

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

In the case of illness or other unforeseen absence, dentist's or doctor's appointments, university Open Days, interviews etc please call the dedicated attendance line 01823 340855 or email attendance@queenscollege.org.uk with the details which will be forwarded to the Year Leader/Tutor/Head of Sixth Form.

THE HEAD TEACHER deals with requests for absence made on compassionate grounds or other exceptional circumstances. Such requests must be made to the Head Teacher in writing and well in advance of the proposed absence.

LATENESS: parents of a pupil who is late or fails to register repeatedly can expect to be contacted by the school.

Permission is willingly given for compassionate reasons but pupils and parents 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 Year Leader or Head of Sixth Form.

BOARDERS' 'SLEEP OUT' arrangements are also made with the appropriate Boarding Houseparent.

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 LRC until 7pm if they have to wait for transport.

Pupils must not leave the school site, at any time, without the permission of the Year Leaders.

5 CONDUCT AND DISCIPLINE

Pupils should not speak in class when the teacher is talking; they should ensure that their comments and remarks about other pupils are always polite; they should not begin to close or pack up books etc. until the teacher tells them the lesson is over.

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 Year Group Spaces and Boarding Houses, and in lessons where a member of staff has given their express permission.

The use of social networking sites is not allowed during the lessons. 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; staff, School Prefects, Deputy School Prefects and House Prefects.

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 as are all areas where there is building work or development. Play areas in Junior School are out of bounds.

Any 'outer clothing' may be removed and searched if it is thought that 'possession' of any materials, over which the pupil has or appears to have control, may cause harm. For detail, see the School Policy 'Behaviour & Discipline'..

6 FOOD

Food, with the exception of fruit, is not to be taken out of the Dining Room. Food can only be eaten when sitting at the table. 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 not keep food in dormitories.

7 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 next to The Old Music Room may be used as a place to leave books for short periods at break and lunch. All Year Spaces, Boarding House rooms and study accommodation must be kept tidy and accessible at all times to staff with responsibility for the areas.

8 RELATIONSHIPS

Relationships 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.

9 SMOKING, ALCOHOL, DRUGS AND MEDICINES, KNIVES, BLADES, OFFENSIVE WEAPONS, ANY CONTROLLED DRUG, FIREWORK, TOBACCO OR TOBACCO PRODUCTS AND CIGARETTE PAPERS

Pupils may not smoke or have smoking materials, tobacco, tobacco products, E-cigarettes/vaporisers, cigarette papers, matches or lighters 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 [Smoking, Alcohol and the misuse of Drugs and Substances](#).

Pupils may not have in their possession any controlled 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.

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, physical or online (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 Head Teacher or staff

These are all regarded as serious breaches of discipline.

10 MOBILE PHONES AND ALL OTHER PERSONAL HAND HELD DEVICES

Pupils are to sign an E-safety policy agreement at the start of each year, in September.

Pupils in years 7 – 9 are to hand their phones into Houseparents at the beginning of the school day at registration. They may be collected after 4pm.

Personal hand held / external devices (mobile phones/USB devices etc) are only to be used in school during break, lunchtime and after school unless in an activity/team. They may not be used when queuing for lunch or whilst in the Dining Room. Inappropriate use, **at any time**, will lead to the device being confiscated.

Personal hand held/external devices (mobile phones/USB devices etc) are not be used in lessons, unless advised by the teacher, or in the corridors between lessons.

If personal hand held/external devices (mobile phones/USB devices etc) are used during lessons without permission, or in the corridor between lessons, they are liable to be confiscated and put in the School Office. If the same device has to be confiscated on a number of occasions, parents will be contacted in order to determine appropriate action.

Pupils are not permitted to have a pornographic image on their mobile phone/electronic devices.

If an electronic device has been seized because it is reasonably believed that it may do harm (not because it is against a school rule to have it in school), then the member of staff who seized the item may examine any data or files on the device, if the member of staff thinks there is a good reason to. For detail, see the School Policy 'Behaviour and Discipline'.

11 CARE OF MONEY

Lending and borrowing money, buying or selling or exchanging personal possessions are allowed only with permission of Year Leader or Boarding House staff. If a pupil needs to bring money to school it should be lodged with their Year Leader 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 lasting more than 30 minutes will be informed by the pupil's Year Leader at least 24 hours before the detention takes place.

Bad behaviour outside the classroom may be dealt with through other sanctions. For details see the schools [Behaviour and Discipline](#) policy

13 SANCTIONS

Teachers may give a pupil a community service sanction, for example collecting litter around the school. These are monitored by the Deputy Head.

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 Sixth Form Centre car park) is allocated by the Head of Sixth Form.

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

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

For boarding students, vehicles can only be used to drive to and from school and home; Keys are to be lodged with Houseparents whenever the vehicle is in school.

Motor-bikes, mopeds and scooters (up to 50cc) may be driven once the CBT driving test has been passed. Certificate and insurance details must be photocopied and handed in to the Deputy Head. Helmet and keys must be handed in each morning to the main office. 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 for use by any other pupil.

For boarding students, vehicles can only be used to drive to and from school and home; Keys are to be lodged with Houseparents whenever the vehicle is in school.

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 should be worn.

15 HAIR STYLES AND JEWELLERY

Hair must be its uniform natural colour and cut in an orthodox manner in years 7 – 10, tied back if otherwise it would reach the collar. Highlights are not allowed in years 7-11.

In years 7-11 make-up, chains, bracelets, rings and other jewellery are not allowed. Earrings in years 7-11 must be studs and the studs may only be small gold, silver or pearl round balls (Only one earring in each earlobe, no cartilage piercings).

At Sixth Form level, pupils may wear make-up and jewellery which is unobtrusive - ie a single ring, non-pendant earrings in the earlobe and/or a single gold or silver chain necklace. The Head of Sixth Form 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.

Pupils are required have a high standard of personal hygiene and be clean shaven.

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. Hoodies must not be worn with school uniform.

Blazers must be worn when travelling to and from School and throughout the school day.

Uniform must always be worn in detention.

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

Uniform must be worn until 5.30 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 (but not hats) 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, **dark in colour** and without logos.

All clothing and equipment should be named, No clothing or equipment should be borrowed without the owner's consent. All clothing should be neat and tidy and kept clean.

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.

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.

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. A pupil may not go home unless he or she has been seen by the Medical Centre

staff and he or she should be picked up from the Medical Centre. Parents must inform the Medical Centre of any changes to their child's health.

18 SPORTS HALL AND OTHER SPORTING FACILITIES

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

Only inducted pupils (who have completed the necessary paperwork) may use the Fitness Suite unsupervised.

The Swimming Pool rules apply to all pupils.

19 OFF GAMES AND/OR PE

'Off Games' notes for boarders must be obtained from the Medical Centre before 8.30 am or in the case of day pupils, from parents. Any pupil who is off games or PE must report to the PE staff with his/her planner at the beginning of the session. Unless required by the PE staff, the pupil, having had his/her planner signed, 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 Houseparents. 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 Head Teacher.

August 2019