



## SCHOOL RULES 2021-2022

An RGS boy is expected to show respect for himself, respect for other people and respect for his environment. Any breach of courtesy or common sense may be seen as a breach of the school rules, as may any action which compromises safety.

### 1 Attendance

- Boys below the Sixth Form may only have access to the building before 8.30am if they wish to have breakfast or go to the Computer Room or Library.
- There is no access to the School for boys below the Sixth Form between 8.00am and 8.15am.
- Boys who are late for registration report to the School Office.
- If a boy is absent, his parents should phone the School Office on 01483 880600 **before 9.30am** on the first morning of absence. On his return he must bring a note or his parents should write an E mail to his Tutor.
- If a boy wishes to be excused from school for a day or more, he should bring a note from his parents, or write via E mail, to the Headmaster several days in advance.
- Any boy leaving school early for any reason must seek his Tutor's permission and inform the School Office, as well as reporting into the School Office if he returns on the same day.
- Boys who become ill or are injured during the school day **must** report to the School Nurse or in her absence to the School Office.
- Boys are ill must not leave the school site without permission from the School Nurse, the Deputy Heads, their Head of Section, Head of Year or Tutor.

### 2 Appearance

- Boys must wear correct school uniform when travelling to and from school.
- Boys must wear either school uniform or appropriate school sports kit when leaving sports fixtures and practices.
- Hair must be tidy, its natural colour and of an acceptable length (off the collar), above the ear, not too short and an appropriate style.
- Boys old enough to shave must be clean-shaven.
- School shoes must not be worn on the AWTA; boys are advised to wear appropriate trainers.

### 3 Possessions

- Any Student in possession of, or involved with, drugs, psychoactive substances or legal highs whilst under school discipline, should expect their place at the RGS to be reviewed.
- Money and valuables should not be left in cloakrooms or changing rooms at any time.
- Boys must report any loss or damage to property to their Tutors and to the Deputy Heads.

- Mobile telephones and other personal electronic devices should be switched off during lesson time and should be in silent mode when carried in school. They may not be used in school buildings unless permission is given by a member of staff; mobile phones can be used by Sixth Formers in the Sixth Form Centre.
- School bags should be left unattended only in the cloakroom or form room.
- Boys must not bring knives, fireworks, firearms, toy guns, cigarettes, E cigarettes, vaporisers, tobacco, lighters or alcoholic drinks to school; chewing gum is forbidden.
- Smoking, e cigarettes and vaping is forbidden during school time, on all school premises, travelling to and from school, whenever wearing school uniform, and on all school excursions.
- Gambling is not permitted on or off school premises during school hours.

#### **4 Bounds**

- Public houses, betting shops and fast food restaurants are out of bounds to all boys during school hours or in school uniform.
- Retail outlets including Sainsbury's, Starbucks and McColl's are out of bounds to boys in the First, Second and Third Forms during school hours including when going to and from games periods. Boys in the First, Second and Third Forms who wish to leave the school premises during break or the lunch hour, must obtain permission from their Form Tutor.
- For safety reasons, the staff car park is out of bounds; unless in an emergency or Fire Drill.
- Rooms are available during the lunch hour for official activities; all other classrooms must be vacated. The Library and study area are available for private study.

#### **5 Food and Drink**

- Dropping litter is unacceptable.
- Food and drinks must not be consumed in classrooms or in the street during the school day or by boys when under school discipline.
- The consumption of all caffeine energy drinks is forbidden while in school uniform.
- Food and drink may be consumed in the canteen, Sixth Form Centre and in North Court, but not on the AWTA.

#### **6 Movement**

- Boys may not park cars or motorbikes at school without specific permission from the Head of Sixth Form; bicycles must be parked in the cycle sheds provided.
- Bicycles must not be ridden on the school premises.
- When moving between buildings, boys must keep to the paths; they may cross the High Street only at the crossing and must obey the lights.
- Boys may enter labs or workshops only when supervised.

#### **7 Health and Safety**

- Boys must familiarise themselves with fire evacuation procedures and assembly points. Boys must remain silent during a fire evacuation or lock down procedure.
- Boys should use their common sense with regard to their own safety and they have a responsibility not to endanger the safety of others. Any accidents, near misses or potential risks to the health and safety of boys, staff or visitors must be reported to the School Office immediately.

**Reviewed by: Deputy Head (Students)**

**Date of last review: 7 July 2021**

**Date of next review: Trinity 2022**