

THE LONDON ORATORY SCHOOL

RULES AND REGULATION FOR PUPILS

In these rules and regulations, a junior pupil is a pupil in the Junior House, forms J1, J2, J3 or J4; a senior pupil is a pupil in the first, second, third, fourth, fifth form; a sixth form pupil is in LVI or UVI.

I. PREFACE

Pupils are to conduct themselves at all times within not just the letter, but also the spirit of both this document and this Catholic institution, by showing proper courtesy and respect for the rights, property, exceptional reputation, health and safety of the School, its staff, its pupils and the wider public at all times, and to carry out their responsibilities fully in relation to each of them.

We look to parents to support the School in upholding and reinforcing these Rules and Regulations and view the Rules as a mere extension of the formative work done by parents in the domestic sphere.

Along with the Pupil Diary, this *Calendar, Rules and Regulations* booklet must be carried with pupils at all times throughout the school day, except during Games.

II. JURISDICTION

Unless otherwise stated, the Rules and Regulations apply to pupils at any time they are on the school premises, under the jurisdiction of the School, wearing uniform (except in cases of cyber bullying, sexual harassment and at the discretion of the Headmaster), whether in School or outside, on School time, including Study Leave; while taking part in any activity organised or under the auspices of the School. This includes school journeys and visits that take place outside of School time.

Behaviour by a pupil which brings the good name and reputation of the School into disrepute, prejudices the efficient education or thriving of other pupils, or the good order and discipline of the School, will be regarded as a serious matter, which may lead to disciplinary action being taken against the pupil concerned, regardless of where the behaviour takes place.

III. BREACHES

The execution of the practices here set out is straightforward and within the compass of all pupils. As such, we expect the highest standards of behaviour from our pupils in relation to them. Those who culpably fall short of delivering on these angles mark themselves out as in need of more focused interventions to ensure that they flourish here as pupils. These more focused disciplinary interventions include: the setting of additional written sanctions, such as exercises or tasks; early morning reporting; detention after school; the withdrawal of privileges; other sanctions deemed by staff to be appropriate and suitably educative; or, for persistent and/or serious failures, by suspensions or permanent exclusion.

At all times the discretion of the Headmaster, suitably informed and advised by Senior Staff, Housemasters, Heads of Department, other staff, parents and any appropriate bodies, and of course, precedent and individual circumstances, will be paramount in the meting out of major disciplinary sanctions.

IV. BUILDING THE VIRTUES OF CHARACTER

The following Rules and Regulations help pupils to internalise the habits that make for good living. They aim to build pupils in:

1. Prudence: good decision making and implementation
2. Justice: fairness to others
3. Fortitude: courage
4. Temperance: self-mastery

V. PRACTISING RESPECT FOR SELF AND THE GOOD NAME OF THE SCHOOL

Hair and Uniform Standards

VI. The aims:

School uniform, hair and appearance play a valuable role in contributing to the ethos of the School and the setting of an appropriate tone. The aim of the School uniform is to instil pride; support positive behaviour and discipline; encourage identity with, belonging to and support for the School ethos; ensure pupils of all races and backgrounds feel welcome; protect children from social pressures to dress in a particular way; nurture cohesion and promote good relations between different groups of pupils; provide clear boundaries and limits to behaviour and appearance. Above all, the School takes the view that smart and sharp School uniform supports effective teaching and learning.

It is for the governing body to decide whether there should be a School uniform and other rules relating to appearance, and if so what they should be. This flows from the duties placed upon the governing body by statute to conduct the School¹ and to ensure that School policies promote good behaviour and discipline amongst the pupil body².

School rules on uniform and hair are underpinned by the following logic: Adolescents inevitably test boundaries wherever they are fixed: if boundaries on hair and uniform are tight and there are sanctions when tested, then pupils are less likely to test boundaries where personal risks to their safety and wellbeing may be higher and the negative consequences to themselves potentially more severe.

In all cases of uniform and hair, requests for exemptions and exceptions must be raised in writing with the Headmaster at least 15 School days in advance of the proposed implementation of the adjustment. The particular disadvantage suffered as a result of the rule and the ethnic, medical, religious or other grounds upon which you feel your child should be treated differently need to be stated and evidenced as part of the request. Signed and certified documentation from specialist third parties may be necessary to evidence the request.

The Headmaster reserves the right to update this guidance during the course of the year in the light of new and emergent fashion trends.

Assistant Heads, Senior Masters, Housemasters and Senior Sixth Form Tutors can advise in greater detail, if need be. They also have visual representations to inform detailed hair and uniform compliance on the key elements below, should you so require.

VII. Scope

School uniform and hair rules apply to the birth sex of the pupil and the relevant section of the School for that child, e.g. Junior House, Senior School and Sixth Form.

VIII. General Rules

1. Hair

For boys from J1 to UVI inclusive:

Hair should be a conventional low cut.

It is not considered acceptable if:

- it is not its natural colour, as genetically determined – therefore no bleach, dye, tint, highlight, other artificial colourings
- it is not in its natural style – therefore no interweaving, plaiting, bunching, knotting, bunning and no gel, hairspray or other artificial bonding substances
- it falls over the collar, or is over the collar when combed
- it falls over the eyes when combed
- there are obvious and overt contrasts in length, e.g. between the sides and top of the head
- there are patterns shaved into the hair (or eyebrows)
- there are objects in the hair, e.g. clips, bands, bunches, etc
- it is less than a Grade 3 in length, at any point
- there is any facial hair

For girls:

Hair must be of its natural colour and worn in a natural style, without decorative accessories, e.g. ribbons, bonnets, beads or head bands.

2. School Uniform

Please note the uniform visuals located on the Parent Portal relevant to each section of the School and the different sexes, e.g. Junior House, Senior School, Sixth Form Boys/Girls. This sets the standard for the relevant dress code.

All pupils must wear the relevant uniform, complete with the official pattern and material. Beyond the **required** uniform (specified on the supplier's website), pupils may wear only approved optional categories of garment. Parents are encouraged to select from the supplier's **recommended** range, as these best meet the School's published specification.

Pupils will be sanctioned in accordance with the uniform sanction policy if they do not present themselves according to the above requirements.

Trousers: must be worn on or above the hips with no under layers visible. Only plain black belts with simple plain silver buckle are permitted, if necessary.

Shirts: top button fastened, shirt tucked in, with tie knotted to the neck and dropping to the navel.

Shoes and socks: must be plain black, polished, without any visible/branded decoration, including buckles, manufacturer tags or coloured stitching (including yellow stitching, or similar). Suede, patent leather and matt finish leathers are unacceptable. Other shoes which are unacceptable for School include those such as 'boat shoes', 'Kickers', or shoes with thick rubber or crepe soles and boots. Shoes must have a clearly defined heel. Socks must be plain black with no embellishment or visible branding.

Coats: All J1 to fifth form boys must have the shop supplied uniform raincoat or uniform over-jacket which must be worn in bad weather. Puffer jackets, quilted, parkers and/or hoodies are forbidden. In cold weather pupils should wear the School regulation jumper; if further layers are required these should be non-visible and under the shirt. (See below for Sixth Form)

Bags: All J1 to fifth form pupils inclusive must carry books and equipment must be in a School Bag. Housemasters will write the pupils' initials and House on the bag with a marker pen. There must be no other writing, designs, marks or stickers on bags. Pupils must normally keep their School bags with them throughout the day. If bags need to be stored, they should be placed in the cabinets near their House rooms. Where, in special circumstances, it is necessary for a pupil to bring a second bag into School, be it a regulation or non-regulation bag, they must leave it with their Housemaster during the day. Sports kit should be brought in the School bag. If the front, logoed pocket of the bag is ripped, or the logo is coloured in/defaced in anyway, then the pupils will be instructed to replace the bag at their cost.

Hats: must be regulation School uniform supplier only

Shirt sleeve order: in extremely hot or humid weather, arrangements will be made for the School to move to shirt sleeve order. The notification for this will come from Senior Staff. At such times, shirt sleeves must receive three turns of the cuff, ties be removed and top buttons undone. Pupils must travel to School in full School uniform, regardless of the weather.

Jewellery: only the following items are permitted:

- a plain wrist watch (not a smart watch)
- no more than one finger ring (in which case it may only be a plain band, without a stone, or a small signet ring, or a claddagh ring)
- one plain bracelet
- one plain necklace (for example a chain with a cross or medal).

Rings and, where appropriate, other items of jewellery must be removed for Art, Technology, and Sports lessons, and at any other time determined by a teacher. Jewellery must not be ostentatious or valuable. The School accepts no responsibility for lost or stolen jewellery. Piercings (including transparent studs), other jewellery, makeup and nail varnish are not permitted.

Tattoos and other forms of body art: are not permitted to be displayed at any time, including during sport.

Sport: Juniors and Seniors must wear the School uniform supplied by the School's uniform supplier.

Journeys: School uniform for journeys is the default position and at the discretion of the organising teacher, depending on the nature, length and destination of the journey. If casual clothing is permitted, then clothes need to be fit for purpose, including appropriate footwear. 'Smart, casual' is the style guide.

Whenever School uniform is worn, it must be complete and not mixed with non-uniform clothes.

IX. Sixth Form Specific Rules (as above, except for the following)

a. Girls

Girls must wear the full uniform of a white blouse, regulation blazer and either trousers or skirt; if wearing a skirt it must be either with black tights or plain black ankle-length socks (above the ankle – and no higher towards the knee). Socks must not have embellishments or visible branding. The skirt hem must come to the knee. If this is not the case, and/or any attempt has been made to alter the length of the skirt, pupils will be required to purchase a new skirt. Makeup, nail varnish or false nails must not be worn. Girls may wear one stud or sleeper earring per ear lobe. Pupils are permitted to wear one plain ring, one plain bracelet, and one plain necklace in line with the regulations above. Other piercings or jewellery are not permitted (such as in the nose or helix, including the use of transparent studs). Shoes must be flat soled and in line with the regulations above.

b. Boys

Boys in the sixth form must wear the sixth form uniform to the same standards as the Senior School (11-16), set out above.

c. Bags

Sixth form pupils must carry books in a well-made bag of dark material, which is without prominent logos or distinguishing marks.

d. Coats

All sixth form pupils must have a smart, plain black or Oxford blue **woollen** overcoat which must be worn in bad weather; they may also elect to wear the uniform over-jacket supplied by our uniform suppliers. Puffer jackets, quilted coats, parkers and/or hoodies are forbidden. If further layers are required, see the regulation above.

e. Sport

When doing sports, particularly when representing the School in competition, regulation kit should be worn with plain black trainers or boots. If sixth formers are assisting with younger pupils during first to fifth form Games, or using the gym during free periods, then they must wear the School gym/PE kit. For boys and girls, clothing should be appropriate to the School setting, and therefore, modest.

X. RESPECTING BOUNDARIES

1. Corridors, staircases and pathways

In corridors, on staircases and pathways and when moving about the School generally, pupils must:

- Arrive promptly and punctually to scheduled registration periods, lessons and activities and other such arrangements and appointments as are made by staff;
- Walk - not run;
- Walk on the left-hand-side, in single file;
- Take care when going through doors, using reasonable judgement to hold doors open for others;
- If in the atrium area, queue up for lessons by standing by the wall, on the aubergine strip;
- Not slouch or lean against walls, with hands in pockets, communicating a casual manner;
- Behave in an orderly manner that promotes the convenience of others, and does not put at risk the health and safety of others, or cause damage to property;
- Not drop litter, or engage in acts of graffiti, or other acts of vandalism, however minor. These will be interpreted as deeply disrespectful acts against the School community and subject to severe sanctions;
- Not run about, make unnecessary or excessive noise (including shouting or whistling), or play boisterous or rough games; any other game or activity which involves the throwing or kicking of any objects is strictly forbidden, except when taking part in games or training sessions supervised by a teacher;
- Line up quickly and in silence when the playground bell is rung;
- Not remain on the playground to play after school, except when taking part in organised games or training sessions supervised by a teacher;
- Respect the Chapel Courtyard as a quiet area.

2. Boundaries

In terms of boundaries, pupils must:

- Not lean over the glass panels in the atrium above the Library, or slouch on the railings that hold them;
- Remain in the areas designated on the playground for their own year group;
- Not walk on grassed areas, flower beds or in the paved area to the side of the Arts Centre.
- At times of snow and ice, pupils are strictly forbidden to slide on or throw snow or ice.

In addition to the basic ground rules set out above, pupils are to conduct themselves in the following manner in the appropriate places:

3. In Chapel

The Chapel is at the spiritual heart of the School, not least in terms of significance. Pupils are very much encouraged to use it for private prayer and meditation throughout the school day. Conduct in

and around it is to observe the utmost respect, reverence and propriety at all times. Pupils are to line up outside the Chapel on time and in silence. They are to enter the Chapel in a manner that is both respectful and reverential, respecting place and person. Having blessed themselves at the stoup, pupils are to genuflect before taking their pew. Pupils are to behave as befits a sacred place, singing heartily and joyfully when called upon to do so, listening attentively and behaving with focus and reverence. At the conclusion of the service, pupils are to exit appropriately. At Benediction, the clattering or exaggerated use of the kneeler is disrespectful and must be avoided. An attitude of attentive reverence must mark conduct in the Chapel. On exit, pupils are invited to bless themselves from the stoup, treating holy things with the reverence that is their due.

4. In the Library and Study Hall

If the Chapel is at the spiritual heart of the School, then the Library and Study Hall are, along with classrooms, at the intellectual heart of it. As a guide, pupils are to behave in a way that enables the studiousness and intellectual seriousness of all users. Strict silence must be observed at all times – they are not social spaces for gossip and conversation, but areas of concentrated focus for the patient pursuit of studies. The use of headphones for devices that host music is strictly forbidden, as it is a distraction to the focused concentration required. The instructions and entreaties of the Librarians and Study Hall supervisors must be acted upon promptly at all times, on pain of exclusion from those facilities, should a pupil disrupt the studies of others.

5. In classrooms

Pupils are to line up outside classrooms promptly and in good time for their lessons. They are to line up in an orderly fashion, not leaning or slouching against the walls. If lining up in the atrium area, pupils must remain within the ‘aubergine strip’. Pupils are to enter at the invitation of teachers and to remain standing behind their desks until instructed to be seated. On being seated pupils are to place their Pupil Diary on the desk in front of them. It is to be available for staff to view and to record any issues. Pupil conduct in lessons is to be impeccable, such that the learning of all can be promoted. The teacher is the authority in the classroom, and at all times must be respected, and their instructions acted upon. Conduct that defies or distracts the teacher, or leads to a monopolisation of the teacher’s attention will be dealt with firmly through the disciplinary framework. It is essential that the rights of all to learn are unimpeded and able to be actively promoted. If other staff or visitors enter during the course of a lesson, then all pupils are to communicate respect for that member of staff by standing on their entrance, and being seated at the request of the visitor. At the conclusion of the lesson, all pupils are to stand in silence behind their desks, until dismissed by the teacher. Discipline in the classroom is absolutely essential to the efficient running of the School, and so will be supported firmly.

6. Use of School buildings and facilities

Pupils are not expected to use the lavatories or drinking fountains between classes (except at break-times) or after the bell has been rung in the playground or during classes without the permission of a teacher.

All areas of the School, rooms and other parts of the School buildings, are out-of-bounds to all pupils at all times unless they have a legitimate reason for being in them or using them.

During the school day, the central staircase is for sixth form and staff use only, the exception being gaining access to permitted science rooms from the second floor.

The music practice rooms and other rooms and areas in the Arts Centre and Junior House which are used for practising musical instruments and rehearsals may only be used with the authority of the Director of Music.

The Theatre is strictly out-of-bounds to pupils except when they are accompanied by a teacher or have the permission of the Director of the Arts Centre.

Pupils may only go to the Cadet Lodge during the School day if they have the permission of their

Housemasters or, in the case of sixth-formers, the Assistant Head for Sixth Form.

These areas are out-of-bounds to all pupils:

- behind the Houseblock and the Chapel;
- behind the technology rooms; and
- behind the Arts Centre.

a. Senior Pupils

Senior pupils, other than sixth-formers, may not be in the school buildings at any time outside normal lessons unless accompanied by, or in the charge of, a member of staff.

The main building may not be used as a thoroughfare before school, during morning break or at lunchtime.

The Sixth Form Lobby and the link-way to the Arts Centre may not be used as a thoroughfare to or from the playground.

The Sixth Form Lobby, the Arts Centre and the Junior House may not be used as a thoroughfare to or from the Broadway Gate.

When pupils have to hand in homework outside lesson times, the homework should be placed on the shelves outside the Staff Common Room, by the north-west door.

The Junior House is out-of-bounds to senior pupils unless they have permission to be in the building or have a legitimate reason for being in the building.

b. Junior House Pupils

Junior House pupils may at all times use the Sixth Form Lobby and the Arts Centre as a thoroughfare to and from the Junior House.

Junior House pupils must normally remain in the Junior House unless they are being supervised by, or accompanied by, a member of staff or a senior pupil who has been authorised to accompany them.

Junior House pupils must observe any regulations made separately for them concerning the use of the Junior House and other areas of the School which they may use.

In the mornings, pupils who have Chapel must make their way to the Chapel at 8.30am. In the afternoons, pupils who have Chapel must make their way to the Chapel immediately after period 8.

7. Wet weather procedure

a. Before School

All first to fifth-formers should report directly to their Houserooms. Junior pupils must report to the Junior House. When breakfast is being served in Fisher Houseroom, pupils in Fisher House must report to Campion Houseroom.

b. During School time

	MORNING BREAK	AT LUNCHTIME	
		Before lunch	After pupils have had lunch
First & Second Forms	Form Rooms	Form Rooms	Form Rooms
Third Form	Houserooms	All pupils to go directly to lunch	Arts Centre
Fourth Form	Houserooms	All pupils to go directly to lunch	
Fifth Form	Houserooms	Arts Centre	Houserooms
Junior Pupils	Form Rooms	All pupils to go directly to lunch	Form Rooms or Choir Room

When bad weather arrangements apply at lunchtime *First Lunch* passes are cancelled.

These arrangements may be changed when examinations are being held.

8. Broadway Gate

During term time, the Broadway Gate will be open between 7.30am and 8.45am, and between 3.30pm and 6.00pm each day.

When leaving the School by the Broadway Gate, pupils must use the pavement on the left-hand side and stay on the path until they reach Fulham Road. They must not walk on or cut across the service road that leads to loading bays and the underground car park, which will be in constant use by cars and large delivery trucks. Similarly, when coming into the School, pupils must use the pavement from Fulham Road and may not use the service road.

Pupils must walk and not run along the pavement or, indeed, in the shopping centre or the underground station. All areas of the development are out-of-bounds to pupils unless they have a legitimate reason for being in them or using them.

9. Railway stations

At the railway stations pupils:

- must not run at all, even if it means missing a train;
- must pass through the entry/exit gates one at a time and in an orderly way, ensuring that they have the correct fare for travel;
- go immediately to the platform from which their train leaves after they have passed through the gates;
- must not congregate inside the gates or wait on the staircases or on the bridges, whether waiting for friends or for any other reason;
- must stand well clear of the edge of the platform and must not lean out over the track;
- must not hold open train doors, run about or shout while they are waiting for or when they are on the train;
- must keep their bags with them at all times; and
- must give their names to any member of the station staff on request, if necessary showing them their Oyster card or a school book with a name on it to prove their identity.

10. Local shops

Pupils in uniform may not use shops within the area bounded by the railway line between Fulham Broadway Station and West Brompton Station, Lillie Road, North End Road and Fulham Road without special permission. This includes Sainsbury's supermarket in the Fulham Broadway Shopping Centre.

Pupils using shops on their way to and from school must, at all times, show proper courtesy to shop assistants and other customers. Reports of theft or poor behaviour in shops will be dealt with severely by the School.

Pupils in uniform are forbidden to go into any amusement centre or arcade.

11. Licensed premises

Pupils are reminded that they are expected to obey any laws relating to the sale or consumption of alcohol. Pupils in uniform are forbidden to go into any public house.

Any public house or wine bar or premises where alcoholic drink is served (other than with a proper meal) within the area bounded by the railway line between Fulham Broadway Station and West Brompton Station, Lillie Road, North End Road and Fulham Road (including premises on either side of the roads concerned) is out-of-bounds to all pupils, regardless of whether they are wearing uniform, unless accompanied by a parent or with the permission of the Headmaster.

12. Sixth formers off-site during school hours

Sixth formers may, with the Assistant Head of Sixth Form's permission only, be granted the privilege of leaving school site at certain times during the school day. It will be considered truancy from school if a pupil leaves without permission. When off-site, for example during lunch time, sixth formers must adhere to all the on-site Rules & Regulations (for example regarding uniform and mobile phone possession/use). Brompton Park is strictly out of bounds. Sixth form pupils have permission to enter shops, for example in Fulham Broadway, and must behave in a courteous and respectful manner at all times. Any food or drink items purchased should not be consumed while walking to and from the School, nor should they visibly be brought back onto school site. Beverages and cold food items may be consumed in the VICR only and at break and lunchtime only. **The School is a nut-free zone. Under no circumstance can nuts, or nut related products be brought onto the school site and/or consumed on it.** This Rule is kept under specific review in relation to litter and off-site behaviours.

13. Vehicles

Pupils may not use bicycles to travel to and from School. Permission will not be given for pupils to ride motor cycles, or to drive motor cars, to or from School. Pupils may not bring vehicles on to the School site.

14. School journeys and visits

Pupils are expected to show a proper regard at all times for the high standards and reputation of the School, to maintain a smart appearance and in general to behave decently and with good sense. They are expected to behave in an orderly, civilised and well-mannered way at all times, showing proper courtesy and respect for others, and have proper regard for those in authority.

Any pupil who breaks the rules or regulations of the School, behaves badly, prejudices the good of others or is disobedient, may be sent home. Where it is necessary for a pupil to be sent home for disciplinary reasons, his or her parents will be expected to meet the full cost and to co-operate with the School in making whatever arrangements may be necessary for the safe conduct of the pupil. Pupils will be sent home immediately for serious or gross misconduct, which includes persistent disobedience

and misconduct following a final warning.

Smoking and drinking on school journeys and visits are strictly forbidden. Pupils may not bring tobacco or alcohol with them, or purchase tobacco or alcohol, while taking part in a school journey. Any pupil found with tobacco or alcohol, or any substance or item which is illegal under English law or the law of the host country, will be sent home. Likewise, any pupil knowingly associated with the purchase, carrying or consumption of tobacco or alcohol, or any substance which is illegal under English law or the law of the host country, **will be sent home immediately**. Pupils may not purchase tobacco or alcohol from the duty free shops, even as gifts.

XI. RESPECTING OTHERS

The School is committed to discouraging and challenging all forms of unlawful discrimination, both direct and indirect, on the grounds of age, race, ethnicity, colour, nationality, ethnic origin, gender, marital status, sexual orientation, disability, political views and religious or similar metaphysical and philosophical beliefs.

Unlawful discrimination and bullying, physical, cyber, or otherwise, or the incitement, encouraging or supporting of bullying, will most certainly not be tolerated and will be regarded as serious infractions of the regulations. Bullying includes: making fun of others, or seeking to humiliate and expose individuals in situations that may cause acute personal discomfort; harassing or hectoring others; calling others or members of their families names; other forms of abusive or silly behaviour towards or about others; isolating others; and behaviour which generally makes life unpleasant for others.

Any pupil, who believes that he or she is being bullied (which includes being excluded or isolated), threatened or intimidated, should report the matter immediately, either directly to a member of staff or through a parent or another pupil. Anyone who knows, or has good reason to suspect, that a pupil is being or has been bullied, threatened or intimidated, or humiliated and mocked, has a responsibility to report the matter immediately. Any pupil who is a victim of bullying, or anyone reporting the incident, can be absolutely assured that the matter will be dealt with swiftly and sensitively but firmly.

Physical violence between pupils will be regarded as an extreme breach of the disciplinary code, falling within the Headmaster's discretionary powers permanently to exclude pupils so involved.

1. Other pupils

In their relations with each other, pupils are to engage in a mutually supportive and constructive attitude towards each other, as and when occasion demands. It is important that pupil behaviour builds trust amongst each other and promotes the unity and cohesion of the School. Kindness and fairness must mark relationships, regardless of friendship group preferences. Special respect and consideration must be given to Senior Prefects and the vital role they play within the School.

2. Adults in the School (whether teachers, support and administrative staff, visitors or members of the public)

Pupils must behave towards adults with the utmost of respect, showing courtesy and civility. They must also be truthful and honest towards staff, showing the respect that all adults associated with the community deserve.

XII. Developing good study habits

1. Pupil Diary

Pupils are to carry their Pupil Diary with them at all times. At the beginning of each lesson, they are to place it on the desk in front of them, so that it is accessible to all staff. They are to record their homework in it, in line with their teacher's instructions. Pupils are to ensure that parents sign the Pupil Diary each week for ongoing monitoring purposes, and to ensure that the communication channels between home and School are open and frequent. It is a key component in ensuring the good organisation of pupil studies.

2. Academic integrity

Pupils are expected to be honest about their School work at all times; copying others' work, plagiarism and cheating in coursework (including AI generated material), school tests or examinations, are serious offences for which a pupil may be excluded from School. In all cases regarding public examinations, all instances will be communicated to the appropriate awarding bodies and in some instances the pupil concerned may be withdrawn from some or all of their examinations. In all cases a record will be kept on the pupil's file. For all public examinations pupils must observe the regulations pertaining to that exam and these are published on the Examination Office notice board.

Pupils will not normally be allowed to enter as private candidates to sit public examinations at another school or examination centre. Such requests should be made in writing to the Headmaster.

3. Homework and Homework Tickets

Homework is an essential part of the normal curriculum and pupils cannot fulfil the requirements of the course unless they make a solid attempt at all of the homework set. A pupil must enter the homework that has been set in their Pupil Diary. Teachers will enter the homework on 'Show My Homework' and pupils and parents may check this information at home. Homework should be completed on the day on which it is set. Parents are asked to initial all main exercises to show that their child has spent the required amount of time on these and to sign their Pupil Diary each weekend. Where a pupil appears to have an inadequate amount of homework, parents should inform the Headmaster.

Pupils who fail to hand in work at the correct time or below standard may receive a homework ticket. Parents/guardians will be notified by email that their son must report to Reception with their completed work by 8:20am on their next school day. Failure to report to Reception may result in a lunchtime detention. Failure to complete homework in time may lead to a Central Detention.

Pupils who accumulate five homework tickets within a half-term will be required to attend lunchtime detention for one week. During this period, pupils must report to the supervising teacher, who will record attendance. Additional homework tickets may result in School Detentions.

4. Use of the School computing facilities and Internet

The curriculum network and internet facilities at the School are provided for pupils to do homework, coursework, prep, undertake research and communicate with others. Pupils should only use the computers for schoolwork, except during a co-curricular activity supervised by member of staff. Pupils are expected to honour the agreement made with the School concerning the use of internet facilities. Access is a privilege, not a right, and the privilege will be withdrawn if it is abused in any way.

Files, logs of internet use and e-mail messages sent and received, stored on servers or disks cannot be regarded as confidential and may be inspected by members of staff from time to time to ensure that the system is being used properly. There are automatic programs which will search for unacceptable material and which will keep a record of all use of the networks by pupils.

Behaviour by a pupil which, either through social networks or the Internet, brings the good name and reputation of the School into disrepute, or any misuse of the School's computer facilities by pupils, including accessing inappropriate web sites and materials or exchanging inappropriate e-mail messages, will be regarded as a very serious breach of school discipline. Pupils and their parents should be aware that the School's Acceptable Usage of IT Policy, the Behaviour Policy and the Child Protection and Safeguarding Policy apply to the use of computer facilities at the School by pupils and that pupils who breach the provisions of may be sanctioned severely by the School and referred to children's services and the police.

5. Mobile phones and personal computers

A pupil may not bring a mobile phone or a personal computer (smartphones, laptop, notebook, Kindle, tablet etc.) to School, without the explicit permission of the Headmaster. Permission from the Headmaster will only be granted should your child fit the criteria; SEN or Exceptional Medical grounds.

XIII. Developing self-mastery

1. School meals and refreshments

All food and drink must be consumed in the Houseroom in which it is served. Pupils may not take items or food/drink away from the House room.

2. Food and drink generally

All pupils are expected to have the School lunch provided, self-catered lunches are not permitted. Pupils may bring 500ml plastic or metal **(not glass)** bottles of water, but may not bring cans or cartons of drink or food into School, except when permission has been given on a particular occasion. Water must only be consumed outside of classrooms and buildings and at break and lunchtimes. Pupils may not consume food (or chew gum) in the street or while travelling on public transport in school uniform.

3. Personal property

All personal property, including uniform and sports kit, must be marked clearly with the owner's name. Pupils must not bring expensive equipment to school unless with the prior approval of the Headmaster. The School will not accept responsibility for loss of, or damage to, private property brought into or left in the School by pupils. The School accepts no liability for the personal property of any users of the premises, including pupils. Parents who are concerned about the loss of any particular item are strongly advised to arrange their own insurance to cover any possible loss.

Pupils taking part in Games, Swimming or PE, curricular or co-curricular, should hand valuables (watches, money, jewellery etc.) to the teacher-in-charge for safe keeping. Teachers will not be expected to investigate the loss of items which have not been handed in.

4. Care of School property

Pupils are expected to take good care of all School property and parents will be asked to pay for any non-accidental or careless damage to School property.

1. Books, materials and equipment

All exercise and text books must be labelled properly and must not be defaced or damaged or have pages removed. Pupils are expected to take proper care of all books, materials and equipment lent to them by the School. Payment may be required for loss of or damage to any items which are the property of the School. Pupils who do not take care of exercise books must buy a replacement and copy all work into the new book.

2. Desks and Music Lockers

Desks must be kept tidy and in good order. Pupils are responsible for the place where they sit in lessons and form periods and must report any damage or defacement to a teacher immediately.

Music locker keys must be kept carefully. A deposit must be paid for the key and lost keys must be reported to the Music Administrator.

5. Tobacco, alcohol and so-called 'legal highs'

The possession, distribution or smoking/inhaling of tobacco, 'vapes' or electronic cigarettes and the possession, distribution or consumption of alcohol or so-called 'legal highs' by pupils is an extreme breach of regulations for which the punishment will be suspension or permanent exclusion.

6. Illegal substances

The possession or use of drugs, 'edibles' (other than those prescribed by a medical practitioner or non-prescription drugs being used for proper medical purposes) or other illegal substances by a pupil will be regarded as an extreme/grave breach of regulations, for which a pupil will normally be excluded permanently from the School. Drugs include any addictive, harmful or mind/mood altering substance.

The maximum penalty for selling, buying, possessing or distributing drugs or other illegal substances will be **permanent exclusion**; it will be at the discretion of the Headmaster to determine the level of sanction, in relation to all relevant circumstances and material facts.

7. Forbidden items and activities

1. Weapons

Except when under CCF regulations and supervision, possession of knives, firearms (including air guns) and ammunition, whether real or simulated, or other weapons will be regarded as an extreme breach of regulations for which permanent exclusion could be considered.

2. Valuables

Valuable items must not be brought into School unless permission has been sought from, and granted by, a member of staff. In these circumstances the item should be lodged with the teacher concerned on arrival at School.

3. Electronic games

Electronic games may only be brought into School if they are needed for after school activities, or for activities organised by a teacher during the day, in which case the permission of the teacher concerned must be granted beforehand and the items must be lodged with him or her on arrival at School.

4. Watches and calculators

Pupils are advised not to wear expensive watches or carry expensive calculators to school. Smart watches are forbidden and alarms on electronic watches, calculators etc. should be switched off at School to avoid unnecessary disruption or the item may be confiscated.

5. Chewing gum

In order to protect the school environment, chewing gum is not permitted and its possession or use will be regarded as a breach of School discipline.

6. Stickers

Pupils must not bring stickers into School nor are stickers to be placed onto bags, folders, books and any other equipment brought to School.

8. Other items and activities

The following are strictly forbidden:

- laser pens, pointers or any device emitting a laser beam;
- scissors;
- matches or lighters;
- fireworks;
- unseemly literature or pictures;
- betting, gambling or playing for money.
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9. Illicit material

The purchase, possession, distribution or accessing of illicit material, whether in print or digital format

will be regarded as an extreme breach of the disciplinary code, with appropriate sanctions, and may result in criminal proceedings, depending on circumstances.

10. Electronic distractions

A pupil may not bring headphones, a personal radio, DVD, iPod or MP3 player into School.

11. Transactions

Pupils may not engage in trading, buying, selling or swapping any goods, money, services or favours.

12. Publicity

No pupil may give information or contribute photographs, articles, letters etc. concerning the School to any journalist or publication, other than an official School publication, or to any person who does not have a legitimate right to the information or items, without the specific permission of the Headmaster. Unofficial social media sites linked to the School are not permitted. Pupils using such sites call the School into disrepute and this will be seen as a serious breach of School Rules. Pupil social media sites and postings that contain (negative) information about the School, or from which the School's identity is inferable, are also forbidden; sanctions up to and including permanent exclusion can be considered for negative activity or activity that could damage the reputation of the School.

PERSONAL DETAILS

Name.....Form.....

School Computer Username.....

Email address:

School Portal address: www.rmunify.com

School Portal username: *schoolcomputerusername@londonoratory*

Address and/or phone number of someone to contact in an emergency

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Doctor's name, address and/or telephone number

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