

St Olave's Grammar School



RULES AND REGULATIONS POLICY FOR YEARS 7 TO 11

UNIFORM

Specific details of the uniform requirements can be found in the **Uniform Policy**.

ATTENDANCE AND PUNCTUALITY

Absence due to illness must be explained either by telephone or e-mail. The School must be informed on the first day of absence, by telephone or email (registration@saintolaves.net.) before 11.00 am, even though the absence may continue.

Other requests for absence must be approved by the Headmaster, who disapproves strongly of any extension to official School holidays.

Pupils are not allowed in the School buildings before 8.00 am. Those arriving between 8.00 am and 8.15 a.m. must report to the Small Hall. Pupils are required to be in their form rooms by 8.40 am. If a pupil arrives after the registers close at 8.40 am (on a Tues/Wed/Fri) then he should report to the Small Hall if it is before the start of period 1 and to the school office thereafter. The late book should be filled in and a note to explain their lateness given to the form tutor the next day.

Unless special permission is obtained or a pupil has to carry a heavy musical instrument, only the Park Avenue entrance should be used. Parents/carers may not drop boys at the Goddington Lane entrance. Those pupils crossing Sevenoaks Road on their way to and from School must use a zebra crossing.

ILLNESS

If a pupil is ill during the school day then he must tell a member of staff immediately and report to the School Reception, where his parents/carers will be contacted, if appropriate. A pupil must not contact his parents/carers directly to collect him or leave the School premises without reporting to Reception.

BICYCLES

Permission to cycle to School is only given to pupils who have passed their Bike Ability Award and on condition that a safety helmet is worn. Please note that there is limited secure storage facilities for cycles.

Cycles must not be ridden in the School grounds.

RESTRICTED AREAS AND ACTIVITIES

The area to the front of the School, including the path from the car park to the top field, the car park behind the Science Block and the woods around the School are out of bounds. Pupils are not allowed on the bottom field or the lower access road during break and lunch-time. Ball games are not allowed in the quad. Only small, soft balls may be used in the paved area next to the Hall. This area is out of bounds when there are exams in the Hall. Pupils, with the exception of Year 11, must not be in their form rooms during morning or lunch breaks except for five minutes at the start and at the end, except when wet break rules apply.

PERSONAL POSSESSIONS

The School authorities cannot accept liability for loss of or damage to a pupil's personal possessions. Each pupil's belongings should be marked with his name. All money and valuables should be left securely in the pupil's locker during games and P.E. activities and not brought to the changing rooms.

MOBILE PHONES, MP3 PLAYERS, ETC.

Years 7 -10

Mobile phones may be brought to and from school and into school, but must not be seen in school between 8.00a.m. and 3.30p.m. unless by specific request of a teacher for an educational purpose in the classroom. Mobile phones seen in use in or around school will be confiscated until the end of the school day in the first instance. For a second confiscation, a school detention will be issued. For any additional breaches, further sanctions will accrue. Unless otherwise directed, mobile 'phones must be switched off at all times in lessons, form and year meetings and assemblies. They must not be used between lessons; this includes at break or lunch times. They may not be brought into any school examinations. The same rule applies to hand held games consoles and 'MP3 Players' with the added proviso that, for safety reasons, these should not be used walking to and from school or around the School. Pupils may not take photographs or make videos on the School premises without prior permission from a member of staff. This includes the use of videos or cameras on mobile 'phones. Students should note that in external examinations mobile phones are banned and we **have** to report any breach of that rule. The exam board will then refuse to award a grade for the subject concerned.

Year 11

Mobile phones may be brought to and from school and into school. They may be accessed by members of Year 11 when they are inside their Form Room (from 8.15 until morning registration, at break, or at lunch), but barring this exception must not be seen in school between 8.00a.m. and 3.30p.m. unless by specific request of a teacher for an educational purpose in the classroom. Mobile phones otherwise seen in use in or around school will be confiscated until the end of the school day in the first instance. For a second confiscation, a school detention will be issued. For any additional breaches, further sanctions will accrue. Unless otherwise directed, mobile phones must be switched off at all times in lessons, form and year

meetings and assemblies. They must not be used between lessons; this includes at break or lunch times (except by Year 11 students in their Form Room). They may not be brought into any school examinations. The same rule applies to hand held games consoles and 'MP3 Players' with the added proviso that, for safety reasons, these should not be used walking to and from school or around the School. Pupils may not take photographs or make videos on the School premises without prior permission from a member of staff. This includes the use of videos or cameras on mobile 'phones. Students should note that in external examinations mobile phones are banned and we **have** to report any breach of that rule. The exam board will then refuse to award a grade for the subject concerned.

CONTRABAND

No weapons or items that could be used as weapons should be brought onto School property; for example, knives, BB Guns, sharpened implements such as screwdrivers or Stanley knives. Other items are also banned from the School premises, such as alcohol, cigarettes, tobacco, lighters, matches, laser pens, cans and aerosols. Pupils must not smoke or consume alcohol on the School premises, on School trips or on the way to and from School. Chewing gum is not allowed in school.

DRUGS

No proscribed drugs or soft drugs or psycho-active substances may be present at any activity taking place under the aegis of the School. This would include, for example, so called 'legal highs'. Any student breaking this rule faces permanent exclusion from the School. These rules apply also to time spent travelling to and from school, break and lunch times.

CODE OF CONDUCT

At all times pupils are expected to show consideration for others and to conduct themselves in a manner which would give no cause for adverse criticism.

Pupils are required:

- to be punctual;
- to bring all necessary equipment and books for a particular lesson;
- not to enter Science, Technology or Computer rooms before their subject teacher arrives;
- to be silent and to concentrate when a member of staff is addressing the class;
- to take care of equipment, books and wall displays;
- to behave sensibly on their journey to and from School;
- to deliver school letters and messages to parents/carers on the day of issue;
- to be good ambassadors for the School when on School trips;
- to be aware of the School Rules and Regulations.

The School will not accept:

- bullying of any type (Please see **Anti-Bullying Policy**);
- racist or sexist behaviour;

- rudeness or disrespect to any members of staff, teaching or non-teaching;
- rowdy behaviour;
- swearing;
- fighting;
- lack of respect for the School buildings and grounds (e.g. graffiti and litter).

BEHAVIOUR AROUND THE SCHOOL

- Running inside the School buildings is forbidden.
- Food and drink must not be consumed anywhere other than the Small Hall, Courtyard or Quad/Cloisters or the Pavilion (for the Sixth Form at break and lunch). Hot food must not be consumed anywhere other than the Small Hall.
- Water is banned in certain specialist rooms such as Science Laboratories and Computer rooms.

PLANNERS

Planners (Lower and Middle School) must be treated with respect and always be available for the comments of staff.

GENERAL BEHAVIOUR

Pupils are expected at all times to show consideration for others and to conduct themselves in a manner which could give no cause for adverse criticism. They are expected in and out of School to uphold the good name of St. Olave's.

**ST OLAVE'S GRAMMAR SCHOOL
HOME-SCHOOL AGREEMENT**

**Please ensure that you have read the accompanying *Rules and Regulations*.
Copies of the School's Policies are available on the website, or by request.**

Pupils agree to:

- Abide by the School's code of conduct and rules;
- Create and maintain a community which is considerate, where interaction is based on mutual respect, and which fosters good teaching and learning;
- Have the highest expectations and to behave with courtesy and consideration for others in and out of school;
- Take responsibility for behaviour to enable staff to teach and promote learning without interruption or harassment;
- Ensure uniform is smart;
- Project an image that would bring credit to the School;
- Be punctual at all times;
- Do their best and to work conscientiously in all subjects;
- Play a full part in school activities;
- Represent the school when selected.

Parents/carers agree to:

- Ensure that their child attends school regularly, on time and properly equipped;
- Support the School's policies on behaviour, homework, uniform and extra-curricular activities, and the general ethos of the school as laid out in the prospectus and information booklets;
- Inform the School as early as possible of any unavoidable reason for absence, bearing in mind that there is no right to withdraw children from school to take holidays;
- Monitor their child's homework and School Planner;
- Inform the School about anything that might affect their child at school;
- To notify the School immediately of any changes of address or contact numbers;
- Ensure that replies to school letters are returned promptly.
- To have read the School's Safeguarding Policy available on the website
<http://www.saintolaves.net/uploads/admin/download/file/40/Safeguarding.pdf>

The School agrees to:

- Deliver a broad and balanced education in line with National Curriculum and GCSE requirements, and the School's curriculum policy;
- Provide support for all pupils in line with the School's pastoral policy and deal promptly with any concerns;
- Set appropriate homework on a regular basis and ensure effective feedback to pupils;
- Monitor pupils' progress and inform parents/carers by way of reports, interim reports and parents' evenings;
- Contact parents/carers when there is concern about a pupil's work, behaviour, dress, attendance or punctuality;
- Keep parents/carers informed of school activities.

I acknowledge receipt of the **Home-School Agreement** and agree to be bound by its terms.

Name of Pupil (BlockCapitals): _____

Signed: _____ (pupil) Date: _____

Signed: _____ (parent/carer) Date: _____

Address: _____

Mr Andrew Rees

Headteacher