

School Rules

Introduction

We expect all members of the Richard Hale School community to behave with respect for each other, for each other's property, and for the School's good reputation. All students and staff should feel safe from any disrespectful behaviour, either in words or actions, irrespective of their ability, age, background, beliefs, disability, gender, race or sexual orientation. Any action designed to hurt another person, physically or emotionally, or to damage property, is against the school rules.

Uniform and General Appearance

- You must wear school uniform properly to and from school, ie tie crest visible and shirt tucked in.
- Nothing else is to be worn under the blazer except a plain grey or dark blue v-neck, school pullover.
- Shoes should be black and a formal style capable of being polished, ie no logos and not trainers. The school's decision on suitability is final.
- You may wear trainers at breaks for playing football etc, but not on the way to or from school.
- You should be clean-shaven with your hair a single natural colour, no shorter than a number 2, no longer than collar length, no tramlines, and not over your eyes or face.
- You must not wear jewellery (including piercings of any kind), hoodies, baseball caps, denim or leather jackets, jeans or boots.
- Please mark your name clearly on all your uniform and personal property (including bags).
- If you are not in correct uniform you must bring a note from your parent/guardian to explain why.

Personal Property

- You must come to school each day properly equipped for that day's lessons.
- For safety, store your valuables in your locker during PE lessons.
- You must not bring any of the following to school at any time:
 - Fizzy drinks, stimulant drinks and any drinks in cans or glass bottles
 - Chewing gum, tobacco, alcohol, solvents, correcting fluid and any illegal substances
 - Any form of artificial cigarettes
 - Dangerous items including knives, matches, lighters, fireworks, laser pens, marker pens
 - More than £20 cash and any unnecessary valuable items
- The School does not accept responsibility for any of your personal property which is lost or damaged on the premises.

Mobile Phones

- The School will not be held responsible for loss or damage of your mobile phone.
- Your mobile will be confiscated if it is misused. This includes being
 - heard or seen for any reason in a lesson, or taken into an examination
 - used to take unsolicited images (still or moving) of anyone
 - used in a way which disrupts teaching and learning
 - used in any way which damages the school's reputation
- A mobile will usually be confiscated for one day (until 3.30pm the following day) for a first offence and five days (which will include any weekend) for a second offence.
- You can collect your confiscated mobile from your Head of Year.
- You will receive an extended ban for repeated or serious misuse.

Personal Conduct inside the Buildings

- Be at school and ready to go into registration by 8.45 am
- Sign the late book in the office if you miss registration, and go straight to lessons or assembly
- You will be required to make up the time if you are persistently late
- Knock on the door and apologise to the teacher if you are late to a lesson
- Bring a note of explanation from your parents when you return to school after an absence

- Line up or move around the school quietly, always walking on the left
- Keep your coat and trainers in your locker or bag; do not wear or carry them inside the buildings
- Follow the New Block one-way system between 8.45 am and 3.30 pm
- Follow the ICT Code of Conduct; any breach will result in loss of ICT privileges
- Do not use the halls as shortcuts, or use the School's main entrance without permission
- If you buy food in the Dining Hall eat it there; do not eat or drink in classrooms or corridors
- Only Year 11 students are allowed to enter form rooms before school or at break, unless it rains
- Do not use earphones in rooms during lessons, or in the corridors between lessons
- Do not use mobile phones in rooms during lessons, or in the corridors between lessons

Personal Conduct in the School Grounds

- Place all litter in the bins provided
- Do not smoke in School or on the way to and from school
- Stay on the school premises unless you have written permission from senior staff
- Use the correct tennis courts at break and lunch: Year 7 by the Caretaker's house; Years 8-9 by Drama; Years 10-11 the middle courts
- Play ball games only at a safe distance from the school buildings and car parks
- Ask a member of staff on duty if you need to retrieve a ball from a neighbour's garden or the road
- Never sell or exchange articles of any kind at school
- Do not use the following out-of-bounds areas:
 - the grass areas behind the New Block and between Art/Music and Pegs Lane
 - all grass areas in wet weather and during the winter months
- If you wish to cycle to school, you **MUST** bring written permission from your parents to your Head of Year, and always wear a helmet

Amended September 2017