

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

Listed below are some of the most general School Rules affecting all pupils. Rule 1 is the most important and has the largest number of implications. It is the pupil's responsibility to be familiar with the other School rules affecting special activities, eg sailing, swimming, use of motorcycles, games, etc.

- Pupils are expected to show common sense and respect for themselves, the School and other people. The School's good name depends on the pupils' actions.
- Pupils must keep themselves informed by reading the School and House noticeboards daily.
- Pupils must walk, not run, when moving between classes and in the vicinity of School buildings.
- Pupils must not enter a classroom, laboratory, workshop or the Sports' Dome before the teacher arrives. They should not enter the teaching buildings before School or before the warning bells at the end of morning break and lunch, unless to work in the Library or ICT room, or by arrangement with staff. However, if pupils register in a classroom, they may enter the building at 0835 and wait in the corridor for their Tutor to arrive.
- Pupils must keep to the paths and not short-cut across grassed areas. The gravelled terrace between the biology labs and the classroom block is not to be used. Pupils must keep to the left in corridors and on staircases.
- Ball games and snowballing are permitted only in designated areas, not in the vicinity of School buildings.
- Pupils must report damage of any kind immediately to a member of staff.
- Day pupils must arrive at School in sufficient time to be at registration.
- No pupil may miss timetabled classes, games, activities, matches or rehearsals without permission.
- 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 well in time for afternoon lessons at 2.15pm.

- Access to the School is by the two main gates only. Pedestrians must walk on the Valley side of the lower drive and the Chapel side of the main drive. Cycles must be kept at the cycle shed.
- Pupils should not bring valuables, or more money than is strictly required, to School. If necessary to do so, they must hand them to a member of staff for safe-keeping. Mobiles, iPods and the like, whilst not forbidden, are the sole responsibility of the pupil and are not to be switched on in classes 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. Lockers must be used and kept locked.
- Pupils may not bring the following to School: chewing gum, any dangerous item such as fireworks, matches, catapults, firearms, knives, etc.
- **No pupil may drive a car into the School grounds without the Head of Sixth Form's permission.**
- 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 for a School working environment.
- No pupil may miss lunch without permission.
- Smoking and the consumption of alcohol are forbidden.
- Pupils must know the School fire drill.
- 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.

The School has a separate policy on illegal drugs.

Author(s):	M R Streat
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Governor Agreement	

Checked by M R Streat 10/10/09