



RGS Prep SCHOOL RULES

GENERAL PRINCIPLE

Pupils should value, respect and treat all others fairly and well, showing consideration for the safety and welfare of themselves and others at all times.

The following rules are based on this principle:

A CONDUCT

1. Pupils should treat each other with respect and kindness. If a pupil is unhappy he should speak to his Form teacher or another adult or another pupil should speak on his behalf. Pupils should always act to support other pupils and follow the Code of Conduct or the Golden Rules at Pre-Prep.
2. Indoors: NEVER run. Always talk and move quietly. Keep to the right on the stairs; use the correct doors for entering and leaving.
Outside: Keep to the paths; take care and look out for others, especially at corners.
3. When a member of staff or visitor enters a classroom, pupils in Prep should stop what they are doing, stand up and be silent until and unless otherwise directed.
4. When the bell rings, pupils on the playground should immediately stay quiet and stand still until directed by the teacher on duty.
5. Prep pupils missing lessons or activities at which their presence is expected, should see the member of staff concerned beforehand.
6. When walking on school trips or between departments, as well as to and from Stoke Park, pupils should always take great care; be aware of, and give space to other pedestrians; and listen to and obey all instructions given by accompanying members of staff.

B DRESS

1. Pupils should arrive at, and depart from school tidily and in clean uniform, including blazer or coat; permission for blazers and ties to be removed in Prep may be given, particularly during warm weather, but should always be worn in Assembly.
2. School uniform is to be worn during school hours or when a pupil is representing the school (at matches, on trips etc.). At other times pupils may attend in tidy casual dress.
3. Games kit, including that worn at after school clubs, must be as listed on the Uniform List.
4. If for any reason a pupil is unable to wear any item of uniform, he must bring a note of explanation to the Head or her Deputy.

5. Hair must be its natural colour and of a cut and style which does not attract attention. It should be cut to be off the ear, out of eyes and not touching the shirt collar. Jewellery of any kind (including rings, studs, bracelets etc.) is not permitted.

C GENERAL

1. No pupils should be in classrooms at break times, unless exempt from outside breaks. In that case they should sit in Room Mr Saville's form room in Prep, or the library at Pre-Prep but should go out to line up when the bell rings at the end of break. Before 8.25am, pupils must not be in classrooms other than their own. During 'Wet Breaks' pupils in Years 3-6 should go to their designated classrooms.
2. The following must not be brought to school: food (sweets, chewing gum, biscuits etc.), electronic equipment (games, portable devices), toy guns and other things of value, spirit or solvent based products.
3. Medicines, other than asthma inhalers, should be given to the School Office together with a letter requesting that RGS Prep School administer the medication and details of when it was last administered.
4. All clothing and personal property, including watches, must be clearly marked with the owner's name.
5. No swapping, buying or selling.
6. No pupils may go into another pupil's tray, desk, locker, pocket or bags. A pupil who damages another pupil's property should expect to pay for the damage. Sums of money should be taken to the Office for safe keeping.
7. Pupils who are not present for Morning or Afternoon Registration in their form rooms must report to the School Office as soon as possible afterwards.
8. In Prep, mobile phones may be brought to school ONLY with the Head's permission and must not be used during the school day.
9. At the end of the day, pupils must leave promptly, unless they are attending Late Class/Detention or Clubs. At Pre-Prep, attendance at Late Class is subject to parents having notified the School Office and in Prep it is subject to pupils having notified their form teacher. Any pupil who has booked in for Late Class will be expected to attend **UNLESS A NOTE OR EMAIL IS RECEIVED FROM HOME**. In Pre-Prep, if a pupil is to be collected by a different person from usual, a note in the home school journal or an email should be sent to the School.
10. In Prep, it is a pupil's responsibility to hand to his parents **promptly** any letter given to him for his parents' information.
11. Games clothing must not be kept in classrooms (except at Pre-Prep) or left overnight in changing rooms.

12. Parents must notify the school before 9:00am if a pupil is not attending school that day, for whatever reason.