

*St. John Baptist Church in Wales High School*



SCHOOL RULES  
POLICY



## THE SCHOOL RULES

### SCHOOL SESSION TIMES

**MORNING** Morning school begins with lines, and all pupil must be on the premises by **8.40 am**. The morning session ends at **1.15 pm**.

**AFTERNOON** School begins at **2.05 pm** with lines and all pupils should be on the yard areas by this time. The afternoon session ends at **3.10 pm**.

### ATTENDANCE

1. Parents have a legal obligation to ensure that all pupils **attend school regularly**.
2. If a pupil is absent, the school must be contacted by telephone on the **first day** of absence to explain the reason for it.
3. On return to school, pupils must bring a note confirming the circumstances, and this must be handed to the Form Teacher.
4. If a pupil has to visit a doctor or dentist during school time, then an appointment card or note of explanation must be brought to school and shown to the Form Teacher. No other pupil will be allowed to accompany a pupil making such a visit.
5. No pupil may leave school during the morning or afternoon sessions without specific permission from the relevant Assistant Headteacher.
6. Pupils who have permission to leave the school premises must “sign out” at the main Reception Desk and collect a permission slip. On returning to school the slip must be returned to the Reception Desk.
7. The taking of holidays within the school terms is strongly deprecated because of the disruptive effect on pupils’ studies and progress. The matter should, therefore, be discussed by parents with the relevant Assistant Headteacher before any such plans are made.

## **LUNCH BREAK**

1. No pupils in Year 7 - 11 (save for those who live in the vicinity of the School and have lunch at home) may leave the school premises during the lunch break.
2. Parents of other pupils (except Years 12 and 13) must make a written request for permission for a child to leave the school during the lunch break.
3. Whilst supervised during the lunch break by the ancillary staff employed for the purpose, pupils must obey their directions as they would members of the teaching staff.

## **P.E. AND GAMES**

1. Only those pupils who are medically unfit will be excused P.E., swimming or games.
2. When a request is made for a pupil to be excused, the pupil must present a letter from the parent or guardian giving the medical reasons.
3. When a prolonged exemption is sought, a doctor's certificate will be required.

## **UNIFORM AND APPEARANCE**

1. All pupils **must wear the prescribed school uniform** and pupils are admitted on the distinct understanding that parents will fully support this rule.
2. The uniform should be neatly presented and be properly worn e.g., with ties knotted neatly; **shirts and blouses worn in. Girls should ensure that skirts are worn no more than three inches above the knee. Shortened or modified skirts are not allowed.**
3. All items of clothing should be labelled with the pupil's name.
4. Pupils in Years 12 and 13 are also expected to wear school uniform, although with some permitted modifications.
5. Make up, including the **un-natural dyeing and colour tinting** of hair, and nail varnish are **not** allowed. Girls with long hair are encouraged to tie it back in the interests of safety and neatness. "Braided Hair" is not allowed.
6. Boys must wear their hair reasonably short (clear of the collar) and in a neat style (**no un-natural dyeing or tinting**). 'Patterned' hair will not be permitted. Boys should have clean shaven faces.
7. Pupils (other than those in Years 12 and 13) may not wear jewellery (which includes all types of rings, ear-rings and studs). No exceptions can be made for pupils who have their ears pierced during the school terms. Jewellery brought to school in contravention of this rule will be taken from the pupil and kept until the end of the term, or until collected by the parent or guardian, whichever is the sooner.

## **MONEY AND VALUABLES**

A minimum amount of money may be brought to school and this must be kept on the person at all times. The School can, in no case, accept responsibility for any losses. The same rule applies to valuables generally.

## **THE FOLLOWING ITEMS SHOULD NOT BE BROUGHT TO SCHOOL**

Chewing gum, knives or any kind of dangerous implement (including laser pens); personal stereos; mobile telephones; correcting fluid; glass containers; felt tip pens; matches; cigarettes, or any substances related to smoking; alcohol **must never** be brought to school. Any such detected will be confiscated forthwith. Any pupil who brings an offensive weapon to school (i.e. knives, replica firearms) will immediately be excluded from school.

## **DRUGS AND SUBSTANCE ABUSE**

Drugs must **never** be brought to school. If drugs or any substance which can be abused are detected then they will be confiscated.

Parents are advised most strongly that the school has a **Zero Tolerance Policy** toward drug abuse. Moreover, any and every breach of this rule will result in immediate disciplinary action, which may well extend to suspension and/or permanent exclusion and, where deemed appropriate by the Headteacher, reporting to the Police.

## **SCHOOL TRANSPORT**

The same rules apply to pupils when using school transport as when on school premises. Apart from other sanctions, pupils misbehaving will be denied the use of school transport and parents will be required to make their own arrangements for the transport of their child/ren to and from school.

## **BOOKS**

1. All pupils are required to have their own copy of the Revised Standard Version of the Bible which should be brought to school for RE lessons.
2. Pupils must be provided with a strong school bag, which can be used to carry books to school. This is so that text books will be adequately protected and exercise books and files kept safely.
3. Text books should also be covered with a strong, protective cover as soon as they are issued to pupils. All text books must be returned promptly at the end of the school year. Books which are lost or damaged must be replaced at the parents' expense.

## **SCHOOL RECORDS**

Parents are responsible for advising the school of any changes of family circumstances, including home addresses and telephone numbers and also emergency telephone contact numbers. This is important from several standpoints, and, to ensure accuracy, this should normally be by letter. Where such a letter is sent via a pupil, it should be handed at once to the Form Teacher.

## **PARENT/GUARDIAN**

Where the term "Parent" is used in this Statement it includes, wherever appropriate, the "Guardian" of the pupil.