

Stephen Perse

Cambridge

Senior School

Senior School – School Rules

Behaviour

- Students are expected to conduct themselves at all times with common sense, courtesy, kindness and integrity and to be good ambassadors for the School, displaying respect for individuals, for property (both personal and communal) and for the reputation of the School, and upholding the School's values.
- Bullying in any form, including cyber-bullying is unacceptable (see Anti-bullying Policy).
- Students must abide by the playground and MUGA rules.
- All students must take pride in the appearance of the school environment. Litter should be put into the waste bins provided.
- Technology is provided to support students in their learning, completing homework, organising their school lives, conducting research and communicating with others for educational purposes. Individual users are responsible for their behaviour and communications. They must comply with the Foundation's Technology Acceptable Use Policy and are required to sign a document acknowledging their acceptance of the current rules for use of technology. Staff may review all files and communications to ensure that students are behaving responsibly.
- All mobile devices should be used in accordance with the Technology Acceptable Use Policy and should be stored carefully. Mobile phones must be switched off and kept out of sight at all times whilst in school except during Late Stay to make pick-up arrangements (with permission from staff supervising). If a student needs to use a phone during the school day, they should visit the Office where they will be given access to one.
- Students must not talk on the way into or at any time during year group or other assemblies.

Attendance

- All students are expected to attend all timetabled lessons and activities (including Games) unless ill or injured and agreed with a parent/guardian or the School Nurse/Healthcare Practitioner, or for reasons notified and agreed by the appropriate member of staff in advance.
- Students must sign in and out on the InVentry system. If arriving at School early between 7:45am and 8:00am, students must remain in Reception by the main entrance. From 8:00am students in Years 7 and 8 should go directly to the Dining Room and remain there until 8:20am. Students in Year 9 should go to the Activity Space, but they may also visit the Dining Room if purchasing breakfast. Students must not go to their form rooms, lockers, or the L-block toilets. Year 10 and 11 students are allowed to go to their form rooms starting from 8:00am.
- Students are expected to be in their Form Rooms by 8.30am for morning registration unless they have special permission to arrive later.

- Students may not leave the school site during school hours without a written request from their parents or guardian or special permission from their Head of Year, the Nurse/Healthcare Practitioner or a member of senior staff.
- Students are expected to leave promptly at the end of afternoon school. Any students in school beyond 3:40pm must sign into Late Stay and remain in the allotted room until 5.30pm at the latest, unless attending a supervised club or activity; this includes students waiting for school buses.

Uniform and Appearance

- School uniform must be worn on all school occasions unless special permission has been given to the contrary. Check shirts should be tucked in at all times including travelling to and from School. Uniform will be regularly checked and a student can expect to be sanctioned if they fail to comply with the school rules on uniform.
- Hair may not be dyed non-natural colours and long hair must be held back when safety or hygiene requires it.
- Makeup should be discreet and nail varnish or acrylic nails are not permitted with school uniform.
- Jewellery worn at school should be metallic (not colourful), discreet and not detract from smartness of the school uniform. Jewellery guidelines: students may wear one simple metal necklace with a pendant no larger than 3 cm. A single metal bracelet is allowed on each wrist but must not be made of fabric, beads, or colourful materials. Earrings can include multiple small hoops (less than 2 cm) or stud earrings, primarily metallic in appearance. Students may also wear one simple ring on each hand, without large stones or bright colours. If a student feels that it is essential for them to wear a particular piece of jewellery, for religious or cultural reasons this should be agreed with the Head or Senior Deputy Head in advance of doing so.
- Students may only wear coats inside school buildings when permission to do so has been given at a whole-school level due to cold weather. These must be plain black outerwear coats, worn on top of a school jumper.
- When students have been given permission to wear their 'home' clothes, they must abide by the non-uniform dress code.
- Students must not wear clothing or other adornments or bring equipment bearing offensive or inappropriate images or slogans.

Property

- All possessions, including musical instruments and coats, must be clearly marked with the owner's name. Only small amounts of money should be brought to school. Purses and other valuable items should be in the owner's possession or locked away at all times and must not be left in cloakrooms, desks, bag-racks or bags. Items of value may not be left at school overnight.
- If a musical instrument is left overnight it should be in the appropriate section of the Musical Instrument Store and should be adequately insured.
- Bags, pencil cases, instrument cases and lockers should be regarded as private property and should not be opened by students without permission from the owner or a member of staff.

Prohibited and Banned Items

- Students may not bring onto any Foundation site or possess whilst in the care of the Foundation the following prohibited Items (as specified in paragraph 3.1 of the Foundation’s policy on Searching and the Retention and Disposal of Confiscated Items):
 - knives or weapons
 - alcohol
 - illegal drugs
 - stolen items
 - tobacco and cigarette papers
 - fireworks
 - pornographic images
 - any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence, or to cause personal injury to, or damage to, the property of, any person (including the student themselves).

- In addition to the above Prohibited Items, students may not bring onto any Foundation site or possess whilst in the care of the Foundation the following items (together, the “**Banned Items**”):
 - Chemicals
 - Aerosol sprays (excluding deodorant)
 - Correction fluid (eg Tippex)
 - Laser pens/pointers
 - Matches or lighters
 - Toy/replica weapons
 - E-cigarettes or vaporisers
 - Illegal drugs paraphernalia

- Prohibited and Banned items may be searched for without the agreement of the student in accordance with the Foundation’s policy on Searching and the Retention and Disposal of Confiscated Items.
- Students may not smoke or vape ‘e-cigarettes’, or be in possession of smoking or vaping paraphernalia in or near school buildings. This includes students travelling anywhere in school uniform, or on school activities.
- No student should be in possession of, or under the influence of, alcohol or illegal substances on school premises, on school activities or travelling anywhere in school uniform.
- Chewing gum and caffeinated energy drinks are not allowed in school, unless permission has been explicitly granted.
- Medicines (including painkillers) may only be brought to school if medically prescribed and in the container dispensed by the pharmacist. They must be handed to the Healthcare Practitioner/Nurse immediately on arrival for safekeeping. No student may carry their own medication (other than an inhaler/AAI) on the school site or while on a school activity unless permission has been expressly granted.

Safety

- Students must not let any visitors on to the school site and must report any adult on site without a school lanyard to a member of staff.
- Students must make all reasonable efforts to follow guidance relating to health and safety and responsible behaviour when on the school site and on their way to and from school.

Related policies:

- Anti-Bullying Policy
- Behaviour, Rewards and Sanctions Policy
- Searching and Retention and Disposal of Confiscated Items Policy
- Smoking, Alcohol and the Misuse of Drugs and Substances Policy
- Technology Acceptable Use Policy

Reviewed: August 2024