

# QUEEN'S COLLEGE SENIOR SCHOOL RULES

The pupils of Queen's College come from a variety of backgrounds, from different cultures, races and religions, all of which are welcome, and respected. Equal opportunities are offered to each pupil irrespective of gender, race or creed.

Being a pupil at Queen's brings a variety of opportunities. We expect pupils to make the most of their academic abilities and to develop interests in areas such as sport, music, drama, the graphic arts, Duke of Edinburgh's Award, community service, outdoor pursuits etc. Such a commitment enriches the individual as well as the community.

The school rules listed below are also intended for the good of the individual and the good of the community. Being a member of the school implies a willingness to accept school discipline.

Pupils at Queen's College represent the College while they are in residence, when travelling to and from school and when participating in any school activity. At these times all pupils are expected to behave courteously and in such a way as to bring credit to the school and themselves. Respect for others and the property of others is of paramount importance within the community.

The law of the land applies in all circumstances.

## 1 PUPILS' RESPONSIBILITY

It is the responsibility of every pupil to know these school rules.

## 2 ABSENCE FROM SCHOOL

Requests for absence caused by matters such as sickness, dentist's or doctor's appointments, university Open Days, interviews etc are the concern of the House Parent or Sixth Form Tutor to whom correspondence is to be addressed. In the case of illness or other unforeseen absence please ring or email the School Office who will inform the Houseparent/tutor. Morning assembly is a compulsory part of the school day.

Please note that when pupils return to school after any illness they must on each occasion bring a letter of explanation from home, addressed to the House Parent.

**LATENESS:** a pupil who is late or fails to register repeatedly can expect detention or 'fatigues' (see topic 6).

**BOARDERS' 'SLEEP OUT'** arrangements are also made with the appropriate House Parent. **BOARDERS** are required to return to school in time for Chapel when there is a service on Sunday evening. There are no exeats permitted on Remembrance weekends.

**THE HEADMASTER** deals with requests for absence made on compassionate grounds or other exceptional circumstances. Such requests must be made to the Headmaster in writing and well in advance of the proposed absence.

Permission is willingly given for compassionate reasons but pupils must recognise that other requests for absence, particularly those affecting a commitment to a school team or activity, are likely to be refused, as such absences adversely affect the interests not only of the individual but also of the school as a whole.

Absence from school is not normally allowed at lunchtime. Special requests to leave the school site must be made to the House Parent or Head of Sixth Form.

### **3 INVOLVEMENT IN GAMES AND ACTIVITIES**

Pupils are strongly encouraged to join in games and activities. Pupils selected to represent the school must make themselves available for practices and fixtures and conduct themselves at all times courteously.

### **4 DAY PUPILS' DEPARTURE TIME FROM SCHOOL**

Day pupils are expected to be off the school site by 5.30 pm or earlier if they have no good reason to stay after lessons, games or activities have finished.

Pupils may work quietly in the day-rooms or LRC if they have to wait for transport.

After School visits off-site prior to leaving school via car or bus are allowed (with the exception of Year 7) save where a parent/guardian has expressed a contrary desire in writing.

### **5 VISITORS TO QUEEN'S**

If a visitor appears to need help or direction, a pupil should offer assistance and accompany the visitor to their destination.

Visitors to BOARDING HOUSES are not allowed unless they have first been introduced to the House Parent or tutor on duty.

Old Queenians are expected to seek permission of House staff or tutor prior to returning to the school socially except when supporting school teams and/or attending performances.

### **6 CONDUCT AND DISCIPLINE**

Pupils stand when a teacher or visitor enters a classroom, dayroom or study. Music should be turned off.

Conduct and language must always be moderated by consideration for others. In a school community adults, whether staff or visitors, are never far away.

Pupils should not keep hands in pockets when talking to an adult.

Earpieces, headphones etc may not be worn or used except in Houses, and then only in such a way as not to distract others.

The use of social networking sites is not allowed during the School day. Boarders may access the sites in the evening back in their Boarding Houses subject to the restrictions of House rules.

Pupils are expected to respond swiftly to the direction of those in authority. School Prefects and ASPs have considerable responsibility for pupil conduct, especially in breaks and lunch-times, and have authority to place pupils on 'fatigues' if necessary.

no ball games on the Terrace or close to buildings  
no snowballing except on the rugby fields  
no water fights

The Groundsmen's huts and Maintenance Staff huts are **out of bounds** at all times, as is the Front Lawn (save for Official School activities such as croquet) which may not be used as a short cut. All roof spaces and roof areas are out of bounds and all areas where there is building work or development. Play areas in Junior School are out of bounds.

## **7 FOOD**

Food is not to be taken out of the Dining Room. Eating and drinking is forbidden in the resource centres, classrooms, laboratories, workshops, sports hall, swimming pool and all corridors, and whilst walking round the school and in public places.

Chewing gum is not permitted.

Boarders should attend all school meals.

Boarders should not keep food in dormitories.

## **8 TIDINESS**

Dropping litter contravenes the school rules.

Any items left in corridors, on window sills and benches, may be removed. When available, only the shelving underneath the Bridge may be used by certain Houses as a place to leave books for short periods at break and lunch. All house rooms and study accommodation must be kept tidy and accessible at all times to staff with responsibility for the Houses.

## **9 BOY-GIRL RELATIONSHIPS**

Friendships between boys and girls must be conducted in such a way that no embarrassment or offence is caused to other members of the school, or to staff, or to visitors.

## **10 SMOKING, ALCOHOL, DRUGS AND MEDICINES, KNIVES etc**

Pupils may not smoke or have smoking materials, matches or lighter in their possession.

Pupils may not bring alcohol on to the school premises or consume alcohol on the school premises, and the laws of the land are to be observed by all pupils when out of school. (For detail, and particularly for the Sixth Form, see the School Policy on Alcohol).

Pupils may not have in their possession any drugs or medicines without the knowledge and approval of the School Doctor. The school reserves the right to test for drug abuse by whatever means the School Doctor approves.

Pupils may not have in their possession weapons such as knives, air guns or pistols, fireworks or dangerous substances.

The ignition of any sort of fire by pupils on school property is not allowed.

Pupils are not permitted to remove equipment or chemicals from laboratories.

All pupils must wear lab coats where requested. These are available at the school shop.

**SERIOUS BREACHES** of school rules may lead to suspension from school or to expulsion:

- Theft (which includes unpermitted “borrowing” from a locker etc)
- Bullying, verbal or physical (refer to the anti-bullying policy)
- Smoking or drinking
- Sexual impropriety
- The abuse of drugs, aerosols or solvents, “legal highs” etc
- The misuse of motor vehicles
- The misuse of e-mail/internet/school computing facilities
- Tampering with Fire prevention systems
- The refusal to accept the authority of the Headmaster or staff

These are all regarded as serious breaches of discipline.

**Mobile Phones:** It is better not to bring these to lessons, assemblies, performances, or any formal meetings. They are best kept locked in lockers or kept out of sight in studies except when in use, for security reasons. Do not leave mobile phones in the changing rooms. Any misuse of mobile phones is liable to lead to the phone being removed from the pupil for the day.

## **11 CARE OF MONEY**

Lending and borrowing money, buying or selling or exchanging personal possessions are allowed only with permission of House staff. If a pupil needs to bring money to school it should be lodged with a member of the House staff or kept on the person of the pupil. Money must not be left unattended in bags, blazers or lockers (which should be left locked whenever possible). No pupil may collect money within the school without permission. Gambling is prohibited.

## **12 DETENTION**

This is normally given for academic reasons – work not done or badly done – and sometimes for poor behaviour in class. Detention takes priority over all other activities. The parents of a day pupil who is given a detention will be informed by the Headmaster's Office at least 24 hours before the detention takes place.

A pupil who is in detention three times in a term will be detained by the Headmaster at his convenience, normally on Saturday morning.

Bad behaviour outside the classroom will be dealt with through other sanctions.

## **13 FATIGUES**

Teachers and prefects may punish a pupil by putting the pupil on fatigues which may involve collecting litter around the school or other appropriate punishment. Details of a pupil's offence and the sanction used are published by the prefect in charge on the Head Prefect's noticeboard at the top of the Belfry stairs. A copy of this list must be given to the Deputy Head for purposes of monitoring and recording.

## 14 CARS AND BICYCLES

No student/pupil may drive any motor vehicle on to School property at any time unless an on site parking place (in the Queen's Conference Centre car park) is allocated by the Deputy Headmaster.

No day pupil may drive a car or other vehicle to and from school, or on any other school activity, without the Deputy Headmaster's approval and the written consent of parents. No pupil may travel as a passenger in a car without the Deputy Headmaster's approval, the written permission of the passenger's parents AND the driver's parents, if the driver is also a pupil, or under age 21, or an Old Queenian who has left within last 3 years.

Cars must be parked throughout the day. They may not be used at breaks or lunch times without specific permission from the Head of Sixth Form.

**Motor-bikes**, mopeds and scooters (up to 50cc) may be driven once the CBT driving test has been passed. All vehicles in this category must display L plates and be parked as directed by the Deputy Head. No-one may ride as a passenger on these vehicles and they must not be available in any respect to use by any other pupil. Excellent road safety must be adhered to at all times.

Boarders are not allowed to keep cars at school (save in exceptional circumstances) or to have the use of a car during term time and may not travel as passengers in cars driven by day pupils.

**Bicycles:** No cycling is permitted within the school grounds. Cycles must be fully roadworthy and padlocked when not in use. Helmets and reflective strips or clothing are strongly recommended. Bicycle racks and bicycles are out of bounds to all pupils at all times except to those who bring a bicycle to school. On no account should a pupil ever touch or tamper with a bicycle that does not belong to him.

**Skateboards/Roller Blades/Scooters:** The use of these is tightly restricted to certain times and areas. Protective clothing must be worn. See House Parent for details.

## 15 HAIR STYLES AND JEWELLERY

Boys' hair should be clean and tidy, its uniform natural colour, and cut short and in an orthodox manner. Very short, or 'skinhead' haircuts, are not allowed. Boys must be clean shaven.

Girls' hair must be its uniform natural colour, and in Years 7-10, tied back if otherwise it would reach the collar. No highlights Years 7-11.

In Years 7-11, make-up, chains, bracelets, rings and other jewellery are not allowed for either girls or boys. Girls may wear a plain flat stud in each ear lobe if the ear is pierced.

At Sixth Form level *girls* may wear make-up and jewellery which are **unobtrusive** - ie a single ring, **non**-pendant earrings in the ear lobe and/or a single gold or silver chain necklace. The Assistant Head Pastoral will give guidance and these privileges will be withdrawn if abused.

## 16 SCHOOL UNIFORM AND APPEARANCE

The dress and appearance of pupils must at all times reflect well on the individual and the school.

School uniform should be worn neatly while attending school and in travelling to school unless an explicit exception has been made by a member of staff.

Uniform must always be worn in detention.

The wearing of games kit in the Dining Hall is not permitted, save on specified occasions when tracksuits should be worn.

Uniform must be worn until 6.00 pm on weekdays and into all weekday meals except supper.

Hats and caps and other items of casual clothing may not be worn with uniform at any time.

Boarders may wear informal clothes in supper, and on Saturday and Sunday, except for formal school engagements, fixtures, team teas etc. A mixture of informal clothes and uniform is not allowed.

All items of uniform must conform to the school regulations.

Outer garments - raincoats, anoraks etc - must be smart and without logos. Pupils who cycle to school should wear a reflective strip. The wearing of cycle helmets is most strongly recommended.

All clothing and equipment should be visibly named, not simply numbered. No clothing or equipment should be borrowed without the owner's consent. All clothing should be neat and tidy and kept clean. Games clothes should be named on the outside of the garment.

Full clothing lists are sent out to all parents from time to time and are always available from the School Office. Reference to these lists should avoid the purchase of inappropriate items and so avoid unnecessary extra expense.

For Years 7, 8, 9, 10 and 11 Essential items of uniform are:

School blazer  
school tie  
plain, black leather shoes

for girls      regulation black skirt  
white school shirt with formal 'classic' collar  
black tights

for boys      regulation school shop trousers  
plain grey or black socks  
white shirt with formal 'classic' collar

Girls who wish to wear trousers in place of a skirt with their school uniform are required to purchase their trousers through the school shop, Pinder and Tuckwell.

In and around school the blazer with Wyvern is standard wear, as well as for sports fixtures and for all formal occasions.

## **Members of the Sixth form**

Years 12 and 13 should consult the current clothing regulations for details.

All clothing and equipment should be visibly named, not simply numbered.

No clothing should be borrowed without the owner's consent.

All clothing should be neat and tidy and kept clean.

## **17 MEDICAL CENTRE**

If a pupil becomes unwell during the day he or she must be escorted to the Medical Centre for appropriate treatment. Under no circumstances should a pupil retire to a day room or bedroom unless directly supervised by Sister or a member of the House staff.

## **18 SPORTS HALL AND OTHER SPORTING FACILITIES**

All pupils below the Sixth Form must be supervised by an Assistant School Prefect or School Prefect when using the Sports Hall. At such times **NO SPECIALIST EQUIPMENT** (weights, gym apparatus, trampoline etc) may be used, save by those who have been properly inducted by the games or PE staff.

Pupils entering the astro enclosures to play must wear appropriate footwear that is clear of mud.

The Swimming Pool rules apply to all pupils. See note 21.

## **19 OFF GAMES AND/OR PE**

'Off Games' notes must be obtained from or shown to the Sister on Duty before 8.30 am. Any pupil who is off games or PE must report to the PE staff at the beginning of the session. Unless required by the PE staff, the pupil will then go to Private Study in the designated area, taking sufficient work to cover the rest of the session.

## **20 HOUSE RULES**

Each House has its own rules and these form an integral part of the School Rules.

Please note that boarders may, on occasion, attend parties on Saturday nights only, subject to permission from House Parents. Appropriate guarantees about parental supervision must be given – i.e. that a parent or guardian will provide accommodation overnight and be *in loco parentis* for the pupil who has been invited out by them.

## **21 PUPILS' ACCOMMODATION**

Pupils at Queen's College will either live at home with both or one parent or be housed in a boarding house at the College. No other arrangement will be acceptable unless permission has been given by the parent/guardian and the Headmaster.

## **22 SWIMMING POOL RULES**

### **General**

No more than 25 swimmers in the water at any one time.

No glassware, food, drinks or sweets are to be taken into the pool area.

No running, pushing or 'bombing'. No diving except flat diving for approved racing.

Including the responsible adult, there must be a minimum of three people in the pool area before anyone may enter the water.

Shoes may not be worn in the pool area.

### **Pupils**

No pupil is allowed in the swimming pool area unless accompanied by a qualified member of staff (or other adult authorised by the School) as Supervisor.

Only approved swimwear is to be worn.

### **Staff/Families/Guests**

One nominated adult must be in charge; he/she may also be pool supervisor.

A Supervisor must remain on the pool side if more than 50% of the permitted maximum number of swimmers are present.

Guests/Parents/Friends may only use the pool unaccompanied by a member of staff if:

- a) they have the consent of the Estates Manager or Headmaster
- b) they observe the Pool Operating Procedures

### **Supervisors/Adult in Charge**

Must ensure there are at least 3 people present and no more than 25 in the pool.

Must ensure the water is clear enough for safe use of the pool.

Must be aware of the Swimming Pool Operating Procedures including Emergency Procedures.

Must ensure that the pool is locked after use (including the Emergency exit double doors with bolts properly in position).

FULL DETAILS ARE CONTAINED IN 'QUEEN'S COLLEGE POOL OPERATING PROCEDURES' AVAILABLE TO ALL POOL USERS AND SUPERVISORS.

## EMERGENCY PROCEDURES

In case of any emergency the Supervisor is to clear the pool by prolonged blowing of the whistle. ALL swimmers are to go to the nearest pool side and leave the water.

IF NECESSARY the Supervisor will then order the evacuation of the building which will be by the Emergency double doors (North end of building).

Supervisor will carry out Clear Pool procedure.

For a swimmer emergency, the Supervisor is to carry out rescue procedures calling on capable swimmers to assist where necessary.

To use the Emergency Telephone, break glass for key to telephone box.

Inform as appropriate

Medical Centre	dial 250
Emergency Services	dial 9 999 (4 nines)
Master on Duty	
Headmaster	
Deputy Headmaster	
Estates Manager	

In the event of a power failure, the emergency lights will come on automatically.

NOTE: Where Swimming Pool Operating Procedures allow for no Supervisor, the adult in charge is to carry out the Supervisor's responsibilities in an emergency.