

SCHOOL RULES

The school's expectations are outlined in the *Code of Conduct* and in the *Classroom Code* (see *Appendix A*). At Royal Russell School, we believe that pupils develop best when operating within a framework of simple rules. These are laid down for the good of the individual, for the good of the school as a whole and in order to promote good relations between the school and the local community.

GENERAL RULES

- 1 Any breach of common sense or good manners is an offence against School Rules. You will extend common courtesies to members of staff, visitors and each other at all times.
- 2 If you arrive at school after House Registration at 08.30 am you will report to the School Secretary's Office to fill in a Late Slip as soon as you arrive in school.
- 3 You will be punctual in your attendance at registrations, lessons, assemblies and other organised activities.
- 4 You will arrive properly equipped (see your homework diary) for all your classes every day.
- 5 You will record all homework set in your homework diary. If no homework is set on the usual day, you will record the subject name and write 'No homework set'.
- 6 If homework cannot be handed in at the assigned time for a legitimate reason, a note must be written in the homework diary and signed by your parent/guardian, stating the reason.
- 7 You will honour your commitments to the school, those in the calendar having priority, excepting representative honours previously agreed.
- 8 You will make yourself aware of, and comply with, the specific rules which apply to particular areas of the school, such as the Art Department, Sports pitches, Library, Computer rooms, Science laboratories, Chapel, Swimming Pool and DT/FT.
- 9 You will not take or purchase another's property, including clothes and games kit.
- 10 You will not sell or offer for sale any item to other pupils.
- 11 You will not drop litter anywhere but will use the bins provided.
- 12 You will not smoke: smoking is forbidden and so too is the use of drugs, except those medically prescribed. All prescribed medicines brought to school must be registered with, and administered by, the School Nurse.
- 13 Pupils may only bring bottled water into lessons.
- 14 Food and drink are not to be consumed outside of the dining hall or Houses.
- 15 You will not bring alcohol on to school premises; nor will you consume alcohol whilst under the school's jurisdiction.
- 16 You will not bring on to school premises: organic solvents; Tippex; guns, knives, catapults or laser pens or any other potentially offensive weapon; fireworks; matches; lighters; chewing gum or bubble gum,
- 17 You will leave your books, overcoats and bags in the space allocated to you to avoid congestion in the school and in the interests of security. Everyone is asked to keep to the left in corridors and on the stair cases.
- 18 You will report to your Housemaster or Housemistress any damage to school property, including books. Damage is liable to be made good at an offender's expense.
- 19 You will not bring large sums of money or expensive items, such as electrical equipment to school. Where this is unavoidable, such items must be lodged with the Housemaster or Housemistress.
- 20 You will be silent when arriving at, during and leaving chapel and remove outdoor wear before entering.
- 21 Violence against others (bullying), property (theft or vandalism) and self (drug and substance abuse) has no place in the school community and is dealt with according to separate and specific school policies.
- 22 Violence against others includes hitting, punching, pushing, throwing things or any other act that might cause physical harm. Violence against others is never considered as play or fun. A claim that violence is "play fighting" is completely unacceptable in this school.

House Rules

- 1 Houses may have their own detailed rules about the use of House facilities etc.
- 2 Pupils are expected to be in House each morning at 8.30 am for registration.
You may go into the House of another pupil only by direct invitation from the other pupil and with the permission of the Housemaster or Housemistress. This rule applies to all pupils including those in the Sixth Form.
- 3 See the school map for areas of the school grounds which are in bounds.
- 4 Simply stated, all wooded areas are OUT OF BOUNDS at all times, unless accompanied and supervised by a member of staff.
- 5 You will not leave the school grounds during the school day without the permission of your Housemaster or Housemistress.

After School Rules

- 1 Day pupils intending to stay at school after 3.50 should notify their Housemaster or Housemistress at morning registration. They should indicate their proposed time of departure, whether they will be taking supper, and what activity they will be attending, and fill in the signing-in sheet in the House.
At 4.00 pm a register is taken by the member of staff on House Duty. If you are not staying in your House, in the Library or a supervised activity you must leave the site immediately. If you are waiting to be collected in the car park and your lift has not arrived by 4.15 pm you must return to your house and inform the Duty Prefect/member of staff on duty of your return.
- 2 If you are staying for an activity you must not go off site after school and before the activity.
- 3 Only boarding pupils are allowed visit Croydon/Chapel View after school and before Prep in consultation with their Housemaster/mistress.
- 4 All pupils on site at 5.30 pm must go to their Houses. Prep is done in Houses and under supervision. Prep ends at 6.25 pm. If you are staying for supper you should arrive at the dining hall at 6.30 pm.
- 5 Pupils wishing to participate in a late activity eg CCF, D of E or Cheer Leading may leave site at the end of school but must bring a letter signed by parent/guardian saying they **WILL NOT** return on site until the start of the activity. Pupils must still sign in on the House activity sheet to confirm they are attending this event.
- 6 If you are planning to leave school before 5.30 pm, but if your lift home has not arrived by 5.30 pm you must not stay unsupervised in the car park. You must go to your House to do prep while waiting for transport.
- 7 You will comply with the normal rules for behaviour on public transport when making use of either trains, trams or buses.
- 8 When Crossing the road outside school pupils must use the crossing to avoid receiving a detention.

These rules are in place in the interests of your security and safety.

Uniform Rules

- 1 You are expected to be clean and tidy, to conform to the school uniform and to take pride in your appearance. School uniform should be worn in the correct manner. School uniform should be worn for all functions at school and for all visits off site. Exceptions are few: fieldwork days and evening theatre visits.
- 2 You must travel to and from school and sports fixtures in full school uniform.
- 3 All items of uniform must be clearly labelled with owner's name.
- 4 You may wear outer coats which are essentially of a single colour with no logo or slogan inscribed on them. These may not be worn inside buildings. Trench coats, leather, combat jackets or denim are not permitted.
- 5 Hats are not to be worn in school.
- 6 Royal Russell specified kit will be worn for PE, Games and Swimming.

- 7 No Jewellery is permitted in years 7 – 11 with the exception of small ear studs for girls if desired.
- 8 No jewellery (including watches) to be worn in PE.
- 9 Only girls may wear earrings (small studs).
- 10 A girl wishing to have her ears pierced, should wait until the summer holidays so that earrings can then be left in place. Should the girl choose to have a piercing at any other time of year then they will have to remove them for the lesson. They will not be excused the lesson. They are not allowed to wear plasters over their lobes.
- 11 Body piercing is not allowed.
- 12 Boys' hair must be kept at a reasonable length and must be clean and tidy. No extreme styles are permitted. You must not dye your hair nor have streaks of colour or highlights added. A number 2 haircut is considered too short. Hair should not reach the shirt collar. Long hair will not be accepted. Facial hair is not allowed.
- 13 Girls' hair should be clean, of a natural colour, well-groomed and extreme styles should be avoided. Hair extensions are not allowed. Hair accessories should be discreet and of a dark colour.
- 14 Nail varnish is not allowed in years 7 – 11.
- 15 Uniform lists see Appendix F.
- 16 See Uniform Policy for full School Rules.

Insurance

Please note that whilst the School will take every possible care, it is not possible for the Governors to assume liability in the case of loss of, or damage to, personal possessions of pupils. Valuable items should not be brought to school (*supra*, rule 14) but, if unavoidable, such items should be covered by parents' own insurance.

The School Rules are kept under constant review and may be revised by the Headmaster at any time.

September 2011