



# Richard Hale 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 members of the School community should uphold our School values to respect each other, aim high, and show commitment. 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, 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 or branding).
- Shoes should be black and of a formal style, capable of being polished, i.e. no logos or branding and not black leather trainers.
- You may wear trainers at lunch for playing football etc, but not on the way to or from school.
- Your hair should be of 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, quarter zip jumpers, 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 dated note from your parent/carer to explain why. Failure to provide a note will result in a sanction being given.
- **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.

You must not bring any of the following to school at any time:

- Fizzy drinks, stimulant drinks, any drinks in cans or glass bottles, chewing gum, correcting fluid
- Illegal items, for example: illegal substances, tobacco, nicotine products (including vaping devices, nicotine pouches or 'snus'), alcohol
- Dangerous items, for example: knives, matches, lighters, fireworks, laser pens
- Any inappropriate item which may cause disruption to learning or distress to others
- 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.**



# Richard Hale School Rules

## Mobile Phones and Smart Watches

A smart watch is defined as any piece of wearable technology which can connect to a mobile phone and has functions which go beyond displaying the time and date. This includes Apple and Android devices as well as Fitbit devices and fitness trackers.

- The school will not be held responsible for loss or damage of your mobile phone or other devices brought into school.
- Mobile phones, earphones (including Air pods) and smart watches must be switched off and remain in students' bags during the school day and when on the school site. This includes break and lunch time.
- You must not store them within blazers, shirts or trousers.
- They may only be used in classrooms with the express permission of your teacher for an specific task. Once the task is complete they must be switched off and returned to your bag.
- Your mobile or watch will be confiscated if the above rules are broken, or if it is misused. This includes being:
  - heard or seen for any reason during the school day while on the school site
  - being 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 or smart watch 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 or watch 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.
- Detentions will also be issued for repeated misuse.
- Serious or persistent misuse of a phone or watch will mean you are no longer permitted to bring a mobile device to 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 and/or you will be required to register earlier with your Head of Year.
- Knock on the door and apologise to the teacher if you are late to a lesson.
- If you need to leave school for an appointment you must be collected by a parent/carer and sign out at reception. You must sign back in if you return.
- Line up or move around the school quietly, always walking on the left.



## Richard Hale School Rules

- Keep your coat and trainers in your locker or bag; do not wear a coat in classrooms, assemblies or when sitting down to eat in the dining hall.
- Follow the New Block one-way system on the stairs between 8.40 am and 3.30 pm.
- Follow the ICT Code of Conduct; any breach will result in loss of ICT privileges.
- Do not use the dining hall or main hall as a shortcut.
- Do not use the School's front steps to enter the main building unless directed to by a member of staff.
- If you buy take-away food in the Dining Hall, do not eat it in the corridors or classrooms. If you eat outside you must dispose of your waste responsibly.

### 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 any kind of vaping device or e-liquid, you will be investigated for drug misuse.
- Remain on the school premises at all times during the school day.
- Remain within your allocated area at break and lunch.
- 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 an area which is out of bounds.
- Never sell or exchange articles of any kind at school.
- At break and lunch you must remain in your designated area at the front of school. Front of school is defined as anywhere that a member of staff standing on the front steps would be able to see.
- 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 racks. You should also carry lights in the winter months. You must always push your bike within the school grounds.