St. Mary’s RC High School



## SCHOOL RULES

The school rules are based on Christian principles of care and concern for others and they are designed to produce a pleasant, co-operative and orderly working environment.

**All Pupils are to respect the rights of others at all times.**

**Pupils are expected to be familiar with and comply fully with the rules below.**

In any matter involving the interpretation of the rules the Headteacher’s decision is final.

**MOVEMENT**

In order to help movement about the school and to reduce the risk of accident:

* Always walk
* Keep to the left on staircases and corridors
* Give way to adults
* Do not use the corridor in front of the Staff Room, except when the “Staff Only” notice has been removed
* Do not carry bags over the shoulder, so restricting the passageway
* Use the paths, not the grass verges

**LESSONS**

* Pupils should at all times show courtesy and respect towards teachers, assistants and fellow pupils.
* No pupil should be out of class without permission.
* Pupils should be punctual for registration and lessons. Whilst waiting for a teacher they should line up quietly outside the classroom or sit quietly inside. Pupils should not leave the classroom until dismissed by the teacher.
* If pupils are in a classroom unsupervised they should get out their books quietly and continue with their work. If a teacher has not arrived after 10 minutes, a pupil should inform the secretary in the office.
* Classes in normal lessons should stand up quietly when another teacher or visitor enters the room. Classes in practical rooms should continue with their normal work if another teacher or visitor enters the room.
* Pupils must bring all relevant books/files, homework diaries, writing materials and where appropriate calculators with them for the beginning of a lesson. Bags should be left in lockers.

**UNIFORM**

The Governors of the school have stated that all pupils must wear school uniform at all times during the school day from leaving home until they return home.

* Uniform must be clearly marked with pupil’s name.
* Pupils must wear their blazers around the school. They may be given permission to take them off in the classroom by their class teacher.
* Outdoor coats must not be worn in classrooms or the dining hall.
* Make-up and jewellery must not be worn in school except that girls may wear one pair of gold or silver ear-studs in the lower ear lobes.
* Pupils’ hair should be a natural colour and an acceptable length and style.
* The appearance of pupils must be, at all times, neat and tidy.
* Pupils who contravene any of the above rules on uniform and appearance will be reported to their Head of Year and further action will be taken.
* Parents must ask for permission in writing if there are extenuating circumstances or a temporary deviation from school uniform is required.
* The Headteacher reserves the right to refuse admittance to pupils for persistent violations of correct uniform or appearance. Requests for temporary deviations that are unacceptable to the “spirit” of a consistent policy on school uniform will not be granted.

**ABSENCE/PUNCTUALITY**

* On each day that a child is absent a phone call should be made to the office. An email or letter of explanation for the absence must then be sent to the main office on the first day that the pupil returns to school.
* Pupils, for whatever reason, requesting to leave school early during the school day, must bring a note from their parent/guardian explaining the reason for the request. This note must be handed to their form teacher. All pupils leaving school early must sign out at the office.
* Requests for term time absence must be made in writing to the Headteacher and will only be granted in exceptional circumstances.
* Pupils should be in school by 8.55 a.m.
* Pupils who arrive after registration must sign in at the office.

**BOUNDS**

* No pupil may leave the school premises at any time during the school day without the permission of the Headteacher or a Deputy Head.
* Ball games are restricted to the tennis/basketball courts, the playing fields and the all-weather pitch.
* No pupil should encroach within 20 metres of the perimeter of the school along the Ledbury Road.

**PROPERTY**

* Text books, files, exercise books should be named.
* Lockers should be kept tidy and books must be collected only at registration or breaks (morning/lunch).
* Pupils should not bring valuable items or a large amount of money into school. If it is necessary to do so, e.g. payment for a school trip etc, the item or money must be handed to a member of staff or left in the office for safe-keeping.
* If an item of value or money is lost a pupil should make a thorough search and then if it has not been found, report their loss to the office immediately.

**ITEMS WHICH ARE BANNED**

* All electronic equipment
* The use of mobile phones for any function is strictly prohibited whilst at school.
* Tobacco, cigarettes, matches, lighters, alcoholic drinks or drinks in glass bottles or cans.
* Liquid ink remover and spray cans of any kind.
* Chewing gum.
* Any item which is considered detrimental to the welfare of any pupil of the school, including all illegal substances.

**MEDICATIONS**

Pupils who are required to take medication during the school day should:

* Inform the school secretary and their form teacher.
* Leave such medication with the secretary and request it when necessary.
* Never carry medication with them when on school premises, unless special permission has been given by the Headteacher.
* Pupils who feel ill in school must report to their class teacher and if permission is given must report to the secretary in the office. Pupils must never go to the Medical room before reporting to the office.

**FIRE DRILL**

In the event of a Fire drill or a Fire a continuous bell will sound.

* Pupils should move silently and in an orderly manner from their classroom to the assembly point on the tennis courts, via the route posted in their classroom.
* They should then line up in their forms in alphabetical order.

**DINING HALL**

* All food should be eaten in the dining hall or outside the building.
* Pupils should line up in a quiet, orderly manner and obey the instructions of the supervisors.
* Tables must be left clean and tidy after use.
* Pupils should not go onto the stage unless given permission by a teacher.

**BREAK AND LUNCH**

* Pupils should not be in classrooms during these times, unless the weather is inclement or specific permission has been given.
* Toilet facilities, if needed, should be used during these periods.
* Pupils using the ICT facilities/Library must follow the rules in those areas.

**LITTER**

* All litter should be deposited in bins.
* Pupils seeing litter should pick it up and place it in the nearest bin.

**BUSES**

* While travelling to and from school on buses, it is expected that pupils behave properly.
* Bus passes should be carried at all times and be available for inspection both in the morning and afternoon. Drivers are entitled to refuse to drive pupils to school if a pupil has not got a pass.
* Pupils, travelling to school by bus, must do so only on the bus on which they are entitled to travel, or can pay to travel on.
* If in the afternoon a pupil misses a bus, he/she should firstly report to the member of staff on duty and secondly to the office. Under no circumstances should a pupil attempt to walk home without informing the office staff.

**CYCLES**

* Pupils wishing to cycle to school must bring a letter from their parent/guardian, detailing the cycling proficiency of the pupil and the roadworthiness of the cycle, and hand it to the Deputy Headteacher.
* Pupils wish to cycle to and from school should always wear a helmet.
* Cycles should be locked on school premises.
* Cycles should have front and rear lights.

Amendments may be made from time to time. These amendments will be brought to pupils’ attention by their form tutor, year head or senior staff as appropriate.