



SCHOOL RULES

1 MOVEMENT ABOUT THE BUILDING

When moving about the building, pupils should **walk in single file** to the right of the corridors and stairs, **quietly**, so as not to disturb other pupils who are in lessons.

2 UNIFORM

(i) Correct uniform must be worn at all times. All possessions and items of uniform should be clearly and permanently marked: it is the responsibility of each pupil to look after her own belongings.

(ii) Jewellery, make-up, nail varnish, dyed hair or extensions are not allowed as they are out of place with College uniform. In the interests of hygiene, long hair must be tied back. Ribbons or bobbles must be plain black, pink or grey. Hair styles must be in keeping with College uniform. If hair is plaited it must not have any type of adornment.

(iii) Pupils with pierced ears may wear one pair of small plain gold **stud** earrings in the lobes of the ears. Piercing of any other part of the body is **not** acceptable.

WARNING: If jewellery is worn in College it may be temporarily confiscated. The items will be locked away securely by the Pupil Progress Co-ordinator, but the College **CANNOT BE HELD RESPONSIBLE FOR THE LOSS OR THEFT OF ANY ITEM.**

3 MONEY

All money should be kept securely on the person. Large sums of money should not be brought into College. ParentPay should be used for all transactions.

4 LOCKERS

Each pupil will be provided with a secure locker in which to store books, equipment, bags and personal belongings. Pupils may not carry bags around the College and, therefore, will organise their equipment for the next session. A charge of £5 will be made for replacement of lost keys.

5 BUSES

Orderly behaviour is expected at all times on buses and in queues. The College will be judged by pupils' conduct and appearance. The College will take action with unacceptable behaviour in line with the Behaviour Policy.

6 ITEMS STRICTLY FORBIDDEN

No pupil may have in College - cigarettes, e-cigarettes, matches, lighters, chewing gum, glass bottles, liquid paper or dangerous items/contraband as outlined in the College's Behaviour Policy.

7 ESSENTIAL EQUIPMENT

Each pupil must ensure that she brings to College each day the following basic equipment: pen, pencils, ruler, rubber and Student Organiser. A suitable bag is required for homework books. Text books and stationery are expensive and must be looked after carefully. Pupils should ensure they have PE kit and appropriate equipment for practical lessons.

This policy has been workload assessed

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- 8 Pupils must carry their student planners with them at all times during lessons and when sent for by a member of staff.
- 9 **COLLEGE FUND**
Each pupil is expected to contribute to the College Fund by taking part in appropriate fund raising activities.
- 10 **ATTENDANCE AND PUNCTUALITY**
Pupils are expected to attend College regularly and to be punctual for the morning registration and for all lessons. This is essential for good progress. On returning after unavoidable absence a letter of explanation from the parent or carer, should be handed in an envelope to the Form Tutor. If leave of absence is required, a letter asking permission, must be addressed to the Headteacher, in advance. Any holidays taken during term time will be deemed as an unauthorised absence and may result in an immediate fine of £60 per parent from the local authority.
- 11 **WINDOWS/AIR CONDITIONING UNITS**
For reasons of safety no pupil should touch windows, blinds or curtains. The college has air conditioning units in all classrooms; these are regulated and should not be tampered with.
- 12 **FOOTWEAR**
It is essential that all pupils entering Science Laboratories or Technology Workshops wear shoes NOT sandals. Therefore, sandals are not permitted in College. Platform shoes with soles higher than one inch are not allowed and the shoes must be flat. Shoes must also be fully enclosed. High heels, boots or trainers are not acceptable.
- 13 **MOBILE PHONES**
The College will continue with the policy of permitting students to have a mobile phone in college but it must be switched off and placed in the students' locker between 8.25 a.m. and 2.50 p.m. Failure to follow this rule will lead to phones being confiscated and a detention that day. If pupils have their phones on them on subsequent occasions; the phone will not be returned to the pupil, but the parent must come and collect it. The pupil will also receive an increased detention. Use of mobile phones to take photographs and videos whilst in the school building is strictly forbidden.

DAILY ROUTINE

BEFORE COLLEGE: Pupils may wait on the hill inside the new school. When the first bell rings at 8.25 am, not before, pupils may deposit their coats and bags in their locker and go to their form room.

LUNCH: At the beginning of lunch all pupils must return to their lockers to deposit their books. **All** food must be eaten in the Dining Hall or on the hill at the tables provided, or outside (weather permitting)

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Pupils may go out to the playground and gardens. Respect for the environment, buildings and equipment will ensure that this privilege continues.

FOOD AND DRINK: All food, including packed lunches, must be consumed in the designated areas. There must be no eating, drinking or chewing in classrooms or on corridors.

LITTER: All pupils should avoid leaving litter and should make a conscious effort to keep the College buildings and grounds tidy. We are all responsible for litter at the college. Pupils and staff will take responsibility for clearing litter to maintain the environment. 'Litter picking' can be applied as a community service sanction for breaches of the behaviour policy.

BEFORE LESSONS: Stand behind chairs until greeted by the teacher, then sit quietly.

AT THE END OF LESSONS: At the end of each lesson pupils should stand quietly when instructed to do so by the member of staff. They should go to the next lesson in a quiet and orderly manner.

SCHOOL RULES ADDENDUM (DUE TO PANDEMIC)

- Students to enter school and exit by their defined door
- Students to regularly wash their hands as per instructions
- Students to maintain good respiratory hygiene by following the "catch it, bin it, kill it approach."
- Students to observe all safety messages throughout the college.

SANCTIONS FOR BREACHES OF SCHOOL RULES

Upon joining St John Bosco Arts College, pupils and their parents/carers agree to follow the school rules. It is thereby expected that parents/carers support proportionate sanctions where these rules are not adhered to by pupils. This is further details in the school's behaviour policy.