top bar on the rope or metal ladder, no feet allowed on the upper rope on the rope walk and no feet on or beyond the 3rd bar on the wood ladder. No one is permitted on the Adventure Trail unless a member of staff is on duty.
- The climbing wall is out of bounds unless supervised by a member of staff.
- Dangerous games such as British Bulldogs are not permitted.
- During the summer pupils may be allowed to play on the field as well as the playground and Astro.

7 Dining Room/Food and Drink

- Pupils must wait in an orderly manner outside the Dining Room until told they may enter.
- Pupils should queue in an orderly manner to collect their food.
- Pupils must have high standards of good table manners and behaviour.
- Eating is not permitted anywhere else in the school except in the common rooms for senior pupils and in the playground during short break when a snack or a piece of fruit or a sandwich is permitted.
- Dropping litter is unacceptable.
- Food and drinks must not be consumed in the street during the school day or by pupils when under school discipline.
- The consumption of all caffeine energy drinks is forbidden while in school uniform.

8 Movement around School

- Bicycles must only be parked in the cycle shed by the car park and scooters in the scooter rack by the front gate.
- Bicycles must not be ridden on the school premises.
- When moving between buildings, pupils must keep to the paths.
- Pupils may enter labs or workshops only when supervised.

9 Breakages and Replacements

- The school will make a charge to parents to cover the cost of breakages or damage where this is the result of a pupil's misbehaviour.
- If a pupil loses an exercise book a charge must be levied to buy another book and money should be handed to the school office.
- The Bursar will include the cost of these on end of term bills for lost or damaged books.

10 Health and Safety

- Pupils must familiarise themselves with fire evacuation procedures and the assembly point. Pupils must remain silent during a fire evacuation or lock down procedure.
- Pupils should use their common sense with regard to their own safety and they have a responsibility not to endanger the safety of others. Any accidents, near misses or potential risks to the health and safety of pupils, staff or visitors must be reported to the Bursar immediately.