



# Senior School Rules



Derby  
Grammar  
School

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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. Expectations are communicated to pupils in the School's Code of Conduct, on the website and posted in every classroom.

### **Rules**

1. No pupil may leave the School grounds during School time without permission - usually given by the Tutor or Head of Year.
2. The following are forbidden and may lead to a pupil being required to leave the School:
  - A breach of the law
  - The possession and/or use of illegal substances
  - Damage to the School or personal property, including abuse of the computer facilities
  - Aggressive or dangerous behaviour
  - The unauthorised possession and/or use of tobacco or alcohol in School or on School occasions (see note below)
  - Unauthorised absence.
3. All pupils must:
  - Attend assemblies, lessons, study periods and meals unless arrangements have been made with the Head
  - Fulfill official School commitments
  - Be punctual in meeting their commitments
  - Arrive at School by 8.30am and may not leave, without permission, before the end of the School day.
4. Any reported misbehaviour by pupils during their journey to and from School will be regarded as a serious offence. Pupils may be banned from the School buses for anti-social behaviour.
5. All School buildings and equipment must be used with care; damage caused by misuse must be paid for.

*Note: Official School commitments include School matches, music and drama rehearsals and attendance at School occasions, such as plays, concerts, some sports fixtures, Open Days, School Fete, Speech Days and Cathedral services. All are advertised in the School calendar or through circulated letters.*

### **Dress and Appearance**

1. Present a clean and tidy appearance, which includes haircuts that are considered acceptable by the Head.
2. Clothes must be exactly as stated on the School clothing list; all should be permanently and clearly marked.
3. Fashion statements are not accepted or appropriate. This extends to body piercings, rings, jewellery or tattoos.
4. School uniform must be worn by pupils when travelling to and from School.
5. School uniform is to be worn for outside visits made by School parties unless the member of staff in charge directs otherwise.
6. School uniform is to be worn for most evening functions at School.

### **Within the School**

1. Areas that are out of bounds, unless a member of staff is present, are science laboratories, all areas adjacent to the lake, beyond the turning circle and gate at the end of the School drive, unless coming to and going from School.
2. Out of bounds, without the permission of the staff member in charge are the computer room/ ICT and science laboratories.
3. Smoking and the possession of smoking materials, alcoholic drinks and all flammable materials such as fireworks, lighters and matches are strictly forbidden.
4. No weapons of any kind are permitted.

### **Sixth Form Only**

1. If Sixth Formers have fulfilled all their School commitments they are allowed out of School during the lunch break, but must sign out before leaving the premises. All pupils must sign in on return to School by afternoon registration.
2. Sixth Formers are allowed to come to School in their own motor vehicles. Motor vehicles are not covered by the School's insurance policy for damage, fire or theft whilst on School property.
3. No pupil is allowed to transport another pupil, at any time, without the written permission of parents.

### **Travel**

Pupils are expected to behave at all times so that they bring credit on the School. This particularly refers to travelling to and from School, especially by public transport and on School buses. Pupils may be banned from School buses for anti-social behaviour.

### **Permission for Absence**

1. Anything which involves missing lessons or School fixtures must have prior permission from the Head.
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 that they are of county or club standard to the Head of Games or Head of Music, who will then advise the Head.
3. If holidays are to be taken during term time prior permission should be sought from the Head.

### **Procedures for Illness or Indisposition**

1. Parents or guardians should inform the School office by telephone early on the first day of absence and forward a supporting email/letter. 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 or guardians.
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.

Specific regulations have been issued for the science and technology buildings and are posted in each laboratory. These must be complied with at all times. All pupils are expected:

- To exercise personal responsibility for the safety of themselves and fellow pupils.
- To use and not willfully 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 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.
- 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, Sanctions and Rewards**

Members of staff may issue the following sanctions for a breach of the School Rules or underperformance owing to poor effort:

1. Detentions:
  - Full School (4.00pm - 5.30pm on a Friday)
  - Lunchtime (40 minutes)
  - Head's (9.00am - 12 noon on a Saturday)
2. Prefects, acting through the tutor, can place a pupil in detention for inappropriate behaviour.
3. Tutors may issue 'report cards' for persistent and general failings such as frequent lateness, the failure to produce adequate homework, personal untidiness, or misbehaviour in class.
4. Head of Year Report Cards/Senior Master Report Cards are used to monitor behaviour, attitude, effort in class, homework and punctuality.
5. Suspension (temporary exclusion), imposed by the Head, is used in cases of great seriousness and may be followed in some circumstances by a pupil being required to leave. Suspensions are for specific periods of time, which may be extended if the Head thinks it is appropriate.
6. Expulsion (permanent exclusion) is a matter entirely for the Head and would be applied for persistent offences or offences which include the possession of drugs, theft, repeated bullying, smoking, consumption of alcohol and aggressive or dangerous behaviour.