

## School Rules

Compliance with the School rules currently in force is a condition of membership of the School. The rules apply at all times when boys 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.

### School Rules for the Senior School

Any infringement of these rules will be punished in line with the School sanctions. This includes permanent exclusion for serious offences.

- Boys should always treat all members of the School community, visitors and members of the public with courtesy and respect.
- Contact with the media in the name of the School is forbidden without the approval of the School. This includes posting on You Tube.
- Any action which might bring the School's name into disrepute, verbally, in print or on line is forbidden.
- The campus opens to boys at 8.00 am and no boy should arrive before this time. Boys should not remain on the School premises after 4.15 pm unless they are taking part in an organised activity run by a member of staff or if they are undertaking supervised study in the library.
- All boys must attend School and all timetabled activities punctually and regularly. Except in the event of illness, no boy may be absent from School without permission previously obtained.
- Any pupil requiring planned absence from School should apply for an exeat from their Form Tutor by email or by letter. If the absence is longer than ½ day permission will be sought from the Head of Section - see Absence Policy.
- Boys are expected to be committed both to their academic work and to the extra-curricular activities of the School. They have an obligation, if selected by the School, to take part in School games/matches and other out-of-school activities and to attend practices and meetings on schooldays, weekends and before term unless special exemption has been granted with at least 7 days prior notice.
- Boys in the Upper Sixth may bring cars to the School only with the written permission of the Head of Sixth Form or Senior Tutor.
- All pupils must take a pride in the appearance of the campus. Litter should be put into the waste bins provided.
- Pupils are forbidden to order items for delivery unless permission is given by a member of staff.
- Food should not be eaten inside School buildings other than the Bates Dining Hall and Sixth Form Common Room unless under supervision.
- Chewing gum or spitting is not permitted anywhere on the School campus.
- Any damage to School property, apparatus or books must be paid for and should be reported to a member of staff immediately.
- All boys must adhere to the School ICT Acceptable Use Policy for a pupil which is widely available. Cyber-bullying is not tolerated - see Anti-bullying Policy.
- Snowballing is not permitted.

- Except for short periods, exemption from Games or Physical Education lessons is granted only on receipt of a medical certificate.
- Gambling is forbidden. Limited small-scale "exchange and mart" activities are allowable but those exceeding £10.00 are not permitted.
- Boys are forbidden to possess or use tobacco, e-cigarettes or e-sticks.
- Boys are forbidden to possess alcohol but it may be consumed in moderation by pupils who are over the age of 18, at appropriate occasions, under the supervision of staff and provided parental consent has been obtained using the over 18 alcohol consent form. In any case of infringement of this rule parents will be informed and boys must expect to be temporarily excluded from School. If this occurs on a School trip, parents will be contacted and asked to collect their son at their expense.
- Boys are forbidden to possess any illegal substances while under the jurisdiction of the School.
- All recreational drugs, including those not controlled under the Misuse of Drugs Act, are forbidden.
- Stealing is forbidden.
- Bullying in any form, including cyber bullying is forbidden (see Anti-bullying Policy) and all boys must adhere to the Acceptable Use Policy.
- It is forbidden to possess any illegal substances while under the jurisdiction of the School.
- **Earphones and headphones:** These must not be worn on School premises.
- **Mobile phones:** Junior and Middle School boys must not use their mobile phones on the School grounds before 4.00PM unless their use is specifically approved by a member of staff. After that time, they may only be used to arrange travel home, and not for gaming.

#### Rules for Main School pupils which refer to the School Grounds.

- No boy may go outside the School grounds during the school day without an Exeat or other official permission.
- Unless authorized by a member of staff, the following areas are out of bounds:
  - The vicinity of the Headmaster's house, including the Yew Tree Garden.
  - The games fields, except for pitch five or the Park Pitches as indicated by the Director of Sport.
  - The North Drive Gate.
  - The Assault Course.
  - The woods either side of the North Drive.
  - The coach park.
  - Areas of building works.
  - Maintenance areas.
  - The Staff Common Room.
  - The AstroTurf (trainers must be worn).
  - The Grounds Department and Store.
  - Any School Office - departmental or private.
  - Staff toilets.

Access to the following areas is limited to the boys mentioned:

- The paths around the 1st XI cricket pitch - Sixth Form only.
- The Prep - Prep boys and duty prefects.
- The roof of any building, the woods and water gardens.
- During school holidays the School buildings and grounds are out-of-bounds to all boys unless present on an activity organised by a member of staff.
- Boys may not visit the Girls' School during break. All boys are allowed to socialise at lunchtime in the area in front and to the side of the Girls' School. Sixth formers may visit the girls' sixth-form Common Room and the classrooms in the sixth-form area provided they sign in at the Girls' School. Otherwise boys are allowed into the Girls' School only by invitation for specific activities, clubs and societies. Messages should be delivered by reporting to the office in the reception area.
- Maps are displayed in tutor rooms and general notice boards on the allocation of playground space for each year group each year. When the weather allows, permission is given for pupils to use the Park pitches and pitch 5. An announcement is made to this effect.

#### 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 permitted.
- 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.