

DAME ALLAN'S SCHOOLS
SCHOOL RULES FOR ALL PUPILS in YEARS 7 - 13

Introduction

Whether on the premises, travelling to and from school or taking part in any other school-run activity, pupils are expected to act with common sense, courtesy and consideration at all times.

Appearance/ Uniform

Pupils should look neat and tidy at all times and must follow the School's uniform regulations.

Indoors

- a) Pupils in Years 7-11 may have access to their form room during non-teaching times between 07:45 and 15:55, but are encouraged to be outside or involved in a club or organised activity.
- b) All other classrooms, laboratories, the Newsom Hall and sports facilities are out of bounds except under the supervision of a member of staff.
- c) Pupils must walk on the LEFT in corridors and on staircases.
- d) Pupils must keep to their dedicated pastoral areas during break and lunch-times. Sixth form students may leave school at breaks and lunchtime and may sign out of school after lunch if they have no commitments.
- e) Chewing gum is not allowed anywhere on school premises.
- f) Collections for special objects or sales to raise funds for any purpose, are only allowed with the permission of the Vice Principal (Pastoral).
- g) Year 7, Year 8 and Year 9 pupils are not allowed to take bags and coats out of their form rooms. They should store all their property in their lockers or on the bag racks, taking only what they need for periods 1 and 2 at the end of registration, returning to their form rooms to get only what they need for period 3 over break, and returning to their form rooms over lunch to get only what they need for periods 4 and 5. They should return at 3:45 to collect anything they want to take home.
- h) All school bags should be stored in lockers or on bag-racks when not needed. There should be no bags in corridors.
- i) No food or drink is to be consumed in corridors.
- j) All breakages must be reported directly to a member of staff.
- k) No pupil is allowed to get changed in the form room
- l) Appropriate behaviour is expected at all times including attendance at lessons and completion of homework tasks.
- m) For Years 10 and above, Chromebooks can be used over breaks unsupervised for predominantly academic purposes only.
- n) For Years 7-9 Chromebooks may only be used at break and lunchtimes in form rooms if there is a teacher there, otherwise in specified supervised areas such as the catch up room. No other devices may be used during the school day and you should not let anyone else use your Chromebook or user account.

Outdoors

- a) Pupils in Years 7-11 must remain on school premises between 08.30 and the end of the school day. Pupils waiting to be collected at the end of the day will do so under supervision in the Dining Hall or Library as appropriate.
- b) The playing field can only be used during fine weather. When the field is out of bounds a red flag will be posted on the cricket square.
- c) No pupil may climb on to a roof surface or gain entry to neighbours' gardens.
- d) Only regulation soft balls may be used on the Main Yard.
- e) No pupil is allowed to park on or drive through the school premises.

Personal Property

- a) All personal property and clothing must be marked with the pupil's name.
- b) All pupils should have personal electronic devices/phones etc locked away during the school day. All phones will be confiscated if pupils are caught using them during school hours. Pupils in Year 7 may not bring smartphones in to school at all and these will be confiscated for up to a week.
- c) Borrowing of anyone's property or clothing without permission is not allowed and will be treated as theft.
- d) Valuable items of property should not be brought into school. See paragraph 5 and 6 of the Whole School Policy on the Acceptable Use of Electronic Devices and Information Technology Systems and the Policy on the Acceptable Use of Chromebooks for information regarding e-devices (the school accepts no responsibility for the loss of or damage to such items).
- e) Money should be kept on the person and no pupil should bring large sums of money into school.
- f) Do not bring valuables to PE or Games lessons. Staff cannot be responsible for the safety of valuables left with them. Pupils may use their locker or, in extremis, leave valuables with the school office.
- g) **Valuable items are brought in entirely at the owner's risk.**
- h) Smoking, drinking alcohol, gambling and the possession, purchase, sale or use of illegal drugs or associated materials is forbidden. Knives (including penknives) and weapons, corrosive substances, stolen items, tobacco and cigarette papers, vapes or vaping paraphernalia, fireworks, pornographic or obscene images and any article that is likely to commit an offence, cause personal injury or damage to property are also strictly forbidden. Digital material (text and images) which, in the Schools' opinion, are designed to cause harm or distress to others are also prohibited. The Schools retain the right to search for and confiscate any of these prohibited items, including any electronic device upon which offensive material is kept.

Lost Property

- a) Items of lost property will be handed to a member of staff. Enquiries about lost property should be made to the person in charge of lost property.

Attendance

- a) Pupils must arrive in time for morning registration by 08:25. Pupils who arrive late must sign the late register at the school office. If it is their day for assembly, they should enter the Newsom Hall via the doors in reception.
- b) Pupils who feel ill must ask their teacher for permission to go to the school office. The school nurse or a qualified first aider will then be contacted.

These rules do not pretend to be comprehensive: the overriding convention is that we should all aim to show respect for each other and for our surroundings.

These rules should be read along with:

The Acceptable Use Policy (ICT)

Pupil Guidance for the use of E-Media

The Whole School Behaviour Policy