

SCHOOL RULES 2024-2025

An RGS student 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

- Students below the Sixth Form may only have access to the building before 8.15am if they wish to have breakfast or go to the Breakout space, Study Area or Library or attend a supervised school activity.
- Students who are late for registration report to the School Office; students who arrive after 08:45am will be registered as late.
- If a student is absent, his parents should phone the School Office on 01483 880 600 **before 9.30am** on the first morning of absence and write an email to inform the Tutor.
- If a student wishes to be excused from school for a day or more, his parents or guardian should write via email, to the Headmaster several days in advance.
- Any student 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. He must sign in and out of the office at the appropriate times.
- Students who become ill or are injured during the school day **must** report to the School Nurse or in her absence to the School Office.
- Students who are ill must not leave the school site without permission from the School Nurse, the Deputy Heads, the Assistant Head (Pastoral & DSL), their Head of Section, Head of Year or Tutor.

2 Appearance

- Students must wear correct school uniform when travelling to and from school.
- School shoes must not be worn on the AWTA; students are advised to wear appropriate trainers.
- Students' hair may be of any length but should be tidy and in keeping with a professional environment. If a student wishes to have short hair all over then this should be no shorter than a grade 2. Hair longer than shoulder length should be tied up with a discreet hair tie while under school discipline. Hair must be its natural colour.
- Any Sixth Form student is permitted to grow neat facial hair in keeping with a professional environment. Students wishing to grow facial hair must apply in writing to their Head of Year in advance of the start of term, maintaining the style agreed on. Otherwise, students old enough to shave should be clean-shaven.
- Sixth Form students may wear one ring and one bracelet that fits under the sleeve of the shirt cuff. Necklaces should not be visible. Earrings should be

transparent studs. Discreet make-up is acceptable in keeping with a professional environment. All jewellery must be removed for sport and other activities, as required, for health and safety requirements.

- Lower and Middle School students are not permitted to wear jewellery of any kind at school, unless given specific permission from the Senior Deputy Head.
- Students are required to adhere to the uniform and appearance code while at school and while travelling to and from school, including Games fixtures. Students wearing Games kit to travel to and from the school should wear tracksuits (shorts are not permitted) and sports shoes. Coats should not be worn in school buildings.

3 Possessions

- Any Student in possession of, or involved with, drugs, psychoactive substances or legal highs whilst under school discipline, cannot expect to remain a member of the RGS.
- Money and valuables should not be left unattended in cloakrooms or changing rooms at any time and should be placed in a locker with an appropriate lock.
- Students must report any loss or damage to property to their Tutors, Head of Year or 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.
- First, Second and Third Form students should not carry phones in school during school hours and devices should be placed in lockers with an appropriate lock.
- Phones 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 or while sitting in the 'Break out Space'.
- School bags should be left in lockers where possible and left unattended only in the cloakroom or form room.
- Students must not bring weapons such as 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

- Pubs and bars, betting shops and fast-food restaurants are out of bounds to all students during school hours or in school uniform.
- Retail outlets including Sainsbury's, Co-op and Esquires are out of bounds to students in the First, Second and Third Forms during school hours including when going to and from games periods.
- Students 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, study area, Sixth Form Centre and 'Break out Space' are available for private study.

5 Food and Drink

- Food and drinks must not be consumed in classrooms and should not be consumed in the street during the school day or by students 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, 'Break out Space' and in North Court, but not on the AWTA.
- Dropping litter is unacceptable. All litter must be placed in the bins and recycling bins provided.

6 Movement

- Students may not park cars or motorised vehicles at school and bicycles must be parked in the cycle sheds provided.
- Bicycles must not be ridden on the school premises and students must wear a helmet on their journey to and from school.
- When moving between buildings, students must keep to the paths; they may cross the High Street only at the crossing and must obey the lights.
- Students may enter science labs or workshops only when supervised.

7 Health and Safety

- Students must familiarise themselves with fire evacuation procedures and assembly points.
- Students must remain silent during a fire evacuation or lock down procedure.
- Students 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 students, staff or visitors must be reported to the School Office immediately.

Reviewed by: Senior Deputy Head

Date of last review: 4 July 2024

Date of next review: Trinity 2025