



# SILCOATES

Independent education for boys and girls aged 3-18

## School Rules (Senior School)

All organisations require rules if they are to function effectively. School rules cannot necessarily cover every contingency but the following rules apply in order to maintain a safe and well-ordered environment.

The School Rules flow from the principle that living in a community at Silcoates requires politeness, common sense and consideration for others. They also enable the School to fulfil its legal and moral responsibilities regarding the care and well-being of its pupils. Therefore anything that contravenes safety, common sense, the law of the land and normal civilised behaviour is automatically forbidden, as is any action that may harm the good name of Silcoates School.

The School day begins at 8.35am and timetabled lessons end at 4.00pm, although many activities take place between 4.15pm and 6.00pm, when the School day may be said formally to end.

School Rules apply at all times: during the term, including when travelling on school buses, and on all school-organised trips, whether in term-time or during the holidays.

A list of basic school rules is as follows:

- Between 8.35am and 4.00pm, pupils are not allowed to leave the School grounds without the permission of the School Nurse, the Head of Sixth Form or the Deputy Head (as appropriate). They must report to Reception before leaving the premises.
- No pupils are allowed on the School premises after 6.00pm, except for supervised activities or in the event of an emergency.
- Pupils are expected to be punctual to registration and to all lessons.
- Pupils must not enter areas of the School that are deemed to be out-of-bounds.
- When moving about the School, pupils must walk quietly and never run. They must keep to the right on staircases and in corridors. They must queue in an orderly fashion for lessons and lunch.
- Mobile phones are not to be used or seen between 8.30am and 4.00pm, unless express permission has been granted by a member of staff. Sanctions for failing to follow this rule are outlined in the Mobile Phone Policy.
- Pupils should not use any audio equipment whilst walking around the School and this includes wearing headphones.
- Pupils must not take photographs or videos of staff or other pupils without permission from a member of staff.
- Coats must not be worn when inside the School building.

- Pupils may use only their own allocated locker and are expected to keep it in good order. Lockers should be secured with a padlock. Under no circumstances must a pupil use or tamper with anyone else's locker.
- Unless specific permission is given, food should not be consumed in classrooms.
- Any items that may cause danger to people or damage to property are forbidden in school. Pupils can expect to be sanctioned even if the items have not been used.
- Pupils are not allowed to bring chewing gum into school.
- School uniform must be worn smartly for school each day, including on the journey to and from school.
- Body piercing (other than one pair of small stud earrings) and visible tattoos are not acceptable.
- All clothing and sports kit must be clearly marked with the pupil's name.
- Whilst on the School premises pupils must not engage in any trading or business enterprise for personal gain.
- Permission to use a car or motorbike at school may only be granted by the Head of Sixth Form upon written request from parents.

### **Impact of Covid 19**

On March 20<sup>th</sup>, schools were closed to the majority of pupils due to the Coronavirus. In order to facilitate a phased return to school, a number of rules have been put in place such as one way systems and social distancing markers. It is important that pupils follow these instructions at all time.

There is also an increased emphasis on personal hygiene. Pupils must not tamper with or remove items of PPE or sanitary products. Spitting is also forbidden. Breaches of any of these rules will be treated seriously.

<b>Reviewed by:</b>	Mr Evans – Deputy Head (Pastoral) Mr Rowe – Headmaster		
<b>Date of last review:</b>	June 2020	<b>Date of next review:</b>	June 2021