

# School Rules

<b>Policy number</b>	PS026 / ISI 09a
<b>Applies to</b>	Prep School
<b>Endorsed by</b>	Headmaster
<b>Responsibility</b>	Headmaster
<b>Date reviewed</b>	February 2023
<b>Next review</b>	March 2024

## **1. Absences, Illness and Attendance**

Pupils are expected to attend school each day and play a full part in activities, including when selected for school matches. If a pupil is unable to attend school due to illness or injury, we ask that parents/guardians notify us by completing the 'Absence – Notification of Illness' form, which can be found in the forms section on the Parent Portal. You can also call Prep Reception on +44 (0)1234 362274 in emergencies. Contact should be made before 08:45 on the day of absence.

If a pupil needs to come into school late or leave during school hours for a doctor, dentist or hospital appointment, parents/guardians should complete the 'Absence – Medical Appointment' form in the forms section on the Parent Portal.

Any requests for planned leave of absence (with the exception of medical appointments – see above) should be made using the 'Absence – Request for Exceptional Circumstances' form, which can also be found in the forms section on the Parent Portal. Requests should be made at least three days before the leave of absence and the Headmaster will review requests individually.

Parent/guardians should complete an 'Off Games' form if their son is unable to take part in games due to injury.

## **2. Appearance and School Uniform**

Boys should wear the appropriate school uniform in accordance with the school uniform guidelines. Trainers should not be worn except for sports and games activities. Pupils must use school bags. Pupils are not permitted to wear their own coats, hat or scarves; these must be school uniform and are not to be worn inside the school building. Bench coats are only allowed to be worn with games' kits.

Hair should be neat and tidy and of an acceptable style (not below the ears or collar, off the face and not over the eyes). Hair should be a uniform length, and any form of dyeing or extreme styling is not permitted.

Jewellery should not be worn unless permission has been granted by the Headmaster.

## **3. Areas that are Out of Bounds**

Pupils are not allowed off site during the school day. At break and lunch times, pupils should not be inside buildings unless they are being supervised by an adult.

The Recreation Centre and pond area are out of bounds, as is the cricket wicket on the Inky pitch and the cricket nets when unsupervised. Specific areas of the School Estate are out of bounds to some Year groups at certain times of the year. Boys will be informed about this as and when it occurs. Years 3-6 are not allowed to walk or play on the Inky Pitch unless during a School Games session. Boys should move quickly and quietly between lessons, without running. They should keep to the left when moving around the school buildings.

Any pupil who is waiting for a bus after school should not leave site. This includes on Saturdays.

## **4. Belongings/lost property**

All items of clothing and equipment should be clearly named. Pupils will only be allowed to carry their school backpack around the building with them. They should make use of their locker and cubby hole to store other bags/sports' equipment and should not leave bags around site.

Pupils must not bring Tipex or other similar correcting fluids to School.

No items should be left outside overnight. Items left on the School Estate will be taken to Lost Property. Pupils are able to check Lost Property before or after school or at break and lunch times for any lost items.

Pupils should not sell items to other boys at School and therefore no cash is allowed in school unless directed by staff. This includes food/drink. If a pupil suspects theft, they should report it immediately to an adult.

## **5. Breaktimes, lunchtimes, before and after school - supervision**

The Prep School is open from 08.00. There is no official adult supervision before 08.00 so boys should not arrive at School until after this time unless they are booked to go to Eagle House from 7.30am (this is chargeable.)

Boys must remain on the School estate during the School day. After School, the Late Room is open from 16.15 until 17.45. Boys are allowed to play on the Astro supervised by a member of staff from 16.10 to 16.30. After 16.30 boys should go to the Late Room unless they are in a school activity. If not in a school activity, all boys still at school at 16:30 should go to the Late Room where there is supervision until 17.45. Any pupil not collected at 17.45 will be able to go to Eagle House for the evening (this will be chargeable.)

Parents must collect their sons from Prep Reception if they are being picked up during the school day and the pupil must sign out.

## **6. Breaktimes, lunchtimes, before and after school – playing/games**

At break and lunchtimes, pupils in Year 3 and 4 are allowed to use the Adventure Playground outside the Nash's building as it supervised at these times.

Pupils are not permitted to play with cricket or hockey balls or hockey sticks when not in a supervised activity. On the all-weather pitch, only tennis balls (or small sponge balls) should be used.

Rough play, including play- fighting, or playing overly physical games such as 'British Bulldog', or any other contact type games, is not permitted.

Mini Soccer balls may only be used when the Inky Field is in use and may not be used on the all-weather pitch at any time. Cricket bats may only be used on the Inky Field (using tennis or other soft balls).

## **7. Eating and drinking**

In line with the School's healthy eating policy, only sandwiches, fruit, cereal bars or other healthy snacks are allowed and should be eaten outside during break times.

Nuts of any type must not be brought to school under any circumstances. Energy drinks, crisps, chocolate and sweets should not be brought to school at any time. No packaging is allowed on site so any snack should be put in a Tupperware box. Chewing gum is not allowed under any circumstances. The only drink that boys should bring to school is water in a clear plastic bottle.

All boys must attend lunch. Boys must walk to the dining halls on the paved area.

## **8. General Conduct**

Pupils should always conduct themselves with good manners, respect, courtesy and kindness towards all, both in term time and out of it. All pupils should adhere to the behaviour policy at all times. Pupils should be particularly courteous to visitors, and hold doors for visitors and staff. No public display of physical affection (and this would include hand-holding and embracing) is permitted when a pupil is on the school estate or in school uniform. No pupil has any reason to carry a knife including a craft knife or scalpel. No pupil may sell anything within the School to other pupils.

Only Year 8 prefects are allowed to use the front entrance at the Prep Reception. All other pupils must enter the Wells' Building through the side door.

## **9. ICT, Mobile Telephones and Personal Music Players**

All digital devices must be used responsibly and in line with the acceptable use policy. It is forbidden for pupils to store or send inappropriate or offensive material. Mobile devices must not be used or visible around the school site, in lessons (unless with permission) or in the Dining Hall. Pupils are not permitted to have headphones in their ears when on the school site. The School reserves the right to confiscate a digital device if known or suspected to be used inappropriately.

## **10. Use of alcohol, drugs, and smoking materials**

Bedford School is to remain free of drugs, alcohol, tobacco, and other smoking paraphernalia, including vaping equipment, at all times. Possession or use of these materials can result in permanent exclusion from the school.