

P6 School Rules Policy

These rules are designed to encourage you to behave in a thoughtful and responsible way, to ensure that you receive the maximum benefit from your education, to maintain the School's excellent reputation, and to help us live together as a school community.

You should also read the school's Anti-Bullying Policy, Behaviour and Sanctions Policy (which explains rewards and sanctions used at the school), Drugs and Alcohol Policy and the ICT Acceptable Use Policy for Students Policy.

1. Attendance

- a. You must register every school day by 8.40am in Houses. It is the school's legal obligation to record your attendance in this way. If you arrive late in the morning, you must sign in either in your boarding house or use the electronic signing in system, InVentry.
- b. Afternoon registration is taken in the boarding houses at lunchtime; if you take an early or late lunch due to commitments and miss registration you must sign in in your boarding house.
- c. Day students: You should not be in school before 8.00am, and you should leave the premises by 6.00pm (4.00pm for Avison) unless you are required to stay for an organised school activity supervised by a member of staff (e.g. a rehearsal). In exceptional and occasional circumstances, permission to stay later at school is strictly at the discretion of the Houseparent and must be sought at least 48 hours in advance and in writing. Day students must always sign in with their houseparent on arrival at school in the morning, and must always sign out from their house before leaving school at the end of the day.
- d. You are expected to be in school for the core working hours (8.40 am until 3.40 pm) unless given permission to be late/absent or engaged in an organised school activity (e.g. a school trip). Unless specific permission has been given to go home early, all day students must stay in school until their last commitment of the day. Day students in Avison may not leave the premises at the end of the day until collected by an agreed adult.
- e. You are expected to attend all timetabled lessons, assemblies, tutor sessions, rehearsals, concerts and other activities unless ill or injured. If you do not have a taught lesson during the working day, you should either be doing practice or private study.
- f. If you need to miss an academic lesson (or other timetabled activity) for an instrumental lesson, you must excuse yourself from that lesson by speaking to the member of staff concerned. Permission to miss a lesson for an extraordinary rehearsal can only be given by the relevant Head of Department (HoD). Permission to miss Games will normally be given only if a letter has been brought from parents or the School Nurse.
- g. If you are in Year 9 and above and do have permission to leave school during the day, you must sign out of your boarding house when you leave, and sign in again in your boarding house when you return, so that we know who is on site at all times. If you are in Avison and have permission to leave school during the day, you must go to the School Office.

- h. Sixth formers who are free may sign out at lunch time (12.40-1.40), and Sixth Form day students may leave the premises after their last commitment of the day.

2. What To Do If You Are Ill

- a. Day Students: If you are ill at home, your parents/guardians must phone the School Office or email studentabsence@purcell-school.org on the first morning of absence, explaining the reason for your absence. This should be repeated each day until you return to school.
- b. If you are ill while at school, you must always report immediately to a member of staff. During the school day, you should report to the School Office where you will be seen by the Nurse or a qualified first-aider. Under no circumstances may you leave the school, even with your parents, without signing out. Boarders who feel ill before 9.00 am or after 4.30pm should report to House Staff.
- c. Boarders: If you fall ill while at home and need to return to school late, your parents or guardians should inform your Houseparent as soon as possible.

3. Special Absence

- a. If you wish to be absent from school for an external musical commitment such as a concert or a competition, you should first discuss it well in advance with your Head of Instrumental Department. Your parent or guardian must make a detailed absence request by email, 14 days in advance, to studentabsence@purcell-school.org.
- b. If you wish to miss school for any other reason, your parent or guardian must make a detailed absence request by email, 14 days in advance, to studentabsence@purcell-school.org.
- c. When permission for absence is given, you are responsible for letting all teachers know courteously in advance, and fulfilling any extra tasks set.
- d. Boarders: To be absent for any period outside the school day, you should follow your House procedures to obtain permission.

4. Bounds and Leaving the School Site

- a. Out of Bounds Areas
 - Any wooded area around the school
 - The field at the back of the school after dark
 - Bushey Hall Golf Club
 - The Lincolnsfield Centre
 - Bushey Mill Lane after dark
 - Hartspring Meadow
 - The Metropolitan Police Club and Grounds (except for Sixth Formers – see below)
- b. Boarders in Year 5 – 8
 - You may not leave the School site at any time unless accompanied by a member of staff, parent or guardian

c. Boarders in Years 9, 10 and 11

- Provided you have no scheduled lessons or activities, you may sign out of school between 3.40 and 6.00pm, Monday to Friday (12.00noon to 6.00pm at weekends). You must go in a group of at least two. You must always have permission from your house parent, state where you are going, be contactable by mobile phone and be back in school by 6.00 pm for supper. These times are subject to change at the discretion of the Head of Boarding and may be altered without notice according changing priorities (local incidents etc.) and/or the season.

d. Sixth Form Boarders

- Provided you have no scheduled lessons or activities, you may sign out of school between the times indicated below but should be present for supper at 6pm:

Monday	12.40 - 1.40pm	4.00 - 7.30pm	
Tuesday	12.40 - 1.40pm	4.00 - 7.30pm	
Wednesday	12.40 - 1.40pm	4.00 - 7.30pm	
Thursday	12.40 - 1.40pm	4.00 - 7.30pm	
Friday	12.40 - 1.40pm		8.15 - 10.50pm
Saturday	12.00 - 10.50pm		
Sunday	12.00 - 8.00pm		

- You must always have permission from your houseparent (or duty member of staff), state where you are going and be contactable by mobile phone. Return times above must be strictly observed.
- If you are 18 years old and have parental permission, you may visit the Metropolitan Police Club on Wednesday evening between 6.00 and 7.30pm, and on Friday and Saturday evenings between 8.15 and 10.50pm.
- Note that permission to leave school in the evenings is a privilege which may be withdrawn for reasons of poor behaviour, work, attendance at lessons, or breaching the above conditions.
- These times are subject to change at the discretion of the Head of Boarding and may be altered without notice according changing priorities (local incidents etc.) and/or the season.

e. Saturday Music College Junior Department

- If you wish to attend the Junior Department of any of the London Music Colleges on Saturdays, you must ensure that your parents have signed the official school Form (available from the Principal's PA), before your first visit.

5. Safety

- a. You must ensure that your behaviour does nothing to harm or endanger yourself or other members of the school, staff or public, or do damage to property. This includes tampering with electronic or computer equipment.

- b. You may not enter any part of the maintenance workshops, rooms where equipment is stored, or boiler rooms. You may not climb on any roof or out of any window. You may not remove the restrictors on windows, which are there for your safety, without permission from a member of staff.
- c. You should not run in corridors, on staircases, or in the dining hall.
- d. You should not enter any school car park without good reason. You should take particular care of traffic entering and leaving the site.
- e. If the fire alarm sounds, remain silent and follow staff instructions, walking quickly and silently via the nearest exit to the assembly point.
- f. You must not tamper with any fire alarm equipment. Setting off the fire alarm or fire extinguishers deliberately will be regarded as very serious offences.
- g. If you are under 16, you may not carry with you any medicines, except insulin, epipens, asthma inhalers or similar emergency items. All other medicines must be handed to the School Nurse or Houseparents for safe-keeping and administration.

6. Rooms in Boarding Houses

- a. If you are a boarder in Year 10 or above, you may use your room during the day for practice and private study.
- b. Prep times exist to enable you to complete work outside lessons. Prep for Avison House is from 5.00pm to 6.00pm Monday to Thursday, and for all other Houses from 7.30 to 9.00pm (Year 9, 8.30pm) Monday to Thursday. All boarders are required to observe the rules for prep below.
- c. Avison boarders are supervised during prep in the House. Avison boarders have organised practice time from 6.30-7.30pm.
- d. Boarders in senior houses do prep in their own rooms apart from Year 9 who work as a year group in the Main School building. Houses and Year 9 prep are supervised by staff. Academic work takes priority and there must be no practising in Houses. If you wish to work elsewhere (e.g. in the Music Technology studio or ICT Room) you must have permission from the member of staff on duty.
- e. If you are a Sixth former or in Year 11 and are up to date with your work, you may request to be allowed to practise during prep time. This will be authorised at the discretion of your Houseparent with the agreement of the Director of Music and your HoD.
- f. Houseparents may, at their discretion, occasionally allow younger students to practise during prep if they are preparing for specific important musical activities and are up to date with their academic work.
- g. Visitors to Boarding Houses must sign in (and out) in the House Signing-In book.

8. Visiting Houses

- a. Avison students in Years 6-8 should not visit any other House. Avison students in Year 9 may visit other Houses with specific permission of Houseparents of both houses, and must leave by 8.30pm.
- b. Members of Senior Houses may not visit Avison except with the specific permission of the Houseparent, and must leave Avison by 8.30pm.
- c. House visiting between Senior houses is permitted at any time up to the 'In House' time listed below.
- d. Visitors to Boarding Houses must sign in (and out) in the House Signing-In book.

9. Bedtimes

It is important that you get sufficient sleep each night to enable you to meet all your academic and musical commitments. In your own interests, bed times for boarders are as follows:

	IN HOUSE	LIGHTS OUT	
Years 5 & 6	7.30pm	8.30pm	
Years 7 & 8	7.30pm	9.30pm	
Year 9	9.00pm	9.30pm	
Year 10	9.30pm	10.00pm	
Year 11	10.00pm	10.30pm	
Year 12	10.30pm	11.00pm	
Year 13	10.30pm	Own room by 11.00pm	Houses quiet at 11.00pm

On Fridays and Saturdays, your Houseparent(s) may add 30 minutes to these times providing you have a good recent behaviour record.

10. Use of School Rooms

- a. You may only use practice rooms for individual practice or ensemble rehearsals. You are expected to take care of furniture, equipment, pianos or other instruments in these rooms. You should always leave the room tidy and ready for use, close windows and turn off lights. Empty classrooms may also be used for practice on the same basis.
- b. The Library is available throughout the day for quiet private study. You may not bring food or drink into the Library. All books or music removed from the Library must be signed for.
- c. The ICT Room is available for use at certain published times. You must follow the ICT Acceptable Use Policy, which will be given to you. You may not bring food or drink into the ICT room, and you must not tamper with any equipment.

11. Academic Rules

- a. You should ensure that you always arrive promptly for lessons, and have all the correct books and materials.
- b. You must bring your planner to all lessons and record all homework in it.
- c. All homework must be completed on time as required by teachers. Coursework and controlled assessment tasks must be completed according to the instructions of teachers, and must be your own unaided work.
- d. During lessons, you should show respect for your teacher and fellow learners by:
 - Listening and concentrating when your teacher or another student talks to the whole class.
 - Answering questions properly, with the aim of learning and helping others to learn.
 - Working sensibly with your fellow students, and avoiding anything to distract or annoy them.
- e. You should carry out any reasonable request from a teacher at once and without argument.

12. Dress Code

There is no school uniform, but it is important that you are clean, well turned out and decent, in clothing that is appropriate for purposeful academic and musical work. Houseparents or the Deputy Principal will be the arbiters of whether clothing is acceptable, but the following examples give guidance as to what to avoid:

- Extremes of fashion and ill-fitting clothes, crop tops or very short shorts, garments with offensive slogans or pictures, clothes that are torn or ripped or see-through materials which expose underwear
- Ostentatious jewellery or extravagant body piercing
- Visible tattoos unless very small

For reasons of safety, flip-flops are not acceptable indoor footwear during the school day and you may be required to tie any long hair out of the way (e.g. in science labs).

Separate rules on Concert Dress are issued by the Music Department.

13. Catering

- a. All students may have lunch, morning break and afternoon break in the Dining Hall from Monday to Friday.
- b. Breakfast and supper on weekdays, and all meals at weekends, are for boarders only. Day students who would like supper (or breakfast the following day) must sign in at the School Office by lunchtime.

c. Code of Conduct for the Dining Hall:

- Queue in an orderly fashion
- Respect the kitchen staff by being polite and by clearing up after yourself
- Ask for the correct portion to avoid wasting food
- Stack trays neatly
- Keep all food or drink in the dining room

14. Responsibility for Property

- a. All personal property should be clearly marked with your name.
- b. Do not bring large sums of money and other valuables to school unless absolutely necessary. If so, boarders should keep them in the safe that is provided in their bedrooms. If you regularly need access to large amounts of money, you should have a cash card so that you can withdraw it when you require it. Do not leave cash, mobile phones or other valuables lying around.
- c. You are expected to take sensible precautions to keep your property safe. We encourage your parents to rent a locker from the 'Independent Locker Solutions Ltd', who administer the rental for the school. The keys will be sent directly to your parent/guardian. For those living abroad, locker keys can be collected from the School Office at the start of the term. You should request a locker of a suitable size for your instrument. For larger instruments, a separate arrangement can be made either, with your Head of Department (HOD) or a houseparent.
- d. You are responsible for school property such as books, equipment, instruments or sheet music loaned to you. You will be charged if you lose them.
- e. Report breakages or damages to the premises, school equipment or the property of other members of the school immediately to a member of staff. You will not be charged if it is a genuine accident, but you should expect to pay for deliberate or careless damage.
- f. Bags and instruments should be left in the places provided and not around school where they are likely to cause an obstacle or danger to other people, or in vulnerable places near exits from the school.
- g. Do not tamper with, handle or interfere in any way with other people's property, including instruments, except under clear instructions from a member of staff.

15. Mobile Phones

- a. You may bring mobile phones and similar devices to school. However, they must be switched off and kept out of sight during assemblies, concerts, rehearsals, lessons and prep times, unless required for academic work. Boarders may be required to hand in mobile phones or similar devices during prep times or overnight.
- b. All boarders up to and including Year 11 will be required to hand in mobile phones, tablets and laptops overnight. Devices will be returned to Years 9-11 after morning practice the

next day. Students below Year 9 will have their devices returned at the end of the school day.

- c. Any use of mobile phones which involves bullying, the invasion of privacy, the circulation of libellous or pornographic materials, or the photography of other individuals without permission is considered unacceptable. This includes reading text messages or emails on another person's phone without their specific consent.
- d. You must ensure that your use of a mobile phone or other device does not disrupt the work of the school or disturb other students, for example by depriving them of the right to sleep.
- e. You are reminded that the Examination Boards specifically forbid the use of mobile phones in examination rooms; if you are found in the possession of a mobile phone, you risk being disqualified from all your examinations.
- f. The school reserves the right to search and/or confiscate your mobile phone if we have good cause to believe that it has been used illegally or in a manner that would break the rules detailed above.

16. Travelling by Minibus

- a. When travelling by minibus, you must wear a seatbelt at all times and sit quietly.
- b. For your own safety and that of other passengers, you must not distract the driver or do anything which might endanger the vehicle. Students who make it difficult for the driver to drive safely may lose their privilege to use the minibus.
- c. You must sign and observe the ICT Acceptable Use Policy.
- d. You are not allowed to smoke on the school premises or anywhere else during term time. You must not bring cigarettes, e-cigarettes, Shisha pens, tobacco, matches, or lighters to school.
- e. You must not be in possession of alcohol, or under the influence of alcohol, or visit licensed premises at any time during the school day or during school activities. Students in Years 12 and 13 may on occasion be allowed alcoholic drinks at school events with parental permission to be members of the Sixth Form Club and the specific permission of the Principal, or to visit restaurants where alcohol is served, with the permission of their Houseparents. Students aged 18 may, with parental permission visit the Metropolitan Police Club on Wednesday, Friday and Saturday evenings. See the Drugs & Alcohol Policy for further details.
- f. You must not be in possession or under the influence of any controlled drugs. See the Drugs & Alcohol Policy for further details.
- g. You must not have in your possession any weapons, hazardous chemicals or fireworks.
- h. You may not enter gambling premises or bookmakers during term time; gambling in school for money is forbidden.

- i. Sexual intimacy, physical relationships or public displays of affection are not appropriate in a school. Students engaging in sexual activity can expect to be suspended or expelled.
- j. You must not publish in printed or electronic format (e.g. on websites) any material which is offensive or derogatory about the school or individuals connected with it.
- k. You may not drive a car, moped or motorbike to or from school, or within the school grounds, without the express permission of the Principal. See the Student Car Policy for further details.
- l. You are expected to help keep the school and grounds free from litter. Please place litter into the bins provided. You must not bring chewing gum to school at any time.
- m. Students are not permitted to order food to be delivered to school.

In the interpretation of all of the above rules, the Principal's decision will be final. These rules may be amended from time to time.

<i>Policy author / reviewer:</i>	<i>Policy date / review date:</i>	<i>Next review due:</i>
C Rayfield	June 2019	Summer 2020