



REIGATE GRAMMAR SCHOOL

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## School Rules

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<b>Policy Author:</b>	Shaun Fenton, Headmaster
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## Introduction

These school rules are designed to encourage you to behave in a thoughtful and responsible way, to maintain the school's excellent reputation and to help us live together in an environment where what you do does not harm or upset other members of the school community.

Please remember that the school is judged by the appearance, good manners and general behaviour of its members. A high standard of behaviour is expected from you at all times and this is particularly important when you are travelling to school by bus or train, awaiting transport or walking through the town.

### 1. Appearance

You must wear full school uniform to and from school and on all formal school occasions, whether on or off the school premises; this includes games fixtures. A smart appearance is expected from you at all times.

### 2. Attendance

- a. You must register with your Form Tutor every school day at 8.35am (except when you have a Church Assembly, when you will be registered at St Mary's Church). This includes all Sixth Formers. If you arrive late in the morning, you must sign in at the School Office. It is the school's legal obligation to record your attendance in this way. You will be registered again at the start of lesson 6.
- b. You are expected to attend all timetabled lessons, assemblies, Form periods and activities (including games) unless ill or injured or for reasons notified to and agreed by the appropriate member of staff in advance.
- c. You may not leave the school site during the school day without permission (except for Sixth Formers – see below). If you do have permission, (an Absence Request Form must have been completed and submitted by your parents for consideration) you must sign out in the School Office when you leave and sign in again when you return so that we know who is on site at all times.
- d. If you are ill during the school day, you must report to the School Office. Under no circumstances may you leave the school, even with your parents, without signing out.
- e. Sixth Formers may leave the premises at lunchtime but must sign out and back in again. If you are in the Upper Sixth and have no lessons in the afternoon students are allowed to sign out and go home. If you are ill and can't come to school, your parents must email [absence@reigategrammar.org](mailto:absence@reigategrammar.org) and copy in your Form Tutor.

### 3. Safety

- a. You must ensure that your behaviour does nothing to harm or endanger yourself or other members of the School, staff or public, or do damage to property.
- b. You should not run in corridors or in Church Walk. Particular care should be taken at the junction of Church Walk and the Broadfield site, as coaches and other vehicles frequently enter and leave by that route. You may not cross the coach/minibus park except at the designated crossing or under instruction from a member of staff.
- c. Because of the danger from traffic, pupils must not use the path along the main road to walk between the main school and Broadfield during the school day. Between 8.00am and 4.15pm you must not use the main road entrance from Reigate Road. If you are being collected, you should wait within the school buildings.
- d. If the fire alarm sounds, remain silent and follow your teacher's instructions, walking quickly and silently to the assembly point.
- e. If you are under 16, you may not carry with you any medicines, except insulin, epipens, asthma inhalers or similar emergency items. All other medicines must be handed to the School Office for safe-keeping and administration.

### 4. Travel

- a. If you come to school by bicycle, you must not ride it in the school grounds and you must leave it, securely locked, in the racks provided during the school day.
- b. Members of the Sixth Form may not bring cars onto the school site. A speed limit of 5mph must not be exceeded at Hartwood. Parking in neighbouring roads should be lawful and must not inconvenience members of the public or local residents. No student may drive a car during the school

day (8.35am-3.50pm) without the consent of their parents and the Head of Sixth Form; this includes those who wish to drive to Hartswood on Wednesday afternoons. No student may transport another student without the consent of both sets of parents.

## 5. Use of School Coaches

Pupils using the school coach service are expected to be punctual for the arrival and departure of coaches. In the afternoon, you must wait by the PMH (unless instructed otherwise) and not move before being advised to do so by the teachers on duty. It is therefore crucial that pupils follow the instructions of the teachers on duty and the drivers.

While travelling to and from school on coaches, you are considered to be at school and representatives of the school. You are expected to meet the same standards of behaviour and adhere to the rules that apply at school. This is essential for the good order of the coaches and to ensure the health and safety of all those who travel. In particular, you are reminded to:

- wear full school uniform;
- be polite and courteous to the drivers;
- show kindness and consideration to other students on the coach;
- obey the instructions of the driver;
- wear seat belts at all times;
- remain in your seat until told to move;
- avoid unreasonable levels of noise and distraction;
- You must not vape, smoke, consume alcohol or any prohibited substances;
- take any rubbish or food with you on departure.

Any behaviour which is designed to humiliate another pupil, or to make the journey uncomfortable for a pupil, will be treated very seriously. You should be aware that either a single serious offence on the coach, or repeated bad behaviour, is likely to incur a ban from the service, either permanently or for a specified period.

## 6. Responsibility for Property

- a. Do not bring money and other valuables to school unless absolutely necessary. If so, you should keep them under close personal care or hand them to a teacher or the School Office for safe-keeping.
- b. Electronic devices including mobile phones may be used only before school, during break and lunch and after school. They must be turned off during assemblies, form time, lessons and formal school activities, except with the express permission of a member of staff. Use at permitted times must be discreet. Misuse will result in confiscation.

The School will not be responsible for mobile phones or other electronic equipment brought onto the premises. Pupils should not walk around the school with their earphones in and in the interest of safety are discouraged from doing so to and from school.

- c. You are responsible for school property such as books, equipment and team kit loaned to you. You will be charged if you lose or damage school property.
- d. Report breakages immediately to a member of staff. Deliberate or careless damage to the premises, school equipment or the property of other members of the school will be paid for by the pupil concerned.
- e. Bags should be left on the racks provided and not around school where they are likely to cause an obstacle or danger to other people or in vulnerable places near exits from the school. They should be taken home at the end of the school day.
- f. Do not tamper with, handle or interfere in any way with other people's property, except under clear instructions from a member of staff. This includes computers and other school equipment.

## 7. General Behaviour

- a. You are required to obey the instructions of teaching staff, support staff and student leaders at all times.

- b. All pupils should sign, and strictly observe, the Acceptable Use Policy (AUP). You are not allowed to smoke or vape on the school premises or at other times while wearing school uniform/kit or when representing the School in any way. You must not bring cigarettes, e-cigarettes, tobacco, matches or lighters to school. All vaping devices and accessories are banned and will be treated as a prohibited item for which teachers are permitted to search under the [School's Behaviour Policy](#).
- c. You must not be in possession of alcohol, or under the influence of alcohol, or visit licensed premises at any time during the school day or during school activities.
- d. You must not be in possession or under the influence of any illegal drugs.
- e. You must not have in your possession any weapons, chemicals or fireworks.  
In order to look after the health, safety and welfare of all pupils at RGS, parents will be contacted if we have concerns that a pupil is involved in any of the above. In all cases of the above, teachers are permitted to search under the School's Behaviour Policy if they suspect you may be in possession of any of these items.
- f. You may not take photographs or make sound or video recordings of staff or pupils without staff knowledge and consent.
- g. You must not publish in printed or electronic format (e.g. on websites) any material which is offensive or derogatory about the school or individuals connected with it.
- h. Every member of the School is expected to help keep the School and grounds free from litter. Do not drop litter. Place litter into the bins provided.
- i. You must not bring chewing gum to school at any time and you must not use it
- j. All lunches should be eaten in the designated eating areas. Eating and drinking are not allowed in form rooms, nor whilst moving between buildings.
- k. Pupils must queue with courtesy and if they are not able to do so, may be asked to leave the queue and to return at a later time.
- l. You must not publish anything on social media which could bring you, the School or any member of the school community into disrepute, nor anything that would upset any member of the School or the wider community.

## 8. Bullying and peer-on-peer abuse

Bullying is a form of anti-social behaviour towards a person and has no place in this School. Bullying may include any sort of physical or mental intimidation of a person by another or a group, which can cause distress or anxiety to the victim. Such behaviour is unacceptable from any member of the school community, as no person has the right to intimidate another.

**Therefore:**

- **No-one should have to suffer name-calling;**
- **Banter is not an excuse for unpleasant or offensive jokes;**
- **No-one should have to suffer physical violence or unwanted physical contact**
- **No-one should feel victimised in any way for example, for their appearance, their race, gender, religion, or other choices that they make**
- **Sexual abuse and/or harassment will not be tolerated; for example, upskirting, taking, asking for, or sharing inappropriate images including nudes, rating students on attractiveness, wolf-whistling or making sexual comments.**
- **No-one should suffer abusive or unkind messages via social media.**

**It is everyone's responsibility to ensure that bullying and peer-on-peer abuse is not tolerated.**

**If there is a problem, share it; tell a member of staff or a senior student.**

**Finally: Everyone should act with courtesy and consideration at all times.**

Any cases of bullying should be reported to a member of staff. Any failure to do so supports the bully and does not help the victim. All cases will be treated seriously. We will normally:

- interview the victim;
- convene a meeting to include all those involved and bystanders;
- determine a plan of action to support the victim and stop the bullying – this will be monitored.

## 9. Academic

- a. All homework must be completed on time as required by teachers.
- b. You must bring your planner to all lessons and record all homework in it.
- c. Coursework (NEA) must be completed according to the instructions of teachers and must be your own unaided work.

## 10. Classroom Rules

- a. At the start of a lesson, you should:
  - arrive promptly and wait outside the classroom unless instructed otherwise by your teacher. If you arrive late without justifiable cause, expect this to be followed up in line with our Rewards and Sanctions Policy.
  - ensure that you have your books, planner, pens and equipment with you and that your bag is stored in an appropriate place for the duration of the lesson. Bags must not be left in areas that may contradict fire safety protocols. If they do so, they can be moved by a member of staff to a safe place
- b. During lessons, you should:
  - listen and concentrate when your teacher or another pupil talks to the whole class;
  - put up your hand to answer. If the whole class is asked a question do not call out (unless you are asked for quick ideas);
  - work sensibly with your fellow pupils; do not distract or annoy them;
  - record homework in your planner.
- c. At the end of lessons:
  - The bell and the clock are not signals for you: they are for the information of your teacher.
  - Do not begin to pack away until your teacher tells you to do so.
  - When instructed, stand and push in or stack your chairs: any litter should be picked up.
  - Only when your teacher tells you to go, may you leave the room.

Most importantly, any request from a teacher must be carried out at once and without argument. There is no excuse for rudeness, disrespect or insolence towards teachers or other pupils. **Such behaviour will be treated as a MOST serious matter.**

***In the interpretation of all of the above rules, the Headmaster's decision is final. These rules may be amended from time to time.***