

A 6 SCHOOL RULES AND REGULATIONS

SCHOOL RULES

1. GENERAL

- (i) It is not intended that these rules should be comprehensive: courtesy, common sense, honesty, and proper consideration for person and property are expected of all boys. Any conduct or action which falls short of these expectations, or is otherwise prejudicial to good order or the good name of the School, or is in breach of the Regulations currently in force, will be regarded as an offence against School discipline.
- (ii) All School rules apply throughout School hours and on the way to and from School or games. They apply at any time to boys wearing School dress, or in any organised School group, or involved in any School or sporting activity: and to boys out of School during the lunch-hour or at any other time in the School day. They also apply, of course, to boys travelling to and from School on public transport.
- (iii) Compliance with the School rules and regulations currently in force, with such amendments as may be notified from time to time, is a condition of continued membership of the School. The rules and regulations apply throughout a boy's time at the School, irrespective of his age.
- (iv) The Headmaster may require the removal at any time of any boy who, in the Headmaster's opinion, is exercising a harmful influence in any way, such as bullying, failing to make proper use of the instruction provided by the School, or if it is proved – on the balance of probabilities – that a boy has committed a very grave breach of school discipline or a serious criminal offence.
- (v) Smoking, alcoholic drinks, dangerous and/or illegal substances or objects, and any form of gambling or playing for money are forbidden (see (ii) above). **Boys suspected of being under the influence of, or found to be in possession of, drugs, including so-called "legal highs" are likely to be permanently excluded from School.**

2. ATTENDANCE

- (i) A letter from a parent or guardian is required to explain absence from School; to ask in advance for absence from any part of the School term; to ask for relief from homework or to explain why it has not been done.
- (ii) If a boy is absent through illness or other unavoidable cause his parents or guardians are asked to telephone the School on the morning of the first day, if possible, to confirm that their son will not be attending. There is a dedicated line for this: 020 7489 4777. Only one call is needed even if it is known that the absence will be prolonged. On his return a boy must bring with him a letter from a parent or guardian to his tutor explaining the reason for his absence.
- (iii) Absence from School during term time can be agreed only on four grounds: on grounds of health; on grounds of religious observance; on grounds of educational benefit; or on

compassionate grounds. Absence cannot be agreed for the convenience of domestic holidays: for this reason the dates of School terms are published at least twelve months in advance. Any boy absent from School without notification or authority (and with his parents' knowledge) may be considered to have been withdrawn from the School.

- (iv) All boys are required to attend punctually and regularly for Registration and Assembly or Tutorial period, and all time-tabled periods throughout the term (including, for those concerned, the weekly time reserved for the Combined Cadet Force and the Community Service Organisation).
- (v) Should boys miss lessons, for any reason, it is their responsibility to catch up with any missed work.
- (vi) All boys are obliged to take part in Games and other out-of-school activities, as required by the School, and to attend for rehearsals, practices, matches, etc., as necessary on school days and weekends (unless a boy is specifically exempted).
- (vii) Boys who are unfit to do Games on a week-day afternoon must report to the tutor in charge of the Games option for instructions and will not be allowed to go home early. Boys are required to bring a note from a parent or guardian if they wish to be excused from Games or P.E. and Swimming on a particular day.

3. DRESS AND APPEARANCE

- (i) Clothes worn at School, whether School dress or Sixth Form dress, must be clean, neat, and in good repair. Collars must be buttoned, and ties pulled up to the collar. Shirt tails must be tucked in.
- (ii) School dress for all boys below the Sixth Form is as follows:
 - School blazer either black with crest or maroon/black striped with crest
 - formal plain black or dark grey trousers (not corduroy or jeans)
 - white shirt with regular collar (not sports or "leisure")
 - School tie
 - plain dark socks and shoes
 - formal plain black walking shoes of leather or imitation leather (not trainers)
 - pullover, if worn, must be either the School pullover or a plain grey or black V-neck pullover; a plain grey or black waistcoat may be worn instead
 - only School or plain scarves may be worn (e.g. not football scarves)
 - outdoor coats/jackets should be subdued in colour and style (no large or provocative logos); they are not to be worn inside the building
 - separate dress regulations apply to boys in the Sixth Form.
- (iii) Summer Dress concessions apply only after half-term to the end of the Summer Term, at the Headmaster's discretion. These are:
 - ties need not be worn at all, but if they are they must be pulled up to the collar
 - shirt sleeves may be rolled up but shirt tails must be fully tucked in
 - School blazers are optional but no other coat/jacket should be used as a substitute.

- (iv) For Physical Education and Games only the regulation clothing may be worn.

PE Kit: white t-shirt, white shorts, white socks, white plimsolls/trainers, swimming trunks not shorts.

Games wear:

WINTER: red and black striped football shirt, black shorts, black socks with white and red stripes, football boots and compulsory shin-pads.

SUMMER: P.E. Kit

- (v) All clothing and games kit must be clearly marked with the owner's name.
- (vi) No earrings or other conspicuous jewellery or other ornaments may be worn. No badges other than those recognised by the School. Hats are not to be worn on school premises, but those worn to and from school should be subdued in colour and style (no large or provocative logos).
- (vii) Hair must be tidy and not excessively long or short. For example not over the collar or in a ponytail, or shaved to the scalp. Hair may not be dyed nor tinted, or cut or dressed in any extreme fashion. Beards and moustaches, at whatever stage of development, are not allowed except on rare occasions and only with the Second Master's written permission.
- (viii) In all matters of dress and appearance, the arbiter of what is acceptable is a boy's Tutor, or then Head of Year or ultimately the Second Master. A boy whose dress or appearance is unsatisfactory may be sent home.

4. MISCELLANEOUS

- (i) Boys who wish to travel to School by bicycle, moped, or motorcycle must first bring a note of parental or guardian consent to the Assistant Headmaster. Boys may not bring cars to School. Skateboards, Roller Blades and Micro Scooters are banned from the School premises and local surrounding area.
- (ii) Any boy who causes damage to School property must report the damage to his Tutor immediately. Damage to computer equipment must be reported to the ICT Manager. The School reserves the right to charge parents for any damage caused to School property by their son's behaviour.
- (iii) The School provides accommodation for personal property, but accepts no responsibility for loss or damage of any kind.
- (iv) Boys are expected to use computer equipment sensibly. In particular they must not:
- Damage computers, computer systems or computer networks.
 - Use other people's passwords
 - Trespass in other people's folders, work or files
 - Intentionally waste limited resources.
- (v) When moving around the School, using corridors or stairs, boys are asked to keep to the left to facilitate the flow of traffic.

SCHOOL REGULATIONS

1. LATE ARRIVAL AT SCHOOL

- (i) **The School opens in the morning at 7.10am.** Registration at 8.45 a.m. followed by assembly or tutor period is compulsory for all; anyone who arrives at his tutor room for registration after the bell at 8.45 is late.
- (ii) From 8.45 to 9.10 latecomers must enter the School by the main entrance and give their names to the duty member of staff. On assembly days latecomers then wait in the corridor outside the Theatre lobby until 9.10 (on non-assembly days latecomers go straight to their tutor periods).
- (iii) After 9.10 a boy arriving late must enter the School by the main entrance and sign the “late book” at Reception and report to the School Nurse. He should then, if possible, make contact with his Tutor.
- (iv) Afternoon registration for all boys is at 1.55 p.m. in tutorial rooms.

2. LEAVING SCHOOL DURING THE DAY

- (i) Anyone leaving or entering the School during teaching time must use the main entrance.
- (ii) Prefects and Senior Sixth Formers may be out of School during the day when they have no School obligation. They must exit and return via the main (riverside) entrance and sign the exit book held at Reception. On their return they must countersign their names in the book.
- (iii) Sixth Formers may be out of School during the morning break and lunch break subject to the conditions laid down by their Year Head. Fifth Formers are allowed out of School during lunch break at the discretion of the Year Head and with the permission of their parents or guardians; normally the Year Head grants this privilege from the Autumn half-term. Those leaving during lunch break may go out via the Sports Entrance door, but must use the main entrance when they return. Permission to leave School during the day may be withdrawn if it is abused.
- (iv) Anyone else wishing to leave the School during the day must have written authority from his tutor or the School Nurse, which must be shown to the Receptionist at the main entrance on the way out. This applies also to non-prefect Junior Sixth Formers except during morning break and lunch break.
- (v) Boys must not use emergency exits except in an emergency or with the permission of a member of staff. The Sports Entrance door is kept locked during teaching time and must not be interfered with.
- (vi) External doors must not be wedged open or artificially prevented from closing.

3. LEAVING SCHOOL IN THE EVENING

Boys should leave the School by 5.00 p.m., unless they are staying for authorised activities or have permission from a member of staff.

4. AREAS OUT OF BOUNDS OR RESTRICTED

(i) The following areas are out of bounds at all times:

- staff rooms and staff lavatories
- store rooms
- plant rooms
- print room
- car parks (except for cyclists) and delivery bays
- lifts (except with written permission from the School Nurse)
- stairs above level 5, Deputy Facilities Manager's flat, and level 6 roof
- lower playground west of cycle rack
- DVA (Workshops) Department Roof
- changing rooms (unless changing for or from a PE/Games lesson)

(ii) The following areas may be entered only with staff permission:

- laboratories, workshops and preparation rooms
- offices
- sports areas (including the climbing wall) and changing rooms.
- Great Hall
- Winterflood Theatre
- Asquith Room and Hale Room
- Science/Geography terrace (level 5), and Art terrace.

(iii) Access to the following areas is restricted:

- Junior School Hall and terrace for OG and 1st Form only (when permission is granted)
- Middle School Games Room and Terrace for 2nd, 3rd and 4th Forms only (or 6th Form during free periods)
- Sixth Form Common Room for 6th Form only
- Fifth/Sixth Form terrace for 5th and 6th Form only

5. USE OF PLAYGROUNDS, COURTYARD AND TERRACES

(i) For senior pupils (4th Formers and above) ball games are allowed only in the Upper Playground with the exception of basketball practice in the Courtyard.

(ii) For junior pupils (3rd Formers and below) ball games are allowed in both the Upper Playground and also the Courtyard including basketball. For ball games (other than basketball), in the Courtyard, only tennis balls may be used.

- (iii) No games of any sort are allowed in the Courtyard during lesson time.
- (iv) No trainers are to be worn in Classrooms, the Great Hall or in the Dining Room. Pupils may change from school shoes to trainers by their lockers in order to play ball games in the Courtyard or Upper Playground but they are to change back before the start of their lessons. Trainers are not to be worn while travelling to or from school.

6. USE OF TUTOR-ROOMS

Tutor-rooms may be used outside of lesson times, between 7.45 a.m. and 5.00 p.m., subject to the following conditions:

- (i) the use of tutor-rooms (except Sixth Form) during non-teaching hours is restricted to members of the form/tutor group and others who have the permission of the tutor
- (ii) the tutor may ban the use of the tutor-room for as long as s/he thinks fit if there is any breach of good conduct, damage to furniture, interference to property, or general untidiness
- (iii) tutor groups whose rooms are used for society meetings during lunch break must give up the use of the room on that day
- (iv) in certain circumstances permission may be given for use of a tutor room beyond 5.00 p.m.

7. LOCKERS, COATS AND BAGS

- (i) No boy may tamper with anyone else's locker.
- (ii) Each boy must keep in his locker his books and personal belongings, including his bag and coat; lockers must be locked when not in use.
- (iii) Musical instruments and sports gear must be stored as directed by the appropriate member of staff.
- (iv) Bags must not be left unattended anywhere except in lockers, tutor rooms or the Dining Room racks. In particular, bags and coats must not be brought to any Assembly and they are not allowed in the Dining Room itself.
- (v) Wheelie bags (i.e. those cases which have wheels) are not permitted in school.

8. FOOD AND DRINK

- (i) Eating and drinking is allowed in the following areas, but nowhere else:
 - Dining Room
 - Junior School Hall
 - Middle School Games Room and Sixth Form Common Room
 - Junior School, Middle School and Fifth/Sixth Form terraces
 - Concourse
 - Playgrounds and Courtyard.
- (ii) Chewing gum is **NOT** allowed at any time.

9. LUNCH IN THE DINING ROOM

- (i) There are no set times for joining the queues, except that on Wednesdays Third Formers and below must not come to the Dining Room before 1.00. Early lunch on Mondays, Thursdays and Fridays is only for Second Forms, Third Forms and OG/First Forms respectively. The caterer's lunch cannot be served after 1.40 p.m., and all must leave the Dining Room by 1.50 p.m.
- (ii) Everyone who takes the caterer's lunch must have his own coloured lunch ticket punched every day. Anyone who has lost or forgotten his lunch ticket should obtain a note from the General Office. Lunch may not be bought for cash.
- (iii) Each boy is responsible for returning his own tray etc. after lunch and for cleaning up any mess he may have made. He may also be asked by the Duty Prefect or member of staff on duty to help in keeping the Dining Room clean and tidy.
- (iv) Except during the period of Summer Dress concessions, boys are required to wear blazers/jackets and ties in the Dining Room.
- (v) The Lunch Queue (for those taking the caterers' lunch):
- Boys who are going to Games, and therefore being released from Period 5 early, must leave their bags on the hooks provided at the far end (west end) of the boys' Dining Room.
 - Boys who are not going to Games should place bags on the shelves by the queuing area outside the Dining Room and not on the floor, as this is dangerous.
 - No bags are allowed in the Dining Room.
 - Only boys who are going to Games on a particular day should be joining the lunch queue before 12.50 p.m. Please keep away from the Dining Room until then.
 - On Wednesdays when the 5th and 6th Forms go to Games, nobody below the 5th Form should attempt to start queuing before 1.00 p.m.
- (vi) Packed Lunch Arrangements

Boys who bring their own packed lunch and who wish to eat in the Dining Room must enter at the far end (west end) and deposit their bags on the hooks provided just outside the Dining Room.

10. INTERNET ACCESS/COMPUTER USE

The computers in the Library are only to be used for academic work. Boys are expected to use access to electronic mail and the Internet responsibly. In particular, the following is not permitted:

- Using other people's passwords

- Sending or displaying offensive, pornographic, defamatory or menacing messages or pictures
- Using obscene language
- Harassing, insulting or attacking others
- Violating copyright laws
- Using chat lines UNLESS this forms part of a lesson supervised by a member of staff
- Downloading executable files. Boys are not allowed to download games
- Downloading compressed files (.arc .zip etc).
- Sending anonymous emails or emails purporting to come from someone else.
- Engaging in “spamming” or bulk emailing.
- Copying material from a website and passing it off as your own.

11. PERSONAL STEREOS & MOBILE PHONES

Personal stereos and mobile phones may be used before or after School and during morning break or lunch break, but not in class or when moving between classes. They must not be used in the Library at any time. Mobile phones must be switched off when not in use. They must not be used to send offensive messages which harass, insult or attack others nor to access inappropriate websites. The unsolicited taking of photographs, including video clips, or to record sound **on any form of electronic or photographic equipment** without the permission of a member of staff is prohibited. They must not be used as calculators/watches in class.

The following points are worth noting:

Inappropriate material, accessed off site, should not be brought into school and shared with others. The School reserves the right to check the contents of all mobiles brought into school by boys and boys caught using their mobiles inappropriately will have their mobiles confiscated. They will be returned by the Second Master only after a suitable period of time has elapsed.

12. CARE OF VALUABLES

Valuable items and large sums of money should not be brought into school. Everyone should look after their possessions and use the ‘Valuables Box’ for P.E. and Games. Valuables should not be stored in lockers; locker combinations should be kept private.

13. ROAD SAFETY

In the interests of safety, boys are advised:

- (i) when crossing White Lion Hill, to use the subway
- (ii) when crossing Queen Victoria Street to use the crossing provided
- (iii) to exercise caution when crossing St Paul’s Churchyard (i.e. the main road to the south of St Paul’s Cathedral).