

## SCHOOL RULES

Every boy is expected to behave and speak in an honourable, thoughtful, and gentlemanly manner as befits a pupil of a great Catholic School. The expectation of such behaviour includes not only activities within school but on any occasion when a boy is representing the College on an organised school trip or sporting activity. This also includes travelling to or from the College.

### DAILY PROGRAMME

Boys to be in school by	08.55
Tutor Period	09.00 - 09.30
Period 1	09:30- 10.30
Period 2	10.30 - 11.25
Break	11.25 - 11.40
Period 3	11.40 - 12.40
Lunch	12.40 - 13.40
Period 4	13. 40 -14.40
Period 5	14.40 - 15.35

Punctuality is important. Any boy not in class at the start of registration will be marked absent. A boy arriving in school after the start of the first period must sign the late book, and inform his House Tutor at the earliest opportunity. Boys must also be on time for each lesson and have a swipe card with which to register themselves for lessons.

A written request for leave of absence should be made by parents on behalf of their son, to the Principal. A boy who has been absent for one day or more returns to school must bring a letter of explanation to his House Tutor. Unauthorised withdrawal from the school premises is forbidden. The permission of the Head of House must be obtained to leave the campus. A specific leave of absence, e.g. to visit a doctor or dentist, requires a written request or the support of an official appointment card prior to the visit.

At 3.35 p.m. boys must leave the premises by the pupil exit to the buses on the school access road or to Hale Road/Wicker Lane. Boys must queue patiently and in an orderly manner at the appropriate supervised bus queue if returning home by bus.

Boys must vacate classrooms during the morning and lunch-time breaks and must not use the playing fields unless participating in an official practice. For cafeteria service boys must queue in an orderly manner. Boys bringing sandwiches may go directly to the eating areas without queuing.

### PARTICIPATION

All boys are expected to be available for extra-curricular activities and events as and when required.

These will mainly involve official sports fixtures, practices, educational visits, choral and orchestral concerts, school drama productions and rehearsals, inter-school competitions, etc. A written note addressed to the PE/Games teacher is required if a boy needs to be excused PE/Games through illness or injury.

Any request for a boy to be excused from an extra-curricular activity should be in writing, by the parents and addressed to the Principal with the maximum possible notice being given. No boy should ever let down a school team.

The School Secretary should be notified of any change of address or telephone number.

### APPEARANCE

The School reserves the right to monitor a boy's general appearance. The school uniform (blazer, tie, white shirt, black or dark grey trousers, etc.) must be worn. If a pullover is worn it should be the type supplied by the school. Only black shoes are allowed. Sports cross-over training shoes, boots, patent leather or suede shoes are not permitted. Any outlandish style of footwear or socks is prohibited. Socks should be dark in colour and of a standard length. Trainer socks or white sports socks are not permitted unless being used for sports. All students are expected to be provided with the correct games and PE kit. All items of clothing (and equipment) should be marked clearly and permanently with the owner's name. Outdoor coats must not have large stickers, slogans, words etc. Egregious hair styles are not permitted nor is any kind of earring or jewellery. Hair should not be below a minimum cut of No.3, must be off a boy's collar and be styled so that eyebrows and face are not obscured by hair. Only authorised badges may be worn on the blazer or outdoor coat. The blazer must be worn at all times in the school buildings and en route to and from school except when a teacher allows its removal in a specific classroom. Boys should be proud of the school uniform and the College and take a pride in their own appearance at all times.

### SIXTH FORM UNIFORM

Dark business suit with a white or pale blue shirt and a Sixth Form Tie. Smart leather or leather-type dark shoes and dark socks.

## ATTITUDE TO WORK

A boy is expected to work conscientiously and co-operatively to the best of his ability in all subjects. Boys should listen to homework instructions carefully and write them down in their Planners, which must be on their desks at the start of each lesson. Homework should be done neatly and conscientiously and handed in promptly when required. Boys should take good care of all books. Boys' own computer games must not be used on College computers.

## HEALTH AND SAFETY

The Principal or House Tutor should be informed of any special health problem or medical condition. Boys should report any illness, accident or injury, or any dangerous situation immediately to the nearest teacher. Office staff have special responsibility for dealing with illness and injuries. Boys should make sure that they know what to do if there is an emergency or fire drill, be aware of the notice in the classroom and listen to the House Tutor's instructions. Boys must never wander onto the playing fields unless they are members of an official team supervised by a member of staff. PE/Games equipment and activities can be dangerous unless properly supervised and controlled.

## RESPONSIBILITY

Boys are expected to treat School buildings, furniture, books and equipment with respect. All wilful or careless damage or loss must be paid for. Damage or breakage should be reported at once.

The safeguarding of personal property is a matter for the boy. Lockers are provided for pupils' belongings – pupils should bring in a secure padlock for this purpose.

Cycles must be left in the bicycle area and secured with a good lock.

No boy must bring to school any valuables unless specific permission has been given by a teacher.

Litter must be placed in the bins provided.

## MOBILE PHONES

### For Years 1-5

1. Mobile phones should be **switched off and in bags or lockers** at all times (8.45am – 3.35pm), any phone seen or heard will be confiscated.
2. Phones that are confiscated will be returned to students at the end of the day in the first instance, although should there be a second occurrence a call will be made home with the requirement for a parent / carer to collect the phone on their son's behalf.
3. The restriction is in place between the times of 8.45am until 3.35pm while students are in the grounds of the school building.
4. Should students wish to use their phone at the start/end of the day to contact parents with any concerns or for collection following school based activities this should take place before or after the school day.
5. If students need to contact home **urgently** during the day they should use the college reception or speak to a pastoral member of staff.

### For Sixth Form

1. Mobile phones should only be used as a research tool, during study periods and where directed by staff.
2. At break and lunchtime mobile phones may only be used in the common room, 6<sup>th</sup> form study areas (for work/research only) and when off site.

## DISCIPLINE

For full details, please refer to the Behaviour and Discipline Policy on the school website:-

<http://www.st-ambrosecollege.org.uk/library/client/website/Policies/Behaviour%20Policy%2016th%20Jan%202018.pdf>

### Summary

A pupil who is judged to have acted against the good order, or the accepted standards of the College may incur one of the following sanctions: (a) Loss of credit in their Planners; (b) an imposition – boys may be given a Pink Slip which will accumulate and result in further sanctions (see College Behaviour Policy for full details) (c) put on report (d) given a detention (in the case of an after school detention a 24 hours' notice will normally be given) (e) internal exclusion (e) suspension from school, temporary or permanent.

Prefects are appointed to help the staff maintain good order and discipline. A brief written assignment or other punishment may be set by a prefect. Prefects must be obeyed.

It is forbidden to bring on to the school premises or have in one's possession any material which could be a source of physical or moral danger to oneself or others, or which could be considered a nuisance. Smoking is forbidden. Interference with the computer network, security system or with the fire alarm or fire appliances will be considered a serious offence. Chewing gum is banned because of disposal difficulties.

Any boy dealing in illegal drugs in the College, having them in his possession or in any way promoting them will be expelled. Strong action will be taken against anyone bringing to the College, possessing or distributing pornographic or obscene material by any means.

Bullying of any kind is not to be tolerated; general advice is given to all boys during assemblies and PSHE lessons. If you feel that you are being bullied you should see an appropriate teacher, usually your House Tutor. If you think that another boy is being bullied, it is your duty to report the matter to a teacher.

Only sixth formers are allowed out of school at lunch time.

Boys must not sell anything at all to other boys at school. It is strictly forbidden to take money off any other boy for any use.

## PERMANENT EXCLUSION

Permanent exclusion is a very serious sanction that can be used for a single serious incident which bearing in mind the Behaviour and Discipline Policy, all circumstances and the welfare of all pupils and staff or as a final report at the end of a series of other measures taken to try to reform the behaviour of a pupil where the Governing Body considers that there is no viable alternative.

The Principal will consider all the relevant facts and evidence to support the allegations made. An intermediate exclusion may be given in the first instance to allow time for proper investigation and consideration of an appropriate response from the College.

Circumstances in which it might be appropriate permanently to exclude a pupil for a first, one off offence may include (list not exhaustive):-

- Serious actual or threatened violence against another pupil or member of staff;
- Sexual misconduct or assault;
- Supplying, possession, promoting or misuse of an illegal drug, medicines or solvents. This includes arranging or facilitating illegal drugs to be brought on to the school premises;
- Carrying an offensive weapon, or the use of any implement as an offensive weapon;
- Making malicious and false allegations against another pupil or a member of staff; or
- Setting off or the possession of fireworks.