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, in person with a member of the duty team, in your boarding house.

b. Afternoon registration is taken at lunchtime between 1pm and 1.20pm; if you take an early or late lunch due to commitments and miss registration you must sign in, in person with a member of the duty team, 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 10 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.

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. Details given in any absence request must include details of how you will be travelling, including flight or train information, and a record of the adult who will be responsible for you during this time.

d. When permission for absence is given, you are responsible for letting all teachers know courteously in advance, and fulfilling any extra tasks set.

e. Boarders: Arrangements for exeats or other overnight absence must be made clearly, in writing and at least 48 hours in advance, with the Houseparents.

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 (unless specific permission has been granted by Head of Boarding)
- The path leading past Avison towards the back gate and the back gate itself, except when permission to use the back gate has been specifically granted.

b. Boarders in Year 7 - 9
   - You may not leave the School site at any time unless accompanied by a member of staff, parent or guardian

c. Boarders in Years 10 and 11
   - Provided you have no scheduled lessons or activities, you may sign out of school between 4pm and 6.00pm, Monday to Friday (12.30 to 6.00pm at weekends). You must go in a group of at least three. 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.

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:

Day			
Monday		4.00 – 6.00pm	
Tuesday		4.00 - 6.00pm	
Wednesday		4.00 - 6.00pm	
Thursday		4.00 - 6.00pm	
Friday		4.00 - 6.00pm	8.15 – 9.45pm
Saturday	12.30 – 9.45pm		
Sunday	12.30 - 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.
   - 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.

e. Saturday Music College Junior Departments
   - 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 on SchoolPost), 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.

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. Only Sixth Form students may use their room during the day for practice and private study.

b. Boys may not visit Sunley, or the girls side of the New Boarding House. Girls may not visit the boys' common room in NBH. Girls may visit the shared ground floor common room in NBH with permission from the member of the house team on duty. If you break these rules you must expect to be suspended from school.

c. You are expected to keep your room tidy and put your belongings away. Occupants of untidy rooms will be required to tidy them in their free time.

d. All rooms must be emptied at the end of each term, or at any other time if requested by your Houseparent.

7. Evening Routine For Boarders

a. All boarders (and any day students still in school) must register for dinner with duty staff in the Dining Hall at 6.00pm.

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 7pm to 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 in Years 7-8 have organised practice time from 6.30-7.30pm.

d. During prep, academic work takes priority; you may practise only with permission from the Houseparent or duty staff. If you wish to work elsewhere (e.g. in the Music Technology studio or Art Room) you must have permission from the member of staff on duty.

e. If you are a Sixth former 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.

8. Visiting Houses

a. Avison students should not visit any other House, nor older students visit Avison except at the specific invitation of the houseparents.

b. Senior students visiting other houses must ask for permission from duty staff and sign in to visit.

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	IN ROOM	LIGHTS OUT
Years 7 & 8	7.30pm	8.30pm	9.00pm
Year 9	8.30pm	9.15pm	9.30pm
Year 10	9.15pm	9.30pm	10.00pm
Year 11	9.30pm	10.00pm	10.00pm
Year 12	10.00pm	10.15pm	10.45pm
Year 13	10.00pm	10.15pm	10.45pm

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. Rooms may not be 'reserved' and students should not leave belongings in rooms during the school day. If you are using a practice room and are leaving to attend a lesson, break or lunchtime you must take your belongings with you.

c. 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.

d. 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. 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.

c. 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.

d. 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 and SLT 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 three days in advance.

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 (incl. Smartwatches, Smartglasses, earbuds, headphones and other connected devices)

a. Years 7 - 11 students may not have their phones with them during the school day. Your boarding houses will safely keep devices whilst you are in school.

b. Sixth Form will be allowed to keep and use their phones however we ask that phones are not out in lessons or communal areas (apart from common rooms). This would mean not out / in use around corridors or rehearsals and not walking around school wearing headphones.

c. Phones/ear buds/headphones will be confiscated and returned to house parents if this rule isn't followed.

d. Boarders may be required to hand in mobile phones or similar devices during prep times or overnight.

e. 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.

f. 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.

g. 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.

h. 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.

i. 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.

j. You must at all times only use mobile devices according to the school's Responsible and Acceptable Use Policy.

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. On school trips, you should listen carefully to the risk assessment details which will be read out by the group leader before you leave the minibus or coach.

17. **General Behaviour**

a. You are expected to be polite and helpful to other students, staff and visitors. There is no excuse for rudeness, disrespect or insolence towards other members of the school community.

b. You are expected to obey any reasonable request or instruction from teaching staff, boarding staff, support staff or prefects.

c. You must sign and observe the ICT Acceptable Use Policy

d. You are not allowed to smoke or vape 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. 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 setting. Explicit sexual activity will be deemed a significant breach of school rules and students can expect to be sanctioned accordingly.

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 unless permission has been granted by the Head of Boarding. If this is the case a member of staff is assigned to collect deliveries with students.

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.

Policy author / reviewer:	***Policy date / review date:***	***Next review due:***
SLT	September 2020	September 2021
SLT	September 2021	September 2022
SLT	September 2022	September 2023
SLT	September 2023	September 2024
SLT	September 2024	September 2025
SLT	September 2025	September 2026
SLT	September 2026	September 2027