

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 Houseparent 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.

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

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

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

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 Houseparent 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.

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

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 Houseparent 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.

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 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; 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 'Searching and Confiscation'.

7 FOOD

Food 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 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, 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/vapourisers, 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 Alcohol.

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 Headteacher or staff

These are all regarded as serious breaches of discipline.

11 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.

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. Mobile phones, iPods and similar should be turned off and kept out of sight or kept in school lockers during the school day.

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 'Searching and Confiscation'.

12 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.

13 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 Deputy Head's Office at least 24 hours before the detention takes place. Boarders' parents will be informed if circumstances make it appropriate.

A pupil who is in detention three times in a term or who commits serious breaches of discipline will be detained by the Head teacher or Deputy Head at their convenience, normally on Saturday morning.

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

14 SANCTIONS

Teachers and prefects may punish a pupil by putting the pupil on a sanction which may involve collecting litter around the school or other appropriate punishment. These are monitored by the Deputy Head. For boarders, these punishments must also be approved by their Boarding Houseparent.

15 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 Deputy Head - Sixth Form and Progression.

No pupil may drive a car or other vehicle to and from school, or on any other school activity, without the approval of the Deputy Head – Sixth Form and Progression and the written consent of parents. No pupil may travel as a passenger in a car without the approval of the Deputy Head – Sixth Form and Progression, 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 Deputy Head – Sixth Form and Progression.

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 - Sixth Form and Progression. 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. Excellent road safety must be adhered to at all times.

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 Houseparent for details.

16 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 earlobe if the ear is pierced.

At Sixth Form level, girls 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 Sixth Head will give guidance and these privileges will be withdrawn if abused.

17 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. 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 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
Formal plain, black, leather shoes (not a pump/gym shoe in canvas or black leather)

For girls
regulation black skirt
authorised school shirt or blouse
black tights
black patent shoes may be worn

For boys regulation school shop trousers – no 'skinny' trousers or chinos
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 - no 'skinny' trousers, chinos or cropped trousers.

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.

18 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.

19 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.

20 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.

21 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.

22 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.

23 SEARCHING AND CONFISCATION

School staff can search a pupil for any item if the pupil agrees (the ability to give consent may be influenced by the child's age or other factors). Staff must ensure there is another member of staff present as a witness.

The Heads, and staff authorised by them, have a statutory power to search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.

Prohibited items include:

- Knives or weapons
- Alcohol
- Illegal drugs (and apparatus)
- Stolen items
- Tobacco and cigarette papers/nicotine substances/apparatus to place nicotine in to inhale vapours
- Fireworks
- Pornographic images
- Any article that the member of staff reasonably suspects has been, or is likely to be used:
 - to commit an offence
 - to cause personal injury to, or damage to the property of, any person (including the pupil)

The Heads and authorised staff can also search for any item banned by the school rules which has been identified in the rules as an item which may be searched for.

USE OF REASONABLE FORCE TO SEARCH

A member of staff may use **reasonable** force if they believe that there is a risk that **serious** harm will be caused to a person/pupil if the search is not carried out urgently.

CONFISCATION

School staff can seize any prohibited item found as a result of a search. They must ensure there is another member of staff present as a witness. They can also seize any item, however found, which they consider harmful or detrimental to school discipline. Confiscated items should be placed in a sealed specimen bag, labelled and dated. A written, witnessed record must be kept, stating why the item(s) was confiscated. Prohibited items will be stored in a lockable store and then passed on to the Deputy Head.

If pupils are found on site with a prohibited item, the Head Teacher or Deputy Head should be informed immediately. After discussion with the Head Teacher/Deputy Head the parents will be informed. Depending on whether the abuse is mild or severe, whether the situation is possession or inebriation, the course of action will vary from confiscation of materials and sanctions, gating through to suspension, etc.

24 SEIZURE AND DISPOSAL

Head Teacher/Senior Leadership Group:

- i. may seize anything in relation to an offence/prohibited items
- ii. must hand over to the Police anything relating to an offence (including pornographic images or extreme pornography)
- iii. may dispose of alcohol
- iv. may retain or dispose of other items at his/their discretion

25 KEEP SAFE FROM CYBER-BULLYING

1. Always ask before you send a picture or information that could be shared with other people. Remember that you don't know what will happen to any pictures or information you let people have. What you think of as a joke might be really upsetting for the other person when the whole world sees it.
2. Think before you send a message about yourself or any other people involved. It doesn't take long for it to be shared with every single person you know (from your best friend to your grandmother to your worst enemy!).
3. Never give out personal information when it can be shared with others. You may trust your new friends but you don't know his or her friends....
4. Treat your password like your toothbrush – don't let anyone else use it.
5. If you receive nasty messages, texts, comments etc, block the person sending them and always report it to an adult (a parent, someone at school, or your service provider).
6. Don't reply to a bullying message but do keep it – whether it is a picture, message or online communication. Any problems see the Designated Safeguard Lead.
7. Pupils will be asked to sign an E-Safety Acceptable Use Policy form in the September of each year.

March 2016