



SCHOOL RULES & REGULATIONS

The happiness of Giggleswick is founded on the goodwill of all members of staff, pupils and their families. Everyone at Giggleswick is expected at all times to have good manners, and to show consideration and respect for other people and the environment. Pupils should take good care of their own and the school's property and should not take or borrow other people's possessions without permission.

Pupils must obey the Law as well as the school rules and regulations.

- 1. Any form of bullying is completely unacceptable**
For more detailed information please refer to the school's Anti-Bullying Policy (including Cyber-bullying).
- 2. All pupils must abide by the rules and policies for eSafety and for responsible use of the school's ICT facilities**

It is against school rules for any pupil to:

- 3. Possess or use any illegal or dangerous drug, solvent or abuse anything similar**
As a whole School community we will do all we can to keep Giggleswick free of drugs. We believe this is the desire and expectation of **all** Parents, Staff, and the majority of pupils. Those caught in possession can expect to be asked to leave the School.
- 4. Drink, buy, sell or possess alcohol**
It is also against school rules for any pupil to be in the company of another pupil who is drinking, unless in the Sixth Form at an authorised school occasion.
- 5. Smoke, or have tobacco or electronic cigarettes in any form**
It is also against school rules for any pupil to be in the company of another pupil who is smoking. Smoking in any school building will be treated extremely seriously.
- 6. Engage in intimate sexual acts**
- 7. Visit other people's study/bedrooms without permission at times other than those specified in the House Routine.** Pupils should respect other people's privacy and should never enter other people's studies unless the occupant is present.
- 8. Possess firearms, BB guns, sharp weapons, laser pointers, fireworks, explosives or flammable material, including matches and lighters**
- 9. Gamble in any way**
- 10. Leave House at night after the times stated in the House Routine**
- 11. Chew gum**



REGULATIONS & ROUTINES

Pupils who wish to depart from normal school routine in any way should first ask permission from House Staff.

1. Discipline

These School Rules, alongside the Behaviour Policy & Exclusions Policy, are reviewed annually and published in Student Handbook. They are the basic indicator of standards of behaviour expected at Giggleswick and are supplemented as required by additional guidance from the Headmaster, Deputy Head, Senior Master and House Staff. Such guidance is normally published on School and House noticeboards.

When sanctions are necessary they are, where possible, related to the offence in nature. Under no circumstances will the person in authority exploit a pupil or gain any personal benefit from the punishment. **No form of corporal punishment is permissible.**

2. Bounds

Pupils must adhere to the detailed rules regarding bounds. The precise nature of bounds varies between year groups and alters between summer and winter.

Harrison Playing Fields, Public Houses (see Dining Out guidance), caves, pot-holes, Hostel Rocks, the Quarry, Castlebergh Rock, Stainforth Foss, the river and all private houses and their grounds are out of bounds.

Detailed notices and a map of the bounds are displayed in each House.

3. Living Accommodation

Pupils are responsible for ensuring that their studying and sleeping areas are kept tidy.

Only certain items of electrical equipment may be used in studying and sleeping areas and may be subject to electrical safety testing if required by School staff. Pupils are allowed to have the following electrical items: mobile device or phone chargers, one or two lamps, shaver, hair styling equipment, personal music player and phone charger. Devices for learning may also be used in study bedrooms for academic study.

No outside friends or visitors, including parents or guardians may enter boarding accommodation without the permission of the House Staff. All visitors must leave School premises not later than 2015 (Y7 & 8) and 2100 (Y9 and above). During the Covid-19 arrangements, no pupils may visit other houses, and external visitors may only visit at specified pick-up and drop-off times, as agreed with the Senior House Staff.

4. Arrangements for Prep and Individual Study

Y7 & 8 Prep is supervised in designated rooms. For pupils in Y9 and above work takes place in studies; under direct supervision in House; in The Sharpe Library; or in a teaching area at a supervised intervention or workshop session.

During private study periods, (normally only at Sixth Form level) pupils must be at work in their own study or in the Library or the Dutton Centre (GSU), unless permission is given for them to be in a departmental teaching area by a member of staff.

5. Money

Care must be taken to safeguard cash at all times and any exchanges or sales between pupils can only take place if sanctioned by House Staff. Pupils should not keep cash unsecured in their room – each room is equipped with a secure lockable space. Students must open a UK bank account if they want to have access to substantial sums of money

6. Dress, Hair, Jewellery & Make-Up

A high standard of personal smartness is required of all pupils. For precise details about dress, please see the separate dress regulations.

Day pupils and flexi boarders must travel to and from school smartly dressed in uniform.

Hair must be clean, neat and of a natural colour. Extreme hairstyles are not allowed. Boys should be clean shaven. Girls' hair, if shoulder length or longer, must be tied back at the nape of the neck before breakfast and should remain tied back whilst in uniform and during all meals.



Girls may wear earrings. These should be a simple stud or a small sleeper & there should be a maximum of one per ear, placed centrally in the lobe. Other body piercing is not allowed.

Only discreet and restrained jewellery is allowed. A simple silver or gold chain may be worn (crucifixes and other religious symbols are acceptable). A single, thin, silver or gold bracelet may also be worn, as may one plain, silver or gold ring.

No jewellery may be worn for games or CCF.

Only girls in the Sixth Form may wear make-up, which must be discreet.

The Director of Sport will give clear instructions about appropriate sports kit.

Non-uniform clothes should be clean and tidy and in good repair and must meet with staff approval. Pupils in Y9 and above may wear casual clothes after games or after lessons and all day on Sunday.

The dress code for Sunday Chapel services is either school uniform, or smart casual wear, as directed by the Headmaster, Senior House Staff and the Chaplain.

7. Illness

No medicines, including over the counter medicines or supplements, may be kept by pupils without the knowledge & permission of House Staff and the Medical Centre.

Instructions given by the Medical Centre must be followed.

A pupil who has a medical reason for missing games must get a note from Sister and give it to the member of staff in charge of the games session.

If feeling unwell during the day, a pupil must inform a member of house staff or their class teacher. Pupils must not go straight to the Medical Centre during the Covid-19 period. They will then be escorted to an isolation room and triaged prior to attending the Medical Centre or being picked up by their parents. If feeling unwell at night, a pupil must tell House Staff who will make arrangements for the pupil to go to the Medical Centre if necessary.

8. Absence from School and Exeats

Pupils are expected to arrive for the start of term and not leave before the end of term except for Half Term and Exeats. Permission to leave early before the end of term must be sought in writing from the Senior Master at least one week in advance.

Arrangements for Whole School Exeats and Half Terms **must** be communicated to House Staff by parents and guardians. Houses are open from 1700 after Exeat. Boarding pupils must return by 2000 (Y7 & 8) and 2100 (Y9 and above).

Short leave of absence may be allowed for pupils to attend interviews, medical treatment or a major family event, via written consent from the Senior Master.

Pre-arranged School commitments, including games, must always take priority over Exeat arrangements and work must be up to date before leave of absence is granted.

While travelling to and from School, or in the Settle area, pupils remain under School Rules.

Day pupils are welcome to be in School at the weekend but they must inform the House Staff on arrival and departure, and sign in and out as appropriate.

9. Transport

Day pupils using school transport must follow the Transport Policy code of conduct. There are amendments in place during the Covid-19 period, including the use of face coverings for over 11 year olds, and the use of hand sanitiser when entering and departing the vehicle.

All pupils must wear a seatbelt at all times when travelling in a school minibus or coach. Pupils who fail to comply with this rule may be banned from travelling on school trips.

Pupils may only bring a motorised vehicle to School with the Senior Master's written consent and having signed a user agreement by which they must abide.

No pupil (even in the case of brothers/sisters) may travel in any vehicle without the written parental permission of all concerned, except when accompanied by a parent or guardian or a

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member of staff.

Pupils may not hitch-hike.

10. Bicycles

Pupils may have bicycles at School. They must be kept in first-class working condition and be registered with Senior House Staff at the start of each term.

A safety helmet must be worn and cyclists should dismount on entering school grounds. Bicycles, if ridden in the dark, should have properly working lights. High visibility clothing should be worn.

A route plan and estimated return time must be agreed with House Staff before departing on a ride. The Highway & Country Codes must be observed at all times.

The Ghyll Field mountain bike track may only be used according to published guidelines.

11. BMX, Rollerblades and Skateboards

These activities can only occur in designated areas of the school, but should not take place on the main School drive or on any public highway.

12. Mobile Phones

Mobile phones must not be taken to examinations or Chapel; they should be safely locked away in House. Mobile phones should not be visible as pupils move around the campus. They may not be used in the Dining Hall or at any formal occasion. Mobile phones must always be used with consideration for others. They must only be used at in school at clearly defined times, which will be made clear by the Deputy Head throughout the term (also on House notice boards), and not during study or Prep, or after lights out. Pupils in Years 10 and below must hand in mobile phones and devices to House staff at bed time.

Pupils may not take pictures of or make audio/visual recordings of other people without specific prior consent. Likewise, images of other people should not be used, or shared, in any way without first obtaining permission.

Pupils with mobile phones must register the number with Senior House Staff at the start of each term.

For more detailed advice on mobile phones and digital devices in school, please refer to the e-safety policy Appendix D.

13. Miscellaneous

All pupils must know the day and night time fire drills. Aerosol sprays must be used appropriately and sensibly. They may only be used in shower or changing rooms because of the risk of setting off fire alarms. The school's system is directly connected to the local fire station and an alarm can automatically result in a call out.

There may be no interference with the electrical fittings anywhere in the School.

Swimming anywhere except in the School swimming pool with a qualified lifesaver present, is forbidden.

Courtesy and consideration must be shown to the general public.

The Sixth Form may seek permission to go to a restaurant in Settle on Saturday evening. Permission is obtained through the Senior Master together with Senior House staff.

Pupils must stop and look both ways before crossing the road. They should show special care and consideration for themselves and others when crossing the road and in walking to and from the Playing Fields and Chapel. Pupils should use the designated pathways and not walk along the road or down the main school driveways.

Pupils should not play ball games near buildings, cars, nor on the Headmaster's nor Craven Bank lawns, nor on the Flat to avoid damage to parked cars or motor accidents.

Snowballs should not be thrown near school buildings.

Most of the land near the School is either owned or leased by local farmers. When moving about the countryside on walks, runs and similar activities, pupils are expected to use

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footpaths and observe the Country Code, a copy of which is posted in each House.

A Simpson & NA Gemmell

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