

# **School Rules**

**Policy Number: 011**

**Governor Committee: Pastoral**

**Author: DW/OL/MC/MK/FJM**

**Owner: Mr. P. Dawson**

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# School Rules



## Policy Review

This policy will be reviewed in full by the Governing Body no less than annually.

The policy was last reviewed and agreed by the Governing Body on 15 June 2021.  
It is due for review in 12 months from the above date.

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Head Teacher**

Signature \_\_\_\_\_

Date \_\_\_\_\_

**Chair of Governors**



## SCHOOL RULES

The School Rules are designed to make everyone's school and working day safe, happy and productive. They help to create a feeling of calm and order and support the school's primary purpose: to provide a place in which people can learn and discover.

The Student Voice devised a Code of Conduct, a set of principles underpinning the detailed rules. That Code of Conduct emphasises the right of everyone in the school to be treated respectfully but it also suggests that, whilst there are rules, each person should take responsibility for their own actions. Correct behaviour should be a personal responsibility not something achieved only by the imposition of rules. Whether or not a particular matter is covered in the School Rules, in order to guarantee good order and safety one rule overrides all others and is absolute:

**Students must accept the authority of every member of staff and follow, without question, any instruction given to them unless they honestly believe that to do so would put theirs or someone else's safety risk.**

If a student believes that a rule, the requirement to follow a rule or being given a punishment for breaking a rule is unfair, they must not challenge that at the time because that would break the rule underlined above, but do so correctly by speaking to either the Form tutor, Head of Year, Assistant Head, Deputy Head or Headteacher.

### Personal behaviour

- (a) Students should behave in a reasonable way, be thoughtful and considerate of other people's needs. Such behaviour is expected both in school and out of school e.g. within school buildings and grounds, on the way to and from school, and when involved in visits, teams etc.
- (b) For safety reasons students:
  - i. should walk inside the building, or along crowded paths, corridors and do so quietly, recognising that others may be working nearby
  - ii. should take care how they carry their belongings when in crowded corridors or paths
  - iii. may not climb any tree, fence or building in the School grounds
  - iv. should not throw anything which could cause injury – e.g. stones, sticks, pens/pencils
  - v. should behave in lessons, particularly in practical subjects, in a safe and self-controlled way
  - vi. must walk their bicycle within the School grounds and show they are cycle safe (helmet and lights as a minimum).
  - vii. may not bring to school, or use to get to school, roller-skates, electric scooters or skateboards
  - viii. may not drive a car or motorcycle in the school grounds without permission from the Head, Deputy or Assistant Head: Head of Sixth Form
  - ix. may not bring to school cigarette lighters, cigarettes, e-cigarettes, tobacco products, matches, alcohol, knives, fireworks, solvent based products, illegal substances and anything else likely to cause damage or offence to people or property.

**The school may exercise its right to search a student if there is reason to believe that any of the banned items are in their possession. If such items are discovered they will be confiscated and appropriate steps taken to deal with them, according to the nature of the item, the circumstances, etc.**

### Looking after the school environment

# School Rules



Each *student* is expected to do *their* share in ensuring that the School is a pleasant place in which to work.

- i. In particular, all litter must be placed in the waste bins provided. If any pieces of litter are seen on the school grounds or in the School buildings students must see it as a personal responsibility to pick it up and place it in a waste bin. Students can be asked to pick litter up and place it in the bins provided.
- ii. Students may only play ball games on the school fields and playgrounds, subject to the details in (iii).
- iii. Ball games which are likely to cause broken windows (e.g. kicking a large ball in a game of football or throwing any ball across the width of the area) are not allowed in the North Court, Year 9 Playground or the Year 7 & 8 Playgrounds.
- iv. Before 8.40am only the following areas of the school are open to students below the Sixth Form: North Court toilets, Reception, the Library and the Dining Hall.
- v. Students should take note of which entrances they are permitted to use and observe temporary out-of bounds areas, particularly during examination times.
- vi. Normally Years 7 to 11 will be outside during breaks and lunchtimes though other arrangements are made during wet, excessively cold or hot weather. The duty staff make the decision when such arrangements are appropriate.
- vii. Students should treat toilet facilities so that they always leave them exactly as they would wish to find them. They are not play areas and the provisions must be treated properly.
- viii. Chewing gum is not allowed – it is rarely disposed of properly and is, therefore, damaging to the environment.

## Out of Bounds

For safety, good order and for the benefit of visitors, as well as all members of the school, certain areas are 'out of bounds'. Sometimes the restrictions might be difficult for students to understand but they should be assured that they are not arbitrary.

- i. The front door of school is for staff, visitors, Sixth Form students and those with impaired physical mobility (either short or long term) only.
- ii. The door from the Quad next to Room 5 is for staff, visitors and Sixth Form students only.
- iii. The Quad is a quiet area and not for playing. The grass is out of bounds.
- iv. There is no parking for students anywhere on school grounds. The car park at the front of school and the vehicle driveway from the school's front gate must not be used by students, for safety reasons. This also includes the tennis centre.
- v. The garden adjacent to the main drive is out of bounds as is the grass area of the Quad.
- vi. Students must never enter a science laboratory, sports area or workshop without a teacher's permission and, generally, students must wait outside all classrooms to be invited in.
- vii. Using the trees or hedges at the school perimeters to hide or cause nuisance to our neighbours or members of the public

## Care of Personal and School Property

### (a) School Books and Equipment

Where textbooks are provided, they must be treated with care and must not be defaced in any way. Responsibility for making good any damage rests initially with the boy(s) concerned, and, if necessary, with parents.

# School Rules



## (b) Money and valuables

- i. Students should **NOT** bring money or valuables (e.g. expensive watches, pens, etc) to school unless absolutely necessary. A biometric method of paying for canteen goods is in place for all boys in Years 7 to 11 to reduce the necessity of carrying cash to purchase food in the canteen. Students may only use their own thumb print.
- ii. Large sums of money payable to the School should preferably be via Wisepay or, if absolutely necessary, in the form of a cheque placed in a clearly marked envelope and taken directly to the School Office (S2) unless otherwise specified.
- iii. Money or valuables should not be left in the changing rooms during Games or P.E. periods but should be given to the Games staff.
- iv. The buying and selling of goods and property, including sweets, by students on school grounds is forbidden. All lunch tickets issued by the School Office, in the event a student is without means to purchase food, must be named when issued.
- v. All School property and furniture including ICT equipment must be treated with care. The school does not expect graffiti anywhere.
- vi. Chromebooks or laptops are the responsibility of the individual student, and the school cannot accept liability for theft or damage to devices. Appropriate care should be taken of devices, particularly at break and lunchtimes, and personal insurance sought.

## (c) Mobile Phones

Mobile phones can be a distraction in lessons and around the school. Mobile phones can make students more at risk of being victims of crime. Mobile phones can be used as a means of intimidating others through the misuse of social media and by sending inappropriate messages and taking photographs or videos without permission.

For all these reasons students are not allowed to use a mobile phones school unless permission has directly been given by a teacher.

This is because we realise that many parents need their sons to have access to a mobile phone before and after school as a means of communication.

Therefore, if such devices are brought in, they must be switched off and kept in a bag/blazer pocket at all times during the school day; this includes moving between lessons, break and lunchtime.

There are no exceptions to this rule for Years 7-11. Sixth Formers may use mobile phones within their respective Sixth Form Centre Common Room only – in all other areas they are expected to set an appropriate example for younger students by NOT using their phones in public.

As stated the only exception to the above will be if a member of staff authorises the use of such devices in either form time or in a lesson to support the learning in the classroom - for example, to photograph detailed instructions from the whiteboard to support with homework.

### Safety of property:

As with all personal property, mobile phones and other electronic devices are brought into school at the owner's risk. The school cannot take any responsibility for loss or damage however caused.

### Use of images:

Photographs and video or audio clips must not be taken using mobile phones or any other electronic device during the school day or during school activities without permission of a member of staff.

The school reserves the right to view the contents of a student's mobile phone. This would be carried out under the provisions of "Searching, screening and confiscation - Advice for headteachers, school staff and governing bodies – January 2018":

# School Rules



[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/674416/Searching\\_screening\\_and\\_confiscation.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/674416/Searching_screening_and_confiscation.pdf)

The school retains the authority to access and delete images and data held on a mobile phone or electronic device if it is reasonable to suspect that they have been misused in school or during school activities or if there are reasonable grounds for suspecting that the phone or device has been used in a such a manner which may reasonably be considered to be bullying or where a person's health or safety may be compromised or where matters of child protection may be an issue.

## Sanctions:

Breaking the rules covering mobile phones and any other electronic devices will result in immediate confiscation of the item. Students will not receive a warning. If a mobile phone or other electronic device is seen or heard, without permission, then the student is required to hand it over straight away.

In the first instance, the phone will be confiscated, handed to reception staff and collected by the student at the end of the school day. A record of the confiscation will be held on the student's behaviour log on SIMS.

In the second instance, the phone will be confiscated, handed to reception staff and collected by the student at the end of the school day. Parents will be notified. A record of the second confiscation will be held on the student's behaviour log on SIMS.

In the third instance, the phone will be confiscated and handed to reception staff. The PARENT will then collect when convenient during school day (8:30 – 16:00) and the student will receive an after school detention as a consequence. A record of the reason for the detention will be added to the student's behaviour log on SIMS.

A student who repeatedly has issues with the appropriate use of mobile phones will be asked to hand the device into reception upon arrival every day. The device can be collected from 3.30pm.

## **Computers in school**

- i. are for teaching and learning, so using them for social networking, and 'messaging' is not allowed.
- ii. must be used carefully.
- iii. must never be used to access sites which are inappropriate. (The school system has a filter managed by Herts County Council which makes such access difficult but students must not try to bypass the filter in any way).
- iv. Student Google Chrome books used at Key Stage 3 and Key Stage 4 must follow the rules on their use as detailed in the ICT Acceptable Use Policy and also the students should ensure they are staying safe online.

Students found misusing school IT equipment, or if in the sixth form their own device they have brought in, will be sanctioned. In serious cases students may be totally barred from the school IT and exclusion, on the grounds of serious misconduct, would be considered.

Students found to be using IT to bring the school and/or anyone working in it, into disrepute will also be sanctioned.

## **Appearance and Uniform**

A high standard of dress and appearance is expected from all students at all times. Poorly dressed students reflect badly on the public image of the School and so will put all its students at a disadvantage.

Students in Years 7 - 11 will wear:

# School Rules



- **School tie** (with appropriate House colour stripe). Ties should always be fully tightened to the collar and not defaced in any way.
- **Blazer** (navy blue with school badge); the blazer must not be removed in school without permission other than at break and lunchtime on the fields. **Badges** should not be defaced in any way.
- **Shirt** (plain white with buttons of the same colour, formal stiff collar) should be kept properly tucked into trousers at all times. All shirt buttons must be fastened.
- **School Jumper** this is a V-Neck, mid-grey, with or without school colours.
- **Trousers** plain dark grey or black; (not jeans or corduroys).
- **Socks** – should not be bright (e.g. white) or garish in colour. Ideally, they should be dark grey, black or navy blue.
- **Shoes** must be black, of polished leather or leather-look, not black trainers. The School reserves the right to determine if the shoes are appropriate. They should be kept clean and polished.
- **Vest/t-shirt**, if worn, must not show through the shirt. White would probably be best but certainly without logos.
- If a student does not have their school shoes or any uniform item they should inform their form tutor or Head of Year on arrival at School. Clean and appropriate replacements might be available for the student to wear. If not, a note will be provided and parents contacted.

**Outdoor coat**, when worn, should be suitable for cold and wet weather, and ideally must be plain coloured. Students who cycle to school are encouraged to wear an appropriate cycle jacket that has reflective material. Raincoats, cagoules, anoraks or duffle coats are acceptable. 'Hoodies' are not allowed, as either a substitute for a jumper or as an outdoor garment. They are a casual clothing item and not consistent with our formal dress code. The only exception is the branded school "PE hoodie" which is a requirement for some sports teams when the students are taking part in a fixture. Hoodies should not be worn under school blazers, even if they are school branded. Hoodies purchased as part of a school trip should not be worn to School as the trip for which they have been offered has finished.

**Hats**, if worn, must be of a style and appearance consistent with the standards set for school uniform in general. Baseball caps and novelty hats are not acceptable

**Sports** kit and equipment will be detailed separately.

**Members of Hitchin Boys' Sixth Form** wear suits, blazers or sports jackets with suitable, formal trousers. They must wear a tie, a pair of socks of over ankle length with smart polished leather or leather look shoes. Consortium students should follow the rules stipulated by their school.

School uniform is worn for school matches and visits unless otherwise instructed.

Before purchasing school clothing, parents are asked to ensure that it meets the School's requirements. In cases of doubt, parents are asked to contact the School for advice. Parents are asked to note that the regulations do not vary while students are in Years 7 to 11 and that it is their responsibility to ensure that their child leaves home dressed strictly in accordance with the regulations. **Students who persistently disobey uniform rules are sanctioned.**

**Hair** must be cut in a neat and uniform style with no layering, stepping or cutting-in of designs. It must not be so short that the scalp is visible through it (no skin fade haircuts). Hair must be kept clean and must not be dyed. **Medical exceptions may apply. The School's decision on the acceptability of a hairstyle is final.**

No jewellery is allowed except for a watch and one small gold/silver stud in each earlobe (max 2mm). Earrings should be plain with no gem stones and are not to be worn in Games lessons or sports fixtures. No form of facial piercing, including nose/tongue studs, is allowed. Students wishing to wear religious tokens should seek advice from their Head of Year.