



# PENNTHORPE

## SCHOOL RULES

### PRINCIPLES

All of the School Rules can easily be observed by being a good citizen and a true Pennthorpian. This means fulfilling the school's core values which are:

- Being respectful of those within our school community and our environment;
- Being kind to others at all times;
- Being honest, holding oneself and others to account;
- Being positive in approach to everything we encounter
- Being tolerant of others and embracing the differences of all in our community and beyond
- Being resilient and persevering with the inevitable challenges we face.

No set of rules can cover every point, but the following are designed to act as a guide to all pupils as to what is expected in the way of conduct in and out of School hours.

Compliance with the School Rules currently in force is a condition of membership of the School.

The rules apply at all times when pupils are:

- At School
- Travelling to and from School by whatever means;
- Taking part in or supporting any activity organised by or sponsored by the School whether in or out of term time;
- Functioning online, either for work purposes or social reasons, whether in or out of School or term time.

### A. ATTENDANCE:

1. All pupils must attend School, and all timetabled activities, punctually and regularly throughout term time.
2. Except in the event of illness, no pupil may be absent from School without permission previously obtained from the Headmistress. Such permission is only granted in urgent cases.

3. Requests for leave of absence for days of religious observance, should be made at least one week in advance.
4. There is no right of leave of absence for parental holidays in term time. In very exceptional circumstances, the Headmistress is prepared to consider a request made in writing before any commitment or booking is made.
5. In cases of illness, the School Secretary or Matron should be informed by telephone on every day of the absence.
6. Any pupil late for School must sign in the late book in the Front Office.
7. Any child needing to remain on the School premises after the end of the academic day, must be booked into Flexiday.
8. Except for short periods, exemption from Games or Physical Education is granted only on receipt of a medical certificate. If a child is considered to be too ill to participate, they should not be in School.

## B. TRAVEL:

1. Pupils traveling to and from School, should do so in full school uniform, smartly worn. Any pupil wearing School uniform represents the School and is therefore subject to School Rules.
2. All pupils using the school minibuses, are obliged to fulfil the Pennthorpe Minibus Code of Conduct and behave in accordance with the School Rules at all times.
3. Pupils not behaving in a manner conducive to the expectation, will be sanctioned. In the case of more serious misconduct, e.g. endangering others and/or distracting the driver, the pupil will be removed from the bus and the School reserves the right to ban the pupil from entering or utilising School bus services.
4. Bicycles may be ridden to School providing a helmet is worn and parental consent has been provided to the School in writing in advance. Bicycles may not be ridden in the School grounds and the School is not responsible for accidents or damage caused.

## C. PROPERTY:

1. The borrowing of money, clothing or equipment is not allowed, nor is the buying or selling of items without permission.
2. Any damage to property should be reported immediately. It is accepted that accidents happen, but the School will take a serious view if they are not reported, or if the damage is caused deliberately. This specifically includes the defacing of property with graffiti, which is regarded as vandalism.
3. No food, cutlery or crockery may be taken out of the Dining Hall.
4. Pupils should not bring valuable items or large sums of money to School. The School does not accept responsibility for personal belongings or money, which should be insured either under a specific policy or under any householder's comprehensive policy that parents may have.
5. All books issued by the School, including Library books, remain the property of the School and should be treated with respect. Any book (including stationery books) lost, damaged or defaced will be charged for.
6. All personal property should be clearly marked with the owner's name.

7. Computers and mobile devices, whether belonging to the School or one's own, should always be used in accordance with the School's Acceptable Use Policy. Such devices are powerful tools for gaining knowledge and good communication, and should never be used in a way that is hurtful or offensive.
8. Mobile phones are not permitted in School and will be confiscated and returned at the School's discretion.

#### D. APPEARANCE:

1. Pupils should ensure that at all times their dress, hair and appearance comply with the School's regulations and are a credit to the School.
2. All items of uniform so indicated on the School uniform list must be purchased from the School uniform shop. It may be possible to buy some non-badged items elsewhere, but the appearance should be consistent with School standards.
3. All clothing and footwear should be clearly marked with the owner's name.
4. Hair should be neat, in the owner's natural colour, and avoid extremes of fashion. Boys' hair should not be unduly long (it should be off the collar) or shaved. Girls' long hair should be worn up and away from the face.
5. Jewellery should not be worn, with the exception that girls may wear a single small plain stud in each ear. They may be required to remove these for safety reasons, for example during Games.

#### E. BOUNDS:

1. All pupils must take pride in the appearance of the School campus. Litter should be placed in the waste bins provided.
2. The following are out of bounds to all pupils:
  - a. The woodlands, treehouse and pond area without a member of staff.
  - b. The staff car park
  - c. The Crows Nest without staff permission
  - d. Locations such as rooftops or fire escapes which, without proper authorisation and supervision, are manifestly dangerous.
3. No pupils, other than Head Boy, Head Girl and Prefects, are permitted to use the front stairs of the Main House.
4. There are other rules published concerning specific areas of the School, which pupils need to be aware of e.g. science laboratories, sports hall, ICT room and Art Centre.

#### F. USE OF ICT:

1. All users are responsible for the protection of their own network account. Passwords must be protected and pupils must always log off when leaving a work station.
2. Users may only use the email account set up by the School. Use of other email accounts, e.g. Hotmail, is not permitted. Pupils should uphold the standards of courtesy in communications and report any cases of bullying, abusive language or other issues that they encounter.

3. Use of chat rooms and social media is not permitted on School IT equipment, or the School network. This includes, Facebook, Twitter, Instagram, TikTok and Snapchat.
4. The School's computing facilities must be used responsibly and access is granted for the purposes of education and learning. Unauthorised use of internet based, and other, games is not permitted.
5. Any pupil who breaches these rules or who knowingly commits any of the following offences will face disciplinary proceedings:
  - a Hacking
  - b Introducing viruses to the network
  - c Accessing pornographic or other offensive material
  - d Sending offensive material or messages including online bullying
  - e Spamming (sending emails to many users simultaneously or sending multiple emails to one user)
  - f Using other pupils' accounts, or accessing files or network areas, which are not allocated to their use
  - g Wilfully damaging IT facilities or compromising network security.

#### G. GENERAL:

1. The School's fire procedures must be strictly observed at all times. Any interference with the School's fire-fighting equipment will be particularly seriously viewed.
2. The School has a clearly defined anti-bullying policy and will take a particularly serious view of any incident of bullying (verbal or physical), harassment or racial abuse.
3. The possession of tobacco, alcohol or controlled drugs is forbidden, as is the bringing to school of dangerous articles, fireworks or similar. Any prescribed medicines other than asthma inhalers should be handed to Matron by the parent for safe-keeping and administering as appropriate.
4. Pupils are forbidden to possess or use tobacco, alcohol, or any illegal substance at all times while under the jurisdiction of the School, on or off the premises, including travelling to and from school. Any child in possession of illegal substances while under the jurisdiction of the School, will be excluded.
5. No gambling of any sort is allowed.

#### H. SERIOUS BREACH OF RULES:

A serious breach of School Rules may result in suspension or exclusion from the School. Such a breach may include:

1. Breaking the law of the land.
2. Persistent attitudes or behaviours which are inconsistent with the ethos of the School, such as persistent failure to complete academic work or continual failure to cooperate with members of staff.
3. Actions which bring the School into disrepute.