

Woodbridge School

SCHOOL RULES

1 Policy Statement

Woodbridge School requires its pupils to abide by its rules, which form a part of the Parental Agreement.

2 Procedures

It is the pupil's responsibility to be familiar with the School's rules, policies and procedures and abide by them at all times (copies can be found on the web-site). Listed below are some of the most general School rules affecting all pupils. The first rule is the most important and has the largest number of implications.

- Pupils are expected to show common sense and respect for themselves, the School and other people. The pupils' safety and well being as well as the School's good name depends on the pupils' actions.

The school day:

- Access to the School is by the four main gates only. Pedestrians must walk on the designated paths and pavements. Cycles must be kept at the cycle shed.
- Day pupils must arrive at School in sufficient time to be at registration.
- Pupils must keep themselves informed by reading the School and House noticeboards and electronic messageboards daily.
- No pupil may miss timetabled classes, games, activities, matches or rehearsals without permission.
- At the start of a lesson, pupils must enter a classroom, laboratory, workshop or the Sports' Dome only in the company of their teacher.
- Pupils should walk, not run, when moving between classes and in the vicinity of School buildings, and keep to the left on stairs and in corridors.
- Pupils must keep to the paths and not cut across grassed areas, nor enter those areas fenced or roped off.
- No pupil may miss lunch without permission.
- Ball games are permitted only in designated areas, and not in the vicinity of School buildings.
- Food or drink must not be consumed whilst walking in the grounds, or in public when travelling to and from School. No litter must be left in the School buildings or grounds.
- No pupil below the Sixth Form may leave the School grounds during the School day without permission. Sixth Form pupils may leave the site during the lunch break after they have taken school lunch as long as they

have no school commitments and return by 2.15pm in time for afternoon lessons. Year 7-9 pupils waiting for buses at the end of the day must remain on the school grounds between the end of school and their departure.

Uniform and belongings

- Correct uniform must be worn to and from School and for all functions, matches and visits unless special permission is given. Pupils must ensure that their appearance is neat and appropriate to a School working environment.
- Pupils should not bring valuables, or more money than is strictly required, to School. If necessary to do so, they should hand them to a member of staff for safekeeping. Mobiles, iPods and the like, whilst not forbidden, are the sole responsibility of the pupil and are not to be switched on in class without the express permission of the member of staff.
- Pupils must look after their belongings at all times. All clothing and property must be clearly marked with the owner's name. Equipment may only be borrowed with the owner's permission and must be returned immediately after use. Pupils must use, and keep locked, lockers provided.
- Pupils may not bring the following to School: chewing gum, any dangerous item such as fireworks, matches, catapults, firearms, knives, etc.

Welfare, Health and Safety

- Pupil drivers must not drive further into the School grounds than the Buttrums Mill turning circle without the express permission of a member of staff. Pupils may only use their cars for commuting.
- Pupils must know the School fire drill and all other health and safety procedures relevant to them.
- Pupils must report damage of any kind immediately to a member of staff.
- Smoking and the consumption of alcohol or illegal drugs are forbidden.
- Pupils must follow all reasonable instructions given to them by an employee of the school.
- Pupils must never act in a way which brings the School into disrepute.

The School has a separate policy on illegal drugs.

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| Author(s): | M R Streat |
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| Governor Agreement | |

Checked by M R Streat 16/01/12