

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 the School's own uniform sweater or a plain grey or dark blue, v-neck sweater (no logos).
- Shoes should be black and of a formal style, capable of being polished, ie no logos and not trainers.
- You may wear trainers at lunch 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. Trousers must be of a formal, school style.
- 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.
- The school's decision on suitability of haircuts and uniform is final.

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.
- Mobile phones and earphones may only be used outside the school buildings before and after school, at break and lunch times. They may only be used inside the buildings with permission. They may not be used between lessons.

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- Your mobile will be confiscated if the above rules are broken, or if it is misused. This includes being:
 - heard or seen for any reason in a lesson or corridor, 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
 - used for any malicious communication or bullying
- A mobile will usually be confiscated for one day (until the end of the next school day) for a first offence and five days (which will include any weekend) for a second offence.
- Repeated or serious misuse will mean an extended ban

Personal Conduct inside the Buildings

- Be at school for 8.40 am, ready to go into registration at 8.45 am.
- If you are late for school (before 9.05 am), go straight to registration. If you arrive after registration you must sign the late book in the office. If you are regularly late, you will be required to make up the time in detention.
- Knock on the door and apologise to the teacher if you are late to a lesson.
- 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 front steps.
- If you buy food in the Dining Hall, please eat it there; do not eat or drink in classrooms or corridors. Do not eat on the courts.
- Only Year 11 students are allowed to use their form rooms at lunch, unless it is raining heavily, when duty staff will allow boys in to the buildings.

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.
- Remain on the school premises at all times during the school day.
- Use the correct tennis courts at break and lunch: Year 7 by the caretaker's house; Years 8-9 by Drama; Years 10-11 on the middle courts.
- Play ball games only inside the courts or on the top field.
- 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 should always wear a helmet and lock your bike in the bike sheds. You should also carry lights in the winter months. Always push your bike within the school grounds.