



# BIRKENHEAD SCHOOL

## School Rules

*The written rules below are designed to emphasise the responsibility we hold to treat each other, and our School, with respect. All members of the school community should adhere to the values of the school and exhibit pride in the school by adhering to the school rules below.*

### Attendance and Supervision

Students are expected to be punctual and to attend all teaching and private study sessions. Students are expected to participate in all organised games and Physical Education. School begins at 8:30 and all students are expected to be in their Form Rooms by that time. Students too late for registration must sign in at Reception immediately on arrival with a note from their parents as to the reason for lateness. Repeated lateness will attract a sanction. Lateness is defined as arriving too late to be registered by the Form Tutor, which ends each day at 8:35.

Unless supervised by a teacher, students in Years 7-9 must either leave the premises by 4.15 p.m. or attend homework club in the library which is available until 6pm. Students in Years 10 and 11 may work in their Common Room until 5pm as long as their Head of Year is aware of the arrangement. At 5pm students will need to report to homework club. Sixth Formers may work unsupervised in their Sixth Form Common Room, Sixth Form Study Room or Futures Room until 6 p.m. All students must leave the School premises by 6.15 p.m.

### Absence

Leave of absence is obtainable only from the Head and is not automatic. Requests should be submitted well in advance. After every absence students must have a verifiable communication which clearly states the date(s) of absence and reason for the absence. In case of illness parents/guardians should inform reception on the morning of the first day of absence. Students must not leave the School premises between 8.40 a.m. and 3.50 p.m. for any reason without the permission of the Head, Deputy Head or Head of Year. For appointments in school time parents should notify the Form Tutor of the

appointment and students should appoint to reception at the allotted time. Students cannot leave unless signed out by a parent.

In case of illness during the school day, students are not permitted to sign themselves out. This can only be done by the School Nurse or a 1<sup>st</sup> Aider. Before attending the School Nurse, students must inform their current or next teacher that they need to see the Nurse.

## **Lunch**

All students are to have School lunch in the dining hall No food can be brought in from home (except for fruit and snacks for break/after school). Food must not be removed from the Dining Hall. 6<sup>th</sup> Formers are able to eat from the dining hall at a charge, in the 6<sup>th</sup> Form canteen on a 'pay-as-you-go' basis or bring their own food from home.

6<sup>th</sup> Formers are able to leave the site at lunch time, on foot.

## **Personal Safety**

The safety of every individual is of paramount importance. For that reason students must not under any circumstances climb on walls, fences or roofs or through any windows. All car parks, cellars, maintenance and grounds department workshops together with estates' and janitors' stores are permanently out of bounds. The Sixth Form Common Room is for Sixth Form use only. Unauthorised use of School equipment is not permitted.

## **Property**

Students are expected:

- to respect School property and the property of others.
- to make sure that all items brought to School are clearly named.
- during games and P.E. periods, to hand in valuables to a member of staff.
- to respect the environment and campus by putting litter in the receptacles provided. Students may not walk on the grassed areas without permission. All damage to property will be the responsibility of the student and their parents.
- Are not permitted to leave bags on the external bag racks outside of School hours.

## **Mobile Phones**

Students in Years 7-10 are not permitted to have mobile phones during the school day. They must be handed to their Form Tutor in morning registration. Year 11 students may carry their mobile phones with them, but they are not to used during school. Any student seen with a mobile phones will result in them being confiscated for a period of at least 24 hours, or over the weekend if confiscated on a Friday. Mobile phones can only be collected by an adult.

## **Online Behaviour**

Students are to adhere to the Online Safety Policy and Acceptable Use Policy at all times. Students accessing websites that go against the 'safer-internet' regulations will be blocked by our filtering system – Smoothwall. The Deputy Head and network manager will be alerted to this immediately.

Students must access the internet through the school wi-fi system and not their 4G data. For this reason tablets are not permitted as a BYOD.

Under no circumstances should students take photographs or moving image of any students or teachers without their consent.

Any behaviour that brings the school into disrepute, or endangers the safety or wellbeing of any member of the school community is strictly prohibited, and will be thoroughly investigated even if it happens outside of school. This includes using perjorative or language on social media or when gaming.

Students should keep themselves safe online by not engaging in platforms not recommended for their age group and adhering to the lessons and materials provided on internet safety.

### **Behaviour outside of School**

Any behaviour that brings the school into disrepute will be subject to the school's behaviour policy. This includes:

- Any illegal activities
- Negative comments on social media
- Online bullying

When off-site but in school uniform, students should wear their uniform correctly.

### **Vehicles**

All cycles must be left securely locked in the designated areas. Students must not cycle on footpaths within School or in any areas where pedestrians may be placed at risk. Students may not bring motor cycles or scooters into the School grounds at any time. Students who have passed the driving test may drive to and from School provided that they have their parents' permission and have completed the request form including their vehicle details. Parking in the neighbouring roads should be within the requirements of the law and must not inconvenience residents or members of the public. Students are not permitted to drive other students into school without written permission.

### **Smoking, Vaping, Alcohol and Drug Abuse**

Smoking, vaping, the consumption of alcohol and the use of illegal substances, along with the possession of any associated items, is forbidden at any time when under School discipline and whilst on the way to or from School. Any consumption of illegal substances, either on or off site, which affects behaviour or performance could result in permanent exclusion. Any behaviour that affects the good reputation of the School will result in permanent exclusion.

### **Offensive Items**

The possession of any offensive weapon or any item which is considered to be dangerous (e.g. laser pen) or which is used in a threatening manner is forbidden. The introduction into School of offensive material in any form is also forbidden.

## **Transactions**

Students must not buy, sell or barter goods. Gambling is forbidden.

## **School trips/activities**

Students must behave in accordance with the rules, requirements and reputation of the School. The general rules of behaviour apply for all School trips and activities, but variations from the rules for specific circumstances will be published when trips/activities are being offered.

## **Dress**

Students are expected to wear the uniform with pride. Students who fail to follow the uniform rules will be sanctioned and if this is repeated then students will be asked to stay home until they are appropriately dressed for school. We ask for parental support with this. The following rules must be adhered to:

### Hair and make-up

- Hair that covers the eyes must be tied back
- Hair longer than the collar must be tied up
- Hair should be a similar length over the head: no undercuts, mohawks, mullets
- No 'buzz-cuts' or 'number 1's'
- Hair should be clean and of a natural colour
- No facial hair is permitted. In exceptions, for religious reasons, permission for facial hair can be sought from the deputy head. Students who are not clean shaven will be asked to shave before attending lessons
- Make-up must be discreet and natural-looking, including fake tan. Obvious make-up will need to be removed before students can attend lessons
- No nail polish is allowed

### Uniform Year 7-11 – All uniform should be purchased from the uniform shop

- Students must choose either Option A or Option B from the uniform booklet
- Kilts must be on the knee and not rolled up
- Black socks/tights must be worn (in the Summer Term black ankle socks are permitted)
- Black shoes must be worn – trainers are not permitted
- Plain black or dark coats should be worn
- For Games and PE school kit must be worn at all times
- School kit must not be worn around school unless permission is given from the Games Staff  
In these cases full leggings/tracksuit must be worn, not shorts or skorts
- No jewellery is allowed except for a watch

### Uniform 6<sup>th</sup> Form – Uniform should be purchased from the uniform shop

- In 6<sup>th</sup> Form business skirts must be worn, not stretch skirts
- Discreet jewellery and make up is allowed as is nail polish

- In games students must wear suitable kit, and Birkenhead kit if in a team sport

**Sanctions**

Sanctions for not adhering to the school rules will be applied using the Behaviour Management Flowchart and in accordance with the Behaviour Policy