



# School Rules

<b>Policy number</b>	US022
<b>Applies to</b>	Upper School
<b>Endorsed by</b>	Head Master
<b>Responsibility</b>	Head Master
<b>Date reviewed</b>	October 2023
<b>Next review</b>	October 2024

## 1. Conduct

Pupils should always conduct themselves with good manners, respect, courtesy and kindness towards all, both in term time and out of it.

## 2. Absence and Illness

No pupil may be absent from school without permission from the Vice Master. For any planned absences, a parent/guardian must request permission a minimum of three days in advance using the Leave of Absence forms available on the Parent Portal. There are separate [guidelines](#) for University Open Day or interview absences.

If a pupil is too ill to come into school, their parent/guardian must phone or email the Bellroom before 8.45am. Housemasters must approve absence due to illness for boarders. Any pupil who feels ill during the school day should report to the Medical Centre. Under no circumstances should a pupil who feels ill return home, or to a boarding house, without the permission of the School Nurse. If given leave by the nurse, they must sign out at the Bell Room before going home.

## 3. Bounds

Fourth Form, Remove and Fifth Form pupils are not allowed off the school grounds during the school day. Sixth Form pupil may leave the school estate at lunchtime but must be back in good time for assembly, Games, or other commitments. Betting shops, amusement arcades, vape shops, hotels, and public houses are out of bounds.

## 4. Uniform and Appearance

Pupils must wear standard uniform consisting of regulation jacket, plain white shirt with conventional style collar, charcoal trousers of straight cut, dark grey socks, house tie, and plain black leather shoes. They may wear a plain dark navy v-neck pullover and dark navy or house scarf. In winter, they can wear a navy blue, dark grey, or black coat of conventional design with plain collar and facings that takes them below the line of the school jacket. Hairstyles should be neat and tidy. Hair should be cut or tied up short of the ears and collar, but not excessively short. Hair cannot be dyed or highlighted. Pupils should be clean-shaven. Pupils must travel to and from school in school uniform. Pupils may wear non-uniform only after afternoon engagements have finished. For all school engagements, uniform should be worn unless special permission has been given by the Vice Master. Earrings and jewellery are not permitted in the school. Variations from the agreed uniform and appearance are not permitted unless special permission has been given by the Vice Master, for example exceptions on the grounds of race, religion or belief, or disability.

## 5. Games

Games are compulsory on Tuesday and Thursday afternoons for all, and on Saturday afternoon for team players or as advised by the Director of Sport. Correct games kit must be worn. For pupils unable to play, 'Off Games Forms' must be submitted to the Bellroom by morning break. All pupils who are off games should report to rooms C1/C3 at 2pm on Games afternoons. When going to or from games, pupils must wear school tracksuits and they should not wear studded boots outside the school grounds. Games kit should not be worn in the town. All pupils whose games sessions do not run the full two hours must register at 2pm and are accountable to their games teacher until 4pm.

## 6. Registration and Assembly

Morning Registration: Pupils must arrive for registration with tutors (or for Period 1 on Saturdays) by 08:40. Any pupil who is not present by this time will be marked as absent. Subsequent arrivals must sign in "late" at the Bell Room. Pupils who have non-timetabled private study for Period 1 on a Saturday must register in the Bell Room.

Afternoon Registration: Afternoon registration takes place in Period 6. Sixth Formers with a Study Period at this time must register at the Bellroom. On games afternoons, the register is taken by the member of staff taking games, or in the off-games room for pupils who are off games.

All pupils must be in Assembly on Monday and Friday, and Chapel on Wednesday no later than 1.50. All talking stops when the music starts playing.

## 7. ICT, Mobile Telephones and Personal Music Players

All digital devices must be used responsibly and in line with the Acceptable Use Policy and Mobile Phone Rules. 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.

## 8. Bicycles and Motor Vehicles

Pupils may cycle to school, but bicycles must not be ridden within the school grounds. Bicycles must be left locked in the bicycle store during the school day. When riding, pupils must wear helmets, have front and rear lights on when it is dark and abide by the Highway Code. Sixth Form pupils with cars may drive to school, if necessary. Cars may not be used at all during the school day, including lunchtime, and there is no parking on site. Pupils are not allowed to drive to sports fixtures unless given specific written permission by the Vice Master. In no case is a pupil driver allowed to give another pupil a lift to school or a school function unless specific written permission has been granted by the Vice Master. Driving permission is not normally given to boarders, though on occasions temporary permission for special reasons may be granted by the Vice Master. If there are instances of careless driving or unacceptable behaviour while using the car, parents will be informed and the school will take appropriate disciplinary measures. Permission to cycle or drive to school can be withdrawn at any time.

## 9. 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.

## 10. Property

Pupils should not bring expensive property into school; they should ensure their property is clearly name tagged, and that money and other personal items are kept in lockers. If a pupil has lost property, they should report to Bell Room. Pupils should not touch or 'borrow' property that does not belong to them. If a pupil suspects theft, they must report it immediately.

## 11. Sixth Form Study Periods

During a Private Study Period pupils must work in school, following the guidelines in the Sixth Form Private Study policy.

## 12. General

Pupils should be particularly courteous to visitors, stand when adults visit or enter a form room if asked to do so, and hold doors for visitors and staff.

Eating is forbidden except in the area of the dining halls or in house areas. Chewing gum is not allowed on the school estate or in any of the buildings. Games are not permitted on the hard area to the south of the Main Building, the 1st XV pitch or the 1st X1 square. Shortcuts should not be taken across grass areas, particularly those surrounding the Memorial Hall. No pupil may enter the Sports Hall, swimming pool, weights area or squash courts unless there is a member of staff present. 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 without the permission of their Housemaster.