

The Abbey SCHOOL RULES

1. Policy Statement

Woodbridge School requires its pupils to abide by its rules, which form part of the parental agreement.

The school rules are underpinned by the two following principles, which, if all pupils follow, will lead to The Abbey being a happy, caring and successful school:

- Pupils should always try their hardest in everything they do, e.g. work, music, sport, friendships and supporting the school community.
- Pupils should always treat other pupils in the same way that they would expect to be treated.

2. Procedure and Rules

Listed below are some of the general school rules affecting all pupils. Rule 2.1 is the most important and has the largest number of implications:

- 2.1 Pupils are expected to show common sense and respect for themselves, the school and people. The school's good name depends on the pupils' actions.
- 2.2 Good Manners
- Pupils should stand when a member of staff or guest enters their classroom.
 - Pupils should stand aside in corridors and open doors for members of staff or guests.
 - Pupils should greet members of staff and guests politely: "Good morning Sir", or "Good afternoon Mrs Clubb", etc.
 - Pupils should not consume food or drink in public when travelling to and from school.
 - Pupils should not eat in the corridors or entrance hall.
 - Pupils should use the bins which are provided for litter.
 - Pupils must maintain good table manners at lunchtime, e.g. using cutlery correctly, chewing with their mouths closed and passing items if required. There should be no running.
- 2.3 Punctuality
- Pupils must be in school for registration at 8.40 am.
 - Pupils must be in classrooms for the start of each lesson.
 - Pupils must request permission from the member of staff prior to the lesson or event if they are to be late or if they have another commitment.
 - Pupils who are late for registration, or miss registration as a result of a school club or music lesson in the morning or in the afternoon, must sign in at the school office.
 - Pupils who leave school early for an appointment must be signed out by their parent.

2.4 Health and Safety

- Pupils must not leave the school grounds during the school day. During break times they must stay within bounds, e.g. do not pass the Wellingtonia tree, cross the iron fence or go into the woodland at the top of the field. **Pupils must not enter the fenced in areas around the ponds.** The caretaker will collect lost balls.
- Pupils must not enter the areas at the side of the stage or go on to the stage unless supervised.
- Pupils must not play with hard balls or climb trees at break time or play on the steps.
- Pupils must walk, not run, when moving between classes and in the vicinity of school buildings.
- Pupils must not miss lunch.
- Pupils must not bring to school chewing gum, sweets, snacks containing nuts or dangerous items such as fireworks, matches, knives or catapults, or electrical items which require mains electricity e.g. Christmas lights.
- Pupils must report damage of any kind immediately to the class teacher or the Second Master.

2.5 Possessions

- Pupils must not bring valuables or money to school (unless on a trip). If this should happen, they must be handed to a member of staff for safekeeping.
- Pupils must look after their belongings at all times. All clothing and property must be clearly marked with the owner's name and must be returned immediately.
- Pupils must not borrow clothing from each other. Matron maintains a stock of clean items.
- Pupils must not bring mobile telephones into school unless special permission has been given by The Master of The Abbey. Telephones must be handed to Matron before school begins and must not be used during the day. See the school's policy on Mobile Telephones.

2.6 Appearance

- Pupils must wear correct uniform to and from school, unless special permission is given. Special care must be given to boys' socks being pulled up, girls' hair tied back and shoes being clean. All pupils should maintain a neat, tidy, ordered personal appearance.
- For games, the correct games kit must be worn and special care must be given to shirts being tucked in and socks pulled up.
- Pupils must not have their hands in their pockets when walking around the school, nor when walking to and from school.

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