



Serva Fidem

SCHOOL RULES 2018-2019

Reviewed by: SLT

Date of last review: 30th November 2018

Date of next review: Summer Term 2019

A Kingswood House boy is expected to show respect for himself, respect for other people and respect for his environment. Any breach of courtesy or common sense may be seen as a breach of the school rules, as may any action which compromises safety.

These rules apply to pupils while in the School, its grounds and outside of the school premises, including while:

- taking part in any school-organised or school-related activity, or
- travelling to or from school, or
- wearing school uniform, or
- in some other way identifiable as a pupil at the school.

1. **General Conduct**

- Boys must show respect and politeness to one another, staff and visitors. Boys should open doors, stand back for teachers and visitors, offer to carry things – be helpful and thoughtful. Say 'Good morning' or 'Good afternoon' when you meet staff or visitors.
- Boys must be punctual.
- Boys should move around the school quickly, quietly and sensibly.
- Boys should not run while inside; they must walk in the corridors and staircases, keeping to the left.
- Boys should always treat everyone's property with sense and care. Boys should always keep within recognised, safe and sensible boundaries.
- Boys should never use bad language, even if others cannot hear.
- Boys should never bring sweets into the school, especially not chewing gum, and never drop litter.
- Boys should never tease or bully in any way.
- Boys should keep hands, feet, objects and unhelpful comments to themselves.

2 **Attendance**

- Breakfast Club is held each morning in the dining room from 0730 to 0830.
- Boys should arrive at school between 0815 and 0830, when there is a member of staff on duty in the playground. If boys arrive before 0815, they will be sent to Breakfast Club.
- Registration is at 0830. Boys who are late for registration must report to the School Office to sign in.
- If a boy is absent, his parents should phone the School Office on 01372 723590 before 0930 on the first morning of absence. On his return, he must bring a note or his parents should write an email to his form teacher.

- If a boy wishes to be excused from school for a day or more, his parents should write via email to the Headmaster several days in advance for permission.
- Any boy leaving school early for any reason must seek his teacher's permission and sign out in the School Office, as well as signing in if he returns on the same day.
- Boys who become ill or are injured during the school day must report to the School Office.
- Parents must inform the school if their son will be travelling to and from school home alone.

3 **Appearance**

- Boys must wear correct school uniform when travelling to and from school.
- Boys must wear either school uniform or appropriate school sports kit.
- Hair must be tidy, its natural colour and of an acceptable length (off the collar), above the ear, not too short and an appropriate style. Gel is not to be used.
- Boys old enough to shave must be clean-shaven.
- Shoes should be kept clean and polished.
- In summer, when permission is given by the Head, summer uniform may be adopted; this is an open-neck shirt (without tie) and shirt sleeves rolled above the elbows; no blazer or pullover should be worn. However, pupils should wear full uniform on leaving school.
- No jewellery is allowed except for a watch and a religious medal, cross or chain, which should not be visible.
- Boys must not eat in public while wearing school uniform.

4 **Possessions**

- Any boy in possession of, or involved with, drugs, psychoactive substances or legal highs whilst under school discipline, cannot expect to remain a member of Kingswood House.
- Money and valuables should not be left in cloakrooms or changing rooms at any time except on designated occasions in the school calendar when we recommend that younger pupils give their money to the form teacher for safe keeping until required.
- Boys must report any loss or damage to property to their teachers and to the Divisional Heads.
- Mobile telephones and other personal electronic devices are not allowed in school except in exceptional circumstances and with the express permission of the Headmaster's. If pupils are given permission to bring in a mobile phone they must be signed into the school office for collection at the end of the day. However, this is a parental decision and the School does not accept responsibility for their safe keeping.
- School bags should be left unattended only in the changing room or form room.
- Boys must not bring knives, fireworks, firearms, toy guns, cigarettes, E cigarettes, tobacco, lighters or alcoholic drinks to school; chewing gum is forbidden.
- Smoking, e cigarettes and vaping is forbidden during school time, on all school premises, travelling to and from school, whenever wearing school uniform, and on all school excursions.
- Gambling is not permitted on or off school premises during school hours.

5 **Bounds**

- Boys must not leave the school premises during school hours unless accompanied by a parent or an authorised member of staff.
- Senior boys will be allowed into town on a Friday lunchtime.
- The school buildings are out of bounds during break unless 'wet break' arrangements are in force.

- Boys must not enter classrooms without the permission/presence of a teacher.
- Public houses and betting shops are out of bounds to all boys.

6 **Morning and Lunchtime Breaks**

- Lower and Upper Prep boys must go outside during break. In wet weather all boys must go to the school hall in the morning and at short and lunch break boys return to their form rooms.
- Boys must play sensibly on the Adventure Trail with no jumping from heights and adhere to the rules, i.e. no climbing over the top bar on the rope or metal ladder, no feet allowed on the upper rope on the rope walk and no feet on or beyond the 3rd bar on the wood ladder. No one is permitted on the Adventure Trail unless a member of staff is on duty.
- The climbing wall is out of bounds unless supervised by a member of staff.
- Dangerous games such as British Bulldogs are not permitted.
- During the summer pupils may be allowed to play on the field as well as the playground and astro.

7 **Dining Room/Food and Drink**

- Boys must wait in an orderly manner outside the dining room until told they may enter.
- Boys should queue in an orderly manner to collect their food.
- Boys must have high standards of good table manners and behaviour.
- Eating is not permitted anywhere else in the school except in the common rooms for senior boys and in the playground during short break when a snack or a piece of fruit, cereal bar or sandwich is permitted.
- Dropping litter is unacceptable.
- Food and drinks must not be consumed in the street during the school day or by boys when under school discipline.
- The consumption of all caffeine energy drinks is forbidden while in school uniform.

8 **Movement**

- Bicycles must only be parked in the cycle shed by the car park.
- Bicycles must not be ridden on the school premises.
- When moving between buildings, boys must keep to the paths.
- Boys may enter labs or workshops only when supervised.

9 **Breakages and Replacements**

- The school will make a charge to parents to cover the cost of breakages or damage where this is the result of a boy's misbehaviour.
- If a boy loses an exercise book a charge must be levied to buy another book and money should be handed to the school office.
- The Bursar will include the cost of these on end of term bills for lost or damaged books.

10 **Health and Safety**

- Boys must familiarise themselves with fire evacuation procedures and the assembly point. Boys must remain silent during a fire evacuation or lock down procedure.
- Boys should use their common sense with regard to their own safety and they have a responsibility not to endanger the safety of others. Any accidents, near misses or potential risks to the health and safety of boys, staff or visitors must be reported to the Bursar immediately.