



## SCHOOL RULES

- Absence must be notified by telephone by 11.00am and a note brought on the pupil's return. Unreported absences will be checked after 11.00am by the school office.
- **All** pupils are required to attend school functions pertinent to their section of the School
- Correct uniform is to be worn at all times and all pupils are required to comply with the uniform and appearance policy
- Money must never be left in desk or pockets – money must be handed into the office in a purse
- No rings, jewellery, nail polish or make up may be worn. Hair is not to be dyed. Long hair must be tied back. Only a simple analogue watch to be worn.
- A cross or other religious symbol and chain may be worn if gold or silver under uniform
- Only plain round, gold or silver ear studs are permissible; one stud only in each ear lobe
- No chewing gum or bubble gum is to be brought into School
- Tippex must not be used or brought to School
- Courtesy and good manners are expected at all times

### Rules for safety in and around the building

Pupils are forbidden to eat and drink in the corridor.

Pupils may not leave the premises without permission. The School Office is to be notified by the pupil **before** departure.

All litter is to be put in the bins provided.

Pupils must walk on the right hand side in the corridors and staircases **at all times**. Running is forbidden inside the school building.

### Mobile phones and electronic devices

**Mobile phones are forbidden in school.** Whilst the School recognises the usefulness of mobile phones, it is also mindful of the dangers and problems related to their use. In order to minimise the risks for pupils with regard to physical health, the possibilities of bullying etc, the School has adopted the following procedure.

Pupils may only bring a mobile phone to School if they are travelling on buses, have to travel after a school trip or walking to and from school.

**All** mobile phones belonging to pupils must be handed in to the School Office as they are not to be used during the school day.

**It is the responsibility of parents to ensure that their child's mobile phone is appropriately insured.**

In accordance with section 550ZC of the Education Act 1996 and the Department for Education's guidance 'Screening, Searching and Confiscation', the School may search a pupil's mobile phone and electronic devices where there is 'good reason' to do so. Good reason includes a reasonable suspicion that the data or file contained on the device has been, or could be, used to cause abuse or harm, or break the school rules.

### **Breach of the School Rules**

Breach of the School Rules will be dealt with in accordance with the School's Good Behaviour Policy. In the event of serious or repeated breach the Head may suspend a pupil from attendance at School, require a pupil's removal from School or expel a pupil.

Reviewed and updated November 2021

Review date Autumn Term 2022