

School Rules for the Pre-Prep and Prep

- All pupils must take a pride in the appearance of the campus. Litter should be put into the waste bins provided.
- Food should not be eaten inside school buildings other than under supervision.
- Chewing gum is not permitted.
- Hair styles must be moderate and well groomed, of even cut and colour not excessively short and off the collar. Earrings, studs or other facial adornment are not allowed.
- Except for short periods, exemption from games or physical education is granted only on receipt of a medical certificate.
- Boys are forbidden to possess or use tobacco, alcohol and all illegal substances at all times when they are under the jurisdiction of the school on or off the premises, including travelling to and from school.
- Any boy who possesses any illegal substances while under the jurisdiction of the school will be expelled.
- Mobile phones must be firmly kept in school bags (not in a blazer or trouser pocket) and turned off. We are unable to take responsibility for mobile telephones in school and any mobile phone seen by a member of staff will be immediately confiscated see appendix 1.
- Mobile phones are not permitted in the Pre-Prep.

Rules specific to the use of ICT in the Pre- Prep and Prep

- All users are responsible for the protection of their own network account. Passwords must be kept secret. They should be changed whenever users suspect that they are known to anyone else. Pupils must always log off when leaving a workstation for however short a time.
- Users may use only the email account set up by the school. Use of other email facilities (such as Hotmail) is not allowed. Users must uphold the highest standards of courtesy in any communications. They should report any cases of abusive language that they encounter.
- Use of chat rooms and newsgroups is not allowed. Users may not download or install any programmes or software; only ICT Support may do this.
- External hardware sometimes contains viruses, and if a virus cannot be removed the infected document will be automatically erased.
- The computing facilities must be used responsibly. Access to the facilities is granted for the purposes of educational research and learning. Unauthorised use of internet-based and other games is not permit.
- Any member of the school who breaches these rules or who knowingly commits any of the following offences will face disciplinary measures:
 - Hacking.
 - Introducing viruses to the network.
 - Accessing pornographic or other offensive material.

- Sending offensive material or messages.
- Spamming (sending emails to many users simultaneously or sending multiple mails to one user) - unless authorised by the Head of IT.
- Using other members' accounts or accessing files or network areas which are not allocated for your use.
- Wilfully damaging ICT facilities or compromising network security.

Rules specific to attendance in the Pre-Prep and Prep

- All boys must attend school and all time-tabled activities punctually and regularly throughout the term.
- Except in the event of illness, no boy may be absent from school without permission previously obtained from the Head of the Prep. Such permission is only granted in urgent cases.
- Requests for leave of absence for days of religious observance should be made to the Form Tutor at least one week in advance.
- There is no right of leave of absence for parental holidays in term time. In very exceptional circumstances, the Head of the Prep School and Pre-Prep is prepared to consider a request made in writing before any commitment or booking is made.
- In cases of illness the Secretary at the Prep or Pre-Prep should be informed by telephone on every day of the absence.
- A note, signed by the parent or guardian, explaining a boy's absence must always be brought to his Form Tutor on his return to school. Any boy late for morning registration must complete the late book.
- A Year 1 or 2 pupil may not remain on the premises after 3.15 pm and Year 3 not after 3.20 pm unless he has a music lesson, swimming training or a club. However in the summer term there may be one or two clubs between 3.20 - 4.00pm for boys in Year 3 to attend.
- Any boy needing to remain on the premises must be booked into the ASCF. Pupils must be over 8 to attend ASCF. Pupils who have returned from the coach park will be supervised by the duty teacher.
- A private arrangement must be made with the Prep School Head if a boy needs to stay after 5.30pm (this is after ASCF has closed).

Rules for Pre-Prep and Prep School pupils which refer to the School Bounds

Prep boys must remain within the fenced playground area and the grass area from the Staffroom to the high-jump pit. They should not go onto the Athletic track or long-jump pits. The exception to this is during the Summer Term, boys may be invited to play inside the athletic track. Pre-Prep boys are invited to go up to the school field with a Teaching assistant. Unless authorised by a member of staff, the following areas are out of bounds:

- The vicinity of the Headmaster's House.
- The games fields, except for pitch 5 or the park pitches as indicated by the Director of PE.
- Staff car parks.