

- Use a mobile phone without the permission of a member of staff.

The above are only to be taken as examples. The key words must be SAFETY FIRST.

Personal Insurance

The School cannot insure against the loss of, or damage to, pupils' property during term time or in transit as a result of theft.

Parents are advised to take out their own insurance for valuable items (eg musical instruments, sports equipment). 'All Risks' insurance policies can include a clause to cover this contingency and parents are asked to check this.

The School's policy covers loss by fire and every effort will be made to secure pupils' property against theft as far as possible.

Personal Accident Insurance

The School operates a Personal Accident Insurance scheme run by Marsh Limited. All pupils are given cover against personal accident/injury, paid for by the School.

Discipline and Sanctions

Derby Grammar School believe in rewarding good behaviour and highlighting positive attitudes and interactions. There is a Behaviour policy in place that all Primary School staff follow, using the 'Traffic Light System'. It involves three verbal warnings before a sanction is imposed (losing five minutes of play at breaktime). At the same time, if a pupil is persistently distracting others, he may be removed from the classroom to work alone. For a serious offence, such as hurting another pupil or using bad language, a pupil will be asked to complete a Behaviour Record detailing their wrong choices. A copy of this will be sent home for the parent to see, make a comment on, sign and return. These will be kept in a pupil's file for their time in Primary School.

It may be necessary at times to have short-term 'report cards' if a pupil is struggling to complete homework, for poor organisation or continued misbehaviour. Tutors and parents will work closely to address the problems being encountered.

Suspension (temporary exclusion) is very rare in the Primary School and is used in cases of great seriousness. Suspensions are for specified periods of time and are imposed by the Head.

Expulsion (permanent exclusion) is a matter entirely for the Head.

Issue Date: January 2021



Primary School Rules



Derby
Grammar
School

Bringing education to life.

This document sets out the standards expected of pupils attending Derby Grammar School. The most important principle is that we, its members, staff and pupils, treat each other, as we ourselves would wish to be treated.

We aim to maintain a friendly environment where teachers can teach and pupils can learn. Pupils have the right to an education which offers them the best opportunity to attain their potential. It is the right of every individual to do these things without being hindered by others.

Code of Conduct

Good behaviour is mostly based on civilised practice: some is specifically identified here in the School Rules.

We expect all pupils to behave in a manner in accordance with the ethos and principles of the School at all times and in particular when representing the School in an activity and whilst travelling to and from School.

Rules

- We will be kind, considerate and polite to others.
- We will stop, look and listen immediately when told to do so by any School adult.
- We will always do our best work and allow others to do the same.
- We will always walk quietly and sensibly in School.
- We will look after the equipment in all rooms and leave them clean, tidy and well cared for.
- We will look after our own personal property carefully.
- We will respect each other at all times.

All pupils must:

- Be punctual, arriving at School for registration at 8.30am.
- Attend compulsory School events (House events such as Cross Country, Christmas Carols, Poetry Evening; Christmas Carol Service at the Cathedral; Summer Fete and Speech Day - years 4-6). All these occasions are advertised in the School Calendar, on the website or through circular letters.
- Behave appropriately on their journey to and from School, particularly if they travel on School buses.
- Look after School buildings and equipment: damage caused by misuse will need to be paid for.
- Follow the agreed playground rules to keep themselves and others safe.

Dress and Appearance

1. Present a clean and tidy appearance.
2. Pupils are expected to have haircuts that are considered acceptable by the Head of the Primary School.
3. Clothes must be as stated on the School clothing list; all should be permanently and clearly marked.
4. Fashion statements are not accepted or appropriate.
5. School uniform must be worn by pupils when travelling to and from School.

6. School uniform is to be worn for outside visits made by School parties unless the member of staff in charge directs otherwise.
7. School uniform is to be worn for most evening functions at School.

Permission for Absence

1. Must be given by the Head of the Primary School for anything which involves missing lessons or School fixtures.
2. Pupils who wish to have leave of absence to participate in sports, music, dance or drama, not included in the School programme, should provide evidence to the Head of the Primary School.
3. If holidays are to be taken during term time prior permission should be sought from the Head of the Primary School.

Procedures for Illness or Indisposition

1. Parents or guardians inform the School office by 9.00am on the first day of absence. If pupils do not arrive in School and a phone call is not received, the School receptionist will make a call home to ascertain the pupil's whereabouts. On a pupil's return to School, a letter giving the reason for absence must be given to the tutor. A note in the homework diary is also sufficient.
2. Pupils who are not fit enough to take part in games must show the tutor a dated letter from their parents/guardians. A note in the homework diary is also sufficient.
3. Pupils 'off games' will watch all lessons or complete work set.

Health and Safety

Health and safety is the School's responsibility, but pupils as well as all staff have an important part to play. Health and Safety regulations form part of the School Rules.

All pupils are expected:

- To exercise personal responsibility for the safety of themselves and fellow pupils.
- To use and not wilfully misuse or interfere with any equipment provided for their general safety.
- Not to bring to School at any time substances which could endanger their own health and safety or that of others.
- To observe the safety rules of the School and in particular the instructions of teaching staff given in an emergency.
- To observe the safety rules as given in particular by a member of staff in certain teaching situations (eg laboratory rules).

Examples of Safety Hazards

Do not:

- Leave bags in corridors, behind doors, at the top of stairs or near fire exits.
- Run in corridors.
- Swing bags or throw over shoulder.
- Fail to wear appropriate protective clothing.
- Interfere with fire extinguishers.
- Fail to register on late arrival, thus possibly endangering life in the event of a fire.