

WHITGIFT SCHOOL

SCHOOL RULES AND COMMUNITY EXPECTATIONS

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General

The School Rules and Community Expectations are designed to promote high standards of behaviour in and around the School and on any School visit or activity. They are based on clear values of humility, hard work, a wide outlook, inclusivity and tolerance, which are in line with the School's aims and values and also apply in today's society. Students are required to display good manners, common sense, honesty and consideration for others at all times. These rules place emphasis on positive behaviour and seek to promote an excellent teaching and learning environment in which all students can realise their potential. They recognise the School's duty to safeguard and protect the welfare of all students, and to take action against inequalities and discrimination of any kind. We rely on a culture of mutual respect between students, staff and parents. We undertake to promote these rules through assemblies, House meetings, form periods, staff induction and INSET, as well as parent meetings and information evenings.

The published rules are not intended to be exhaustive. Fuller details covering many of these areas are available under the relevant policies which are available for all staff, students and parents/guardians to view. Students will be subject to School discipline at any time if their behaviour runs counter to our values.

Compliance with the School Rules and Community Expectations, together with those amendments which are made from time to time, is a condition of a student's continued membership of the School. Any action which is prejudicial to the good order, or the good name, of the School will be regarded as an offence against School discipline.

Attendance

Every student is required to be in attendance on all school days, unless they are prevented by ill-health or other unavoidable cause. Any request for a student to have leave of absence from School must be made by a parent or guardian in writing in advance. This should be to the Head of Year for approval. **Term dates are published at least one year in advance, and parents and guardians should not expect permission to be given for family holidays in term-time.**

Leave of absence may be granted for reasons of health, on compassionate grounds, or on grounds of educational benefit. Parents and guardians are asked to use Involve on the morning of any day of unexpected absence to confirm that their son will not be attending. If the absence is likely to last for several days, the form tutor should be made aware by e-mail. In the event of prolonged or repeated absence due to illness, a medical certificate may be required. If a student is not fit to take a full part in School life and activities, this must be stated clearly in an email by a parent or guardian.

All students are expected to attend punctually; they must be on School premises by 8.25am at the latest, in readiness to register. If they are late, they must sign in with the prefect and senior staff on duty on The Terrace or at North Entrance Reception. A serious view is taken of repeated lateness. No student should be on site before 7.15am unless participating in a supervised School activity.

Students must attend assemblies, House meetings, and all timetabled periods and other School commitments throughout the term. They are obliged to take part in Games and other out-of-school activities, as required by the Headmaster, and to attend rehearsals, practices, matches, on school days and on Saturdays, unless specifically exempted by the Director of Junior Years, Director of Middle Years or Director of Sixth Form.

During normal school hours, students below the Sixth Form may not leave the premises at any time without specific permission from the relevant Head of Year. Sixth Form students may leave the School premises during the lunch period, between 1.00 and 1.50pm, if not required for a lesson or activity. They are required to sign out and back in and may only leave and re-enter the School site by the main entrance. Early sign out for lunch (from 12:15) or early departure (from 3pm) in the case of free periods may be granted to members of the Sixth Form, following an established process of 'signing out'. This privilege is at the discretion of the Director of Sixth Form and may be removed at any time. Sixth Form students must not leave the School premises at any other time during the School day, unless involved in organised School activities or given specific permission by their Head of Year or a senior member of staff.

After School

All students must leave the School grounds by 4.00pm, unless they are working in the School Library, in the Sixth Form Centre or any other supervised room, or taking part in an organised School activity. Students who return from a School commitment after this time must ensure that their parents or guardians are informed and make arrangements to travel home as quickly as possible. Students taking the school bus at the end of the day must remain on site and in an appropriate area/activity as listed above.

Entering and leaving the School grounds

Students must enter and leave the School grounds by the main gates in Nottingham Road or the back gate on to Haling Park Road between the hours of 7.15am – 8.25am and 3.45pm – 5.15pm. Parents and guardians bringing their sons to and collecting their sons from School should drop/collect them outside the School grounds. No parent or guardian is permitted to drive into School to drop/collect students unless given specific permission by a senior member of staff (this may be granted in the case of a physical condition or injury.). Once students have left School, they should not linger outside the School grounds.

There is a prescribed pedestrian route between South Croydon Station and the School. This is published separately and covered with students at the start of each academic year as part of our focus on student safety.

Bounds

No student is allowed in the following areas except under the supervision of a member of staff:

- The Staff Common Room, staff offices, the Staff Dining Room, the swimming pool, science laboratories, store rooms and preparation rooms, the indoor sports facilities, the all-weather facilities (including the tennis courts), the cricket nets, the golf facility, the Coach Park, the Founder's Room, the Old Library, the Design and Technology workshops, the Grounds and Maintenance workshops, the area behind the Fives Courts and wash down area that is adjacent to the all-weather facility, the area behind the Concert Hall / Old Squash Courts / Performing Arts Centre, the wash-down area near the all-weather facility, and the Photocopying Room.

Other rooms and areas may be designated as out of bounds from time to time.

The Boarding House is out of bounds to all students at set times, as advertised, and to non-boarders at all times, unless specific permission is given by Founder's House staff.

The Founder's Garden is accessible for students but should not be used as a play area; the highest standards of behaviour are expected. The Water Gardens are accessible to students during lunchtime and are accessed by their smartcard; there are further restrictions on times for this area, which are communicated as needed.

The grounds of Whitgift House are out of bounds.

The Andrew Quadrangle can be used by all students but must be respected. Food is not to be eaten by students in the Andrew Quadrangle due to the presence of birds.

The School premises are out of bounds to all students overnight, unless they are taking part in a School activity supervised by a member of staff. A very serious view will be taken of any student in breach of this rule and parents/guardians and students should be aware that, in a serious case, suspension or permanent exclusion could be imposed.

The Bigside Car Park is out of bounds to students, unless they are transiting through from the Haling Park Road entrance or arriving/departing by car, minibus or coach.

Boarding

Additional rules and expectations apply to boarders and are outlined in the Boarding Handbook and by Founder's House staff as part of the induction process to boarding at Whitgift. Failure to follow School Rules or Boarding Rules can result in School or House sanctions, including the removal of the right to board, suspension and permanent exclusion.

Circulation

Running is forbidden in all corridors, the Founder's Garden and Andrew Quadrangle. Students waiting outside classrooms before lessons should quietly wait in line against the wall.

Motor Vehicles

Sixth Form students may drive to School and park nearby, although a permission form should be completed and returned to the Sixth Form Administrators before starting to do so. Permission is similarly required before taking passengers. Permission to ride a motorcycle or moped to School is unlikely to be given on grounds of safety. Students are not permitted to return to their cars at any time during the School day. There is no parking on-site available for students, including during the holidays. The purpose of these rules is to ensure, as far as possible, the safety of students and of all those who use the School grounds.

Bicycles

Bicycles are not to be ridden in the School grounds, except when coming to or leaving the School. Bicycles must be left locked in the area allocated. A cycling helmet, which accords with the relevant safety standards, must be worn and cycling on school grounds must be safe and slow.

Work and Private Study

Students are expected to complete all study tasks and work set by teaching staff to the best of their ability, without recourse to the work of other students. It should be their own work and reflect good effort and careful presentation. Plagiarism – the copying of words or presenting of ideas from another source and passing this off by a student as their own work – is regarded as extremely serious and will result in a serious disciplinary sanction. This also applies to the use of Artificial Intelligence. Teachers at Whitgift School may direct students to use AI but this is managed carefully. Academic honesty is expected of students at all times and, if a student is in any doubt, assistance must always be sought from the teacher concerned.

All students are expected to demonstrate the highest levels of application and behaviour in lessons and study periods. Poor behaviour in a classroom or library disrupts the learning of the student concerned and of others and will not be tolerated. Students who do not maintain the highest standards of behaviour will face disciplinary sanctions.

Arrangements for private study are published by the Director of Sixth Form or the relevant Head

of Year. During private study periods, Sixth Form students should be in the Raeburn Library, a designated classroom, or else working or reading quietly in the Sixth Form Common Room where a high standard of behaviour is expected at all times. Students may also work in Sixth Form areas designated by the Head of Year, or by individual departments. Students who are failing to keep up with their work, or whose work or behaviour is unsatisfactory, may be required to attend supervised study sessions.

Sixth Form students may not leave the School buildings during any private study periods, unless they have specific permission from the Director of Sixth Form.

Examinations

The School issues complete instructions for all internal and public examinations which should be followed by all students.

Libraries

Particular regulations for the use of School libraries are published by the Head Librarian.

Notices

Students have a responsibility to consult relevant noticeboards, the plasma screens and Year Group email messages/bulletins, and to act upon notices from staff. In particular, students are required to check for notices and announcements from their Head of Year on a daily basis.

Printed notices may be placed only on the boards provided and only by those students authorised to use them. All notices are to be sensibly worded and in accordance with conventional "norms" of good taste and must be agreed by the member of staff in charge of the relevant activity before posting. A relevant, senior member of staff should be consulted if there are queries about the suitability of a notice or plasma screen display.

Property

Respect for the individual and for individual property is a prerequisite of attendance at Whitgift School. Theft is a very serious offence and the School will not hesitate to inform the police if necessary. **Any student engaging in theft calls into question their position at the School** All property must be clearly marked with the owner's name. Lockers are to be kept locked and all reasonable steps taken to secure belongings. The School does not accept responsibility for loss or damage to a student's property, and parents and guardians are advised to include any valuable items as an all-risks extension to their household insurance policy.

Items of lost property will be placed in the Pound (located in the School Shop). All unmarked and unclaimed articles will be disposed of at the end of each term. The loss or discovery of any money or valuables is to be reported to the Assistant Head (Pastoral and Boarding) or to the Head of Year or, if these are not available, to any other member of staff. Valuables found lying about are to be handed in to the School Office for safe keeping. The borrowing of any property is forbidden, unless the owner has given their prior permission. All students are expected to co-operate in the prevention of theft, not least by safeguarding their own belongings. Items of

significant value or large cash amounts should not be brought to School. It is also recommended that expensive phones or other items should not be brought to School, unless it is necessary. It is essential that expensive items are looked after by the individual and, in particular, are not left in bags around the School.

During PE, Games, House activities and “turnouts”, any valuables should be handed to the member of staff in charge of that activity and collected at the end of the session.

All School property should be treated with the utmost respect at all times. Any damage whatsoever should be reported immediately to the nearest member of staff.

Mobile Devices

There is a Mobile Devices Acceptable Use Policy governing permissible use of mobile phones and other devices. Please refer to this separate policy for details.

Miscellaneous

Laser pens, computer games/consoles and other electrical devices are not to be brought to or used at School.

Chewing gum should not be brought to School or used whilst under School discipline.

Any form of gambling is forbidden.

Buying and selling are forbidden, except with the authority of the relevant Head of Year or as authorised by the Headmaster. Any student engaging in selling-on stolen items, either to another student or to someone outside the School, cannot expect to remain a part of the School community. This is a serious offence and the police will be informed if necessary.

The possession or distribution of pornographic material is strictly forbidden at all times and on all occasions when School Rules apply.

No student is allowed to visit a public house or betting shop, either during School hours, while travelling between School and home, or whilst under School discipline.

Exemplary behaviour on public transport and in public places is expected. It is particularly important that exemplary behaviour is shown at South Croydon Station, where a large number of students take the train along with members of the public. Good behaviour is also essential at stations in order to avoid serious injury. **Poor behaviour when travelling to and from School will be dealt with through disciplinary sanctions.**

Students should not consume take-away food in the street while in School uniform. Students may only eat in the Dining Hall, at their designated tuck shop areas, or (in the case of Sixth Formers) in the Sixth Form Centre or Sixth Form Café. It is not permitted to consume food or drink in classrooms or the corridors.

Because of the detrimental effect that evening or weekend jobs may have on a student's work or ability to complete homework, all students are required to seek their Head of Year's

permission before accepting any paid employment. Permission for jobs on weekday evenings will only be given as an exception. In general, employment should be taken between Friday evening and Sunday evening and should not involve more than eight hours' work.

The animals kept at the School should not be fed at any time.

Bullying

Bullying of any kind, including cyberbullying, is unacceptable and will not be tolerated. Please refer to the School's Anti-Bullying Policy for details of how the School addresses bullying.

Internet

Use of the internet is governed by the School's Online Safety Policy and the Acceptable Use Policy, which all students agree to follow when using a School device or accessing the School's network.

Health and Safety

Games may not be played on the Terrace, in the Andrew Quadrangle, in the Founder's Garden, or near the Concert Hall. Games, including all hard ball games, are not to be played in these areas, or on the sloping ground above North Field, on the bank above South Field, in the region of the War Memorial, in the vicinity of the School buildings, or within the School itself, other than in designated areas.

Games should only be played in those areas designated by staff. Matches of football are not permitted, but skill-based games (e.g. "keepy-uppies") are permitted. Soft ball games with sponge balls are permitted in other areas specified by staff.

Throwing snowballs is not permitted.

The following are not to be brought to School, nor are they to be brought or acquired on any occasion when School Rules apply:

- Fireworks, matches, cigarette lighters and aerosol sprays
- Knives, guns, catapults, shotgun cartridges and similar offensive weapons or equipment
- Cigarettes, vapes and other smoking materials

Smoking and vaping are forbidden at all times whilst under School discipline. For the purposes of School policy, electronic cigarettes, vapes and all other 'smoking' devices should be treated the same as tobacco in the enforcement of School Rules. The purchase, sale, use or possession of such devices is prohibited at School, when travelling to and from School and on School trips or activities.

No student may bring alcoholic drinks onto the School premises. No alcoholic drink may be consumed on School premises, unless, in the case of certain events involving members of the Sixth Form, the member of staff responsible has obtained specific prior permission from the Headmaster.

Indoor Sports Facilities

Regulations governing the use of these facilities are published separately.

Illegal substances

Any drug-related offence, including the possession or distribution of illegal substances, is regarded extremely seriously and the School will always inform the police of any drug-related incident. Please refer to the School's Substance Use and Misuse (Education) Policy and the Substance Use and Misuse (Discipline) Policy for full details of how the School addresses these matters.

Sickness, Accident and Emergency

Students injured in any way, or who become ill while at School, are to report firstly to the member of staff in charge of their class or activity, and then to the Medical Centre. No student may leave School to go home, because of accident or illness, unless he has been given permission to do so by a School Nurse, their Head of Year or another senior member of staff. In the event of an emergency, students should immediately contact the nearest member of staff, the School Office or a Porter.

Fire Regulations

Fire regulations are published separately. In the event of a fire being discovered, a member of staff must immediately be informed, and the nearest alarm sounded. If the alarm sounds, students must immediately leave a building via the nearest exit and walk quietly to the assembly area on Little Side where they should assemble in forms. Activation of the fire alarm automatically calls the Fire Service to the School. Misuse of the fire alarm causes disruption both to the Fire Service, the local community and the whole School community and is deemed a serious disciplinary matter.

Litter

It is a breach of School Rules to drop litter. Litter must be placed in the bins provided and students are expected to assist in keeping the grounds and all areas of the School tidy and litter free.

Dress and Appearance

Suitable dress and appearance are an essential prerequisite of membership of the School. Students are expected to be smartly turned out at all times with clothes and shoes clean and in line with uniform regulations.

The rules regarding uniform at Whitgift have a very clear rationale, which is that we are a community with a corporate identity. Students who look smart can give a positive impression of

the School to visitors and members of the wider community. Staff and parents need to work together to achieve consistency with regard to the following regulations:

- **Hair** – This should be kept clean, tidy, well-groomed, and must not be of such a length as to draw attention. It must be of a natural colour and culturally appropriate. Extreme or ostentatious styles or fashions should be avoided.
- **Facial hair** – Students must be clean-shaven unless prior written approval has been given due to religious, cultural or medical reasons. In such cases, beards should be kept neat and tidy. (The Proctor keeps a list of students exempt from the regulation on being clean-shaven and their pictures are shared discreetly with staff.)
- **Shoes** – These must be plain black and able to take polish, without any buckles or conspicuous designer names.
- **School Bags** – The School Shop sells approved bags for students to use from Lower First up to and including the Fifth Form.
- **School Pullover** – Students in Lower First to Fifth Form should wear the regulation pullover, and no other. Hooded garments are not permitted.
- **Ties** – These to be worn at the correct length, with an appropriate-sized knot.
- **Shirts** – These are to be tucked in, sleeves down and top buttons done up. During hot weather, when ‘shirt sleeve order’ is declared by the Senior Deputy, top buttons may be undone and sleeves rolled up, but shirts must still be tucked in.
- **Socks** – These should be of a dark colour e.g. black or grey
- **Sports Kit** – Only the approved kit, available from the School Shop, may be worn.
- **Jewellery** – For students from the Lower First Form to the Fifth Form, no jewellery or other ornaments may be worn. In the Sixth Form, students may choose to wear a ring, and a discreet, hidden chain or bracelet, in addition to a watch. Earrings are not permitted.
- **Jackets/Blazers** – These are to be worn in corridors and in lessons, unless permission is given otherwise by a member of staff.
- **Key Chains** – These must not be ostentatious.

Students must wear their uniform correctly, from their departure from home in the morning until their return home. This also applies to attendance at School occasions, unless special permission to the contrary is given in advance.

In all matters of dress and appearance, the arbiter of what is acceptable is the Headmaster. A student whose dress or appearance is unsatisfactory may be sent home.

Students playing in inter-school fixtures, or taking part in School activities, whether during the normal School week or on Saturdays, must attend in School attire. This applies whether the fixture is at home or away, unless specific instructions to the contrary have been issued. All items of clothing must be clearly marked with the student's name.

For safety reasons, all students must ensure that they can be identified at any time. The wearing of costumes or fancy dress is also prohibited, except with the permission of a member of staff e.g. for a school play or for a charity event.

Sanctions

Beyond the general principles identified below, fuller explanations, contexts and processes can be found in the Values, Recognition and Conduct Policy. This also covers

the important range of mitigating factors and contextual understanding that goes into deciding what disciplinary outcomes might be used.

Students should always have regard for the good name of the School and their behaviour should not bring that name into any disrepute.

Instances of poor work or behaviour will usually be dealt with by the member of staff responsible for the lesson or activity. More serious breaches of School Rules or classroom expectations may be referred by a member of staff to the tutor, Head of Year, Proctor, Assistant Head (Pastoral and Boarding) or to another member of the Senior Leadership Team, who may need to bring the matter to the attention of the Headmaster. Year group detentions or Proctor's Detention may be required of a student for an unacceptable standard of work or behaviour.

In the case of a serious breach of the School Rules, a student may be placed in a Sectional Detention, when the student's presence, in School uniform, will be required on a Friday after school. More serious breaches may result in the issuing of a Headmaster's Detention, when the student is required to attend School for two hours on a Saturday morning, again, in uniform. A Sectional or Headmaster's Detention will also require the student to attend a meeting with a Senior member of staff for the issuing of the detention and to discuss the issue. Both Sectional Detentions and Headmaster's Detentions are accompanied by Disciplinary Points (on which there are further details below).

Suspensions

For a very serious breach of the School Rules, or an accumulation of serious issues and/or sanctions, a student may be suspended. Examples may include behaviour that causes significant harm to others, serious discriminatory behaviour, violence, theft or conduct that significantly undermines the values and reputation of the School. Suspensions are used judiciously and proportionately, recognising the School's commitment to safeguarding, wellbeing and attendance.

Suspensions can only be authorised by the Headmaster, Senior Deputy, Deputy Heads (Pastoral or Academic), Assistant Head (Pastoral and Boarding) or Proctor. The Headmaster will always be informed and a parent meeting arranged with a suitable, senior member of staff.

Prior to suspension the student will have a meeting with a senior member of staff so that the situation is explained and the next steps made clear. Parents will also be informed at this stage. Further details about the process can be found in the Values, Recognition and Conduct policy. A suspension also comes with Disciplinary Points (on which there are further details below).

Permanent Exclusion

Permanent exclusion will only be considered in exceptional circumstances. It may be necessary where a student's conduct represents an extremely serious breach of the School's values, expectations or rules, or where allowing the student to remain in School would seriously affect the safety, wellbeing or education of others. Details about the process can be found in the Values, Recognition and Conduct policy. A Permanent Exclusion can only be decided upon by

the Headmaster; the Governors have established procedures for reviewing such decisions and hearing any appeal.

Disciplinary Points System

The Disciplinary Points System is an internal pastoral and disciplinary tool used to help the School identify emerging patterns of behaviour and ensure that students receive appropriate guidance, support and challenge. The system enables staff to consider behaviour over time, rather than as isolated incidents, and to respond in a way that promotes personal growth, responsibility and positive engagement with School life. Points are used for internal monitoring and review purposes and do not form part of routine correspondence with students or parents. The following sanctions attract disciplinary points for internal monitoring purposes:

- Suspension: 6 points
- Headmaster's Detention: 4 points
- Sectional Detention: 2 points

A threshold of 12 points applies over a rolling 12-month period. Reaching or exceeding this threshold will normally trigger a formal review of the student's pattern of behaviour, disciplinary record and support needs. The review will be held with a suitable, senior member of staff along with the student and their parents/guardians. The review will consider both the frequency and seriousness of incidents and any relevant contextual information as well as any support, intervention and accountability that might be needed to help the student make positive choices and engage successfully in School life.

A record will be maintained of all suspensions, Headmaster's Detentions and Sectional Detentions. Whilst only points accrued within the previous 12 months contribute to the active disciplinary total, earlier incidents may be considered as part of any wider review of conduct and support needs. Further details can be found in the Values, Recognition and Conduct Policy.