



Richard Hale School Rules Years 7-11

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 black leather 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, with no shaved patterns or tramlines. Extremes of hairstyle are not permitted. Hairstyles should be neat and presentable.
- 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
 - There is no need to bring any cash or unnecessary valuable items into school
- **The School does not accept responsibility for any of your personal property which is lost or damaged on the premises.**



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Mobile Phones

- The School will not be held responsible for loss or damage of your mobile phone.
- Mobile phones and earphones (including AirPods) may only be used outside the school buildings before and after school, at break and lunch times. They may not be used inside the buildings and only in classrooms with the express permission of your teacher for an identified task. They may not be used between lessons.
- Mobile phones must be stored within bags/rucksacks during lessons. You must not store them within blazers, shirts or trousers.
- 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 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 for a second offence. The phone may be handed back to the student at the end of each day and handed back in the following morning, if the student needs it to get home safely.
- Serious or persistent misuse of a phone will mean you are no longer allowed access to mobile technology in school.

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 on the stairs 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 take-away food in the Dining Hall, do not eat it in the corridors or classrooms. If you eat it on the courts, please dispose of wrappers responsibly.



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Personal Conduct in the School Grounds

- Place all litter in the bins provided.
- Do not smoke or vape in School or on the way to and from school.
- If you are found in possession of an e-cigarette or e-liquid, you will be investigated for drug misuse.
- 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 drive; Years 8-9 by Drama; Year 10 on the Science car park and Y11 on Oak Tree Green.
- 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. You must always push your bike within the school grounds.