



# GIGGLESWICK SCHOOL

## School Rules

Lead Author(s)	Second Master
Reviewed by	Headmaster Senior Master
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Policy Type	Internal



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## PREFACE

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All Giggleswickians are 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.

A breach of courtesy or of common sense or anti-social behaviour may be regarded as a breach of discipline.

Any action or behaviour that brings the school into disrepute is a breach of the School Rules.

A breach of the law of the land is a serious breach of the School Rules.

All School Rules apply during term-time, which runs from the published return for boarders prior to the first morning Chapel assembly until the last published day of term, until departure. They also apply to any and all activities in which a pupil represents the School and at any time when a pupil is under the care of school staff, e.g. on a school trip, be that in the UK or overseas.

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## CARDINAL SCHOOL RULES

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The breach of any of these rules is regarded as a serious offence.

- 1. Any form of child-on-child abuse (including sexual harassment, sexual violence and bullying, including cyber-bullying) is completely unacceptable.**  
For more detailed information please refer to the School's Anti-Bullying Policy (including cyber-bullying). Those who persistently bully must expect to be required to leave the School.
- 2. All pupils must abide by the rules and policies for online safety and for responsible use of the School's ICT facilities.**  
Attempts to circumvent the School's internet filtering and monitoring system with, for example, the use of VPNs or mobile hotspots, are a serious breach of safeguarding and can be expected to be treated with the utmost severity.
- 3. No pupil may possess or use any illegal or dangerous drug (including 'legal highs'), solvent or abuse anything similar (this includes associated paraphernalia).**  
As a 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. No pupil may drink, buy, sell or possess ANY 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. Pupils may have alcoholic drinks (but never spirits) only at the invitation of members of staff or other persons authorised by the Headmaster or Housemaster/mistress.
- 5. No pupil may smoke or vape, or have tobacco or electronic cigarettes or associated paraphernalia in any form.**  
It is also against school rules for any pupil to be in the company of another pupil who is smoking/vaping. Smoking/vaping in any school building will be treated extremely seriously.

6. **Pupils must never use any form of discriminatory language, for example, comments based upon someone's race, gender, sexuality, disability or religious faith and/or identity.**
7. **Pupils must never engage in intimate sexual acts.**
8. **Visit other pupils' study/bedrooms without permission at times other than those specified in the House Routine.**  
Pupils should respect others' privacy and should never enter other pupils' studies unless the occupant is present.
9. **No pupil may possess any item which could be considered a weapon (such as a firearm, BB gun, knives or other sharp weapons, catapults, crossbows, or stun guns). Pupils are likewise not to be in possession of laser pointers, fireworks, explosives or flammable material, including matches and lighters.**
10. **Pupils must not gamble in any way.**
11. **Pupils must not be out of their Boarding House at night after the times stated in the House Routine, except with the Housemaster/mistress' permission.**
12. **Pupils must never take another pupil's belongings without their permission – this includes 'borrowing'.**

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### 3 FURTHER SCHOOL RULES

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

#### 1. 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, or prior to an exeat or half 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 Senior 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, 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 Senior House Staff on arrival and departure, and sign in and out as appropriate.

#### 2. Arrangements for Prep and Individual Study

There are two main sessions allocated for prep in the week. Years 7-10 complete prep on Mondays, Tuesdays, Wednesdays and Fridays between 1605-1700. Arrangements for this session are published by the Director of Studies. Prep for Years 11-13 on the same days is between 1705-1800. On Thursdays there is a whole-school prep period after Chapel from 1705-1800, in Houses. Second prep in the week for any pupils in School after tea is between 1900-2000. Years 11-13 may sign out of House and complete work in the Sharpe Library.

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.

### **3. 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 Senior 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.

### **4. 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.

### **5. 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, Castleberg 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.

### **6. Discipline**

These School Rules, alongside the Behaviour, Rewards and Sanctions Policy, are reviewed annually and published on the School website. They are the basic indicator of standards of behaviour expected at Giggleswick and are supplemented as required by additional guidance from the Headmaster, Second Master, Senior Master and Senior 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.**

### **7. Dress, Hair, Jewellery and Make-Up**

A high standard of personal turnout 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. 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.

Earrings may be worn. 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 pupils 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 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 (for morning services), or smart casual wear (for evening services), unless directed otherwise by the Headmaster, Second Master or Senior Master.

### **8. Eating**

Pupils should refrain from taking food out of the Dining Hall and consuming it in the street or around campus.

**No pupil may chew gum at any time on campus.**

### **9. Email and Communication Etiquette**

All pupils are expected to check their School email and Teams accounts at least twice a day and to reply courteously to emails, particularly to those from members of staff. The ICT Acceptable Use Policy guides the use of the School network. **Any infractions of this agreement are treated seriously.**

### **10. Health and Safety**

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.

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

### **11. Illness**

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

Instructions given by the Wellbeing Centre must be followed.

A pupil who has a medical reason for missing games must be assigned 'off games' on iSAMS and communicate this to the member of staff in charge of the session.

If feeling unwell during the day, a pupil must inform a member of house staff or their class teacher. If feeling unwell at night, a pupil must tell House Staff who will make arrangements for the pupil to be treated – if necessary, this could mean spending the night in the Wellbeing Centre.

### **12. 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 (**clippers or other hair cutting equipment is strictly forbidden**), 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).

### **13. Mobile Phones/Headphones/Earphones**

Mobile phones, headphones or earphones 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 Second Master throughout the term (also on House notice boards), and not during study or Prep, or after lights out.

Pupils in Years 7-11 must hand their phones to House Staff at the beginning of the school day and receive them back at afternoon registration (this is at 1700). This does not apply on Saturday mornings. Pupils in Years 11 and below must hand in mobile phones and all other devices to House Staff thirty minutes before bed time, including on weekends.

Mobile phones must not be taken to examinations or Chapel; they should be safely locked away in House.

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.

**Pupils caught in possession of a second 'burner' mobile device that is used to subvert device hand-in rules in houses to be appropriately sanctioned and their parents informed.**

### **14. 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 Senior House Staff. Pupils should not keep cash unsecured in their room – money should be secured in a lockable space or with the House Staff in the House Office. Pupils should open a UK bank account if they want to have access to substantial sums of money.

### **15. Parents, Alcohol, Parties – A Note of Guidance**

During the working week (Mon-Fri) only the pupil and siblings can attend a birthday meal if this involves boarders.

Parents are welcome to invite a limited number of guests to a birthday meal or party. Any requests for such an event should be made to Senior House Staff at least a week in advance. Attendees must ensure School commitments have been met. Parents are expected to be present at the meal.

### **16. Post**

Pupils may order items online to be delivered to School. These should be addressed to the main School address (Settle, BD24 0DE) so that they arrive at Eshtons and are delivered to Houses via Facilities and House Staff. Any packages for pupils must be opened in front of a member of House Staff.

**Under no circumstances should pupils use the postal collection points in Settle or elsewhere to attempt to subvert this system.**

### **17. Public Displays of Affection**

Pupils should be aware that their behaviour towards each other is noticed by staff, other pupils, visitors and members of the public.

In public, pupils are expected to act towards each other with sense and a certain amount of ease but not to hold hands, embrace in a fashion which embarrasses others or to kiss. This is

a place of education and such things are not suitable in such an environment. It is also a place where we do not expect there to be a close relationship in a physical sense between our pupils and certainly do not want other pupils to be made to feel uncomfortable or that they must be part of such a relationship.

### **18. Punctuality**

Lateness is a frustrating trait of some Giggleswickians and one which disrupts lessons and activities. Pupils are expected to be punctual to all School activities be they Chapel, lessons, or extra curricular activities. Being late will attract a sanction.

### **19. Recording Devices**

No pupil should use recording devices (audio or video) in school to record fellow pupils or staff. Remotely accessible cameras or audio devices must not be used within boarding houses. **Electronic devices in bathroom and toilet areas within boarding houses or school are strictly forbidden and present a serious safeguarding risk.**

### **20. Road Safety**

Pupils should remember to cross all roads with care at all times and should always walk on the pavement and not on the roadway. This is particularly important along Craven Bank Lane up the hill to Chapel, Mill Hill Lane between the main School campus and the Dining Hall and the area adjacent to the Wellbeing Centre and Style Car Park. Particular care should be taken when crossing to the Dining Hall, Style/Morrison and the Chapel/Top Pitch.

Pupils walking from the main School campus to Eshtons or Lords should do so via the 'safe routes' published on House noticeboards; they should use the route via the Beck side opposite Morrison House which leads to Eshtons and Lords. Raines Road via Castleberg Hospital is out of bounds at all times to pupils.

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.

### **21. Shops – Access to Town (Settle)**

Pupils can visit Settle at the following times. Pupils visiting Settle must obtain a chit from their Senior House Staff (or member of staff on duty) before signing out. This must be carried on the person for the duration of their visit to Settle.

#### Weekdays

Sixth Form only between 1600-1700 (School extra-curricular commitments take priority). Individuals are expected to excuse themselves in writing to their activity leader beforehand. Visits to Settle on multiple days in the week will not be permitted.

#### Saturdays

All pupils after games until 1745.

#### Sundays

All pupils until 1745 – pupils must attend morning Chapel if scheduled first.

**No pupil may visit a public house unless aged 18 and with the permission of Senior House Staff so that they may eat a meal.**

### **22. Supplements and Energy Drinks**

Parents and Pupils should refer to the Sports Supplements Policy. No pupil may be in possession or consume sports supplements at School without the prior approval of the Director of Sport. Pupils found with supplements in their possession will have them confiscated and returned home. Similarly, energy drinks (various brands such as *Red Bull*, *Monster* and *Prime Energy*) are not permitted in houses. These will be confiscated and not returned.

### **23. Transport**

Day pupils using school transport must follow the Transport Policy code of conduct.



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 member of staff.

Pupils may not hitch-hike.

#### **24. Visiting Houses**

Visitors to boarding houses should acquaint themselves with the local conventions of the house they are visiting. This includes the guidelines on:

- Notifying the adult on duty that they are in the house.
- Signing in and out procedures.
- Areas of the house which may or may not be visited.

Visitors to other houses should show the appropriate level of courtesy to pupils of that house; similarly, they should be hosted appropriately by a member of the house being visited.