



SCHOOL RULES

Prince Henry's expects the highest standards of work and behaviour from all its students. The staff and Governors of the school wish to support the parental body by ensuring that students grow up and learn in a positive environment. These school rules are designed to make it as easy as possible for everyone to learn properly.

We wish to promote good behaviour in the belief that bad behaviour and disruption have no place at Prince Henry's. In pursuit of this, our School Rules include positive expectations of students as well as several things that students must not do. However, no list can be complete and above all students must remember to use their **common sense** at all times.

Therefore, it is expected that all students:

- Will be **polite** and **courteous** at all times to members of staff, the public and prefects.
- Will be **polite** and **courteous** to one another and always try to understand other people's point of view.
- Will always present themselves **smartly** and **wear correct school uniform** properly (including adhering to requirements for jewellery, make up, hair, shaving etc). **Top buttons should always be done up** and **shirts and blouses should be tucked in properly**.
- Will always **behave in a way that will bring credit to themselves** and the school.
- Will be **punctual** at all times.
- Will attempt all class, course and homework to the very best of their ability.
- **Will accept without argument or answering back** what their teachers, non-teaching staff or prefects request or tell them to do.
- **Will be immediately silent** whenever they are required to be.
- **Will use appropriate language** and avoid swearing and making offensive remarks of a racist or sexist nature.
- **Will report to the School Office if they arrive late**, feel unwell or need to leave for an appointment.
- **Will stay on the school site** at break times and lunch times. In very exceptional and urgent circumstances a student might need to leave the school site. This will only be allowed on production of a written and dated request from a parent/guardian which must be countersigned by the appropriate Year Head. Such permission will only be given very rarely and exceptionally and will not be given routinely or as a matter of right.
- **Will only go into areas of the school** or the school field where they are allowed to be.

- **Will cycle in a correct and responsible manner**, paying particular attention in the areas where the school buses are arriving/leaving and only using the designated areas for bicycles.
- **Will walk sensibly around the school**, keeping to the left in corridors and on stairs.
- **Will ensure that litter is placed properly in litter bins**, both in classrooms and in all other spaces around the school eg playgrounds, corridors etc.
- **Will read and adhere to the expectations the school has of them** in classroom situations which are described on a separate sheet displayed in each tutor room.

In particular, all students will obey the following specific instructions:

- They **must not bring chewing gum into school** or eat chewing gum at any time during the school day or on any school based activity.
- They **must not drop litter**, and if they do so, they **must pick it up and put it in a bin**; students who eat packed lunches must also ensure that any rubbish is put in a bin and the area left in a clean and hygienic state. **Where appropriate, recycling bins must be used.**
- They **must not eat during lesson times**; all food and drink are banned from the school Library, Arts Centre Theatre, all Science laboratories and IT rooms.
- They **must not bring into school electronic equipment** that may distract themselves or others, including personal stereo sets or other musical devices and mobile telephones.
- They **must not be aggressive or violent**, either physically or verbally.
- They **must not threaten or bully any other person**, nor pick on or ignore others, which can be just as harmful.
- They **must not have in their possession any potentially dangerous objects**, weapons or replicas of weapons etc (eg knives, guns etc)
- They **must not smoke** in school or whenever in school uniform, or involved in any school based activity nor must they bring into school cigarettes, matches or lighters, e-cigarettes or other similar devices.
- They **must not bring into school** or cause to be brought into school **any alcohol**, nor should any alcohol be consumed by students whilst they are in school uniform or involved in any school based activity.
- They **must not bring into school** or cause to be brought into school **any illegal or potentially harmful substances** (eg drugs including cannabis or other substances which can be used for inhaling or "sniffing"). NB Where medicinal substances need to be brought into school for genuine health reasons the Year Head's permission must be given.

Students are reminded that these expectations of them and rules apply at all times throughout the school day, both on and off the school site including on the way to and home from school, whether walking, cycling or on school or public transport.

Rules exist for the benefit of everybody and it is important that they are clearly understood and respected. When these rules are not obeyed sanctions may be applied which will be appropriate to the occasion. These include informal and formal detentions, community service, written work and, on rare occasions, fixed term and permanent exclusions.

September 2019



CLASSROOM EXPECTATIONS

Start of Lessons

- Enter rooms in an orderly manner and go straight to your workplace.
- Take off and put away any outdoor wear (not on desks).
- Take out books, pens and equipment.
- Put bags away (not on desks).
- Remain silent during the register (except when your name is called) and/or when the teacher is starting the lesson.

During Lessons

- When your teacher talks to the whole class, **remain silent** and **concentrate**.
- If the class is asked a question **put up your hand to answer**. Do not call out (unless you are asked for quick ideas).
- You must have **pen, pencil, ruler, student planner** and any books or folders needed.
- You are **expected to work sensibly** with your classmates. Do not distract or annoy them.
- If you arrive late without justifiable cause you must expect to make up the work missed or carry out any other sanction the teacher requires of you.
- **Homework must be recorded** in your student planner.
- **Eating and chewing gum are not allowed**. If caught, you will have to empty your mouth and hand in any food.
- Except where otherwise stated (eg in ICT rooms), you may bring non-glass bottles of water into the classroom providing that there is a proper bottle top so there is no danger of spillage and disruption. **No drink other than water is allowed**.
- **Mobile phones and other electronic devices, magazines or other distractions are not allowed**. They may be confiscated.
- You must not leave a lesson without permission from a teacher.

End of Lessons

- Bells and clocks are not signals for you. They are for the information of your teacher.
- You should not begin to pack away or put on outdoor wear until your teacher tells you to do so.
- When told, stand and push in or put up your chairs. Any litter should be picked up.
- Only when your teacher finally tells you to go may you leave the room.

Finally, but most importantly, teachers are in the position of parents/guardians while you are in school. This means in particular that:-

- There is no excuse for rudeness, disrespect or insolence towards teachers or any other person in the school.
- Any reasonable request from a teacher or other person in authority should be carried out at once and without argument.

Breaking either of these basic rules will be treated as a **very serious matter**.

September 2019