



## School Rules

School rules are necessary to make it possible for a large community to live together in good order and harmony. More important than specific rules are the general expectations that all members of the RGS community will be **COURTEOUS** and show **COMMON SENSE** at all times. It is expected that all students will read and adhere to all the RGS Policies. These can also be found on the school website and the VLE.

Any violation of these basic principles is by definition an offence against the School Rules; as is any violation of the laws of the land.

1. **Personal Behaviour** – Your behaviour and language must at all times reflect that of an ambassador of the school. You must always show courtesy and consideration for others before yourself.
2. **Personal Appearance** – You must be tidy and neat and wear the prescribed school uniform at all times.
3. **Punctuality and Attendance** – You must be punctual. You must arrive at school on time, attend assembly and all timetabled lessons.
4. **Buildings and Property** – You must respect the property of others and endeavour to ensure that the buildings, equipment and grounds of the school are kept in good condition. You must not climb on the school buildings, gates, fences, roofs or trees and must not engage in any activity which may cause a fire.
5. **Prohibitions** – You must not smoke, gamble or have in your possession smoking materials, e cigarettes, vapour cigarettes, alcohol, legal highs, illegal substances or any item which may be considered to be a weapon. These prohibitions are also applicable to students as they travel to and from school and whilst under the jurisdiction of the school.

### NOTES

- When moving around the school you should display the expected courtesies to visitors and staff. This includes opening doors for staff, visitors and each other. You should address male staff as 'Sir' and female staff as 'Ma'am'. You should not run in corridors or around the buildings.
- When off the school site you should at all times show consideration to members of the public.
- If you arrive to school late, you will be marked as absent. This will not be authorised. You must sign in to school using the electronic registration pad located in the Student Hub. Your absence will only be authorised if a satisfactory explanation for the late arrival can be provided to the Attendance Officer by e-mail [attendance@rgshw.com](mailto:attendance@rgshw.com) or telephone 01494 551466 by 9.15am the next day.
- You must not leave the school site during the school day without permission. Prior notification/request for absence must be made to the Attendance Officer by e-mail [attendance@rgshw.com](mailto:attendance@rgshw.com) or telephone 01494 551466.
- You should not use the Finger Scanners for registration inappropriately; if you are in doubt about attendance, you should speak to the Attendance Officer as soon as possible.
- You should not enter a classroom for a lesson unless instructed to do so by a member of staff.
- Any damage to school property should be reported immediately to the Deputy Headmaster or an Assistant Head.
- You should seek the permission of the member of staff if you wish to miss a lesson.
- You should not go into the boarding house unless you are a boarder.
- Valuables such as mobile phones etc. should not be visible, whether turned on or off, at any point during the school day (8.40 am to 3.40 pm). The school may specify the use of certain valuable items for educational purposes.
- You should not interfere with or misuse any of the ICT facilities, nor should you use ICT to cause upset or harm to anyone else in the school community.
- You should not bypass the RGS ICT filtering system.
- Items should not be sold on the school site or whilst under the jurisdiction of the school without the expressed permission of the school.
- You should not bring a laser pen to school.
- You should not play in or go to prohibited areas of the school without specific permission.
- You should not breach any Health and Safety regulations.
- Any reasonable request made by a member of staff should be carried out at once and without argument.