



Cundall Manor School

# School Rules and Regulations

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## **School Rules and Regulations**

Cundall Manor is committed to establishing and maintaining high standards of behaviour in all aspects of school life. This promotes a positive and friendly environment in which all pupils can benefit through kindness and consideration for others.

### **Ethos**

School rules and regulations are designed to promote high standards of behaviour in and around school and on any school visit or activity. They are based on the school purpose, vision and values including kindness, friendship, resilience, respect and integrity.

All pupils are required to maintain good manners, common sense, honesty and to be considerate of others. These rules emphasise positive behaviour and seek to promote an outstanding teaching and learning environment so that all pupils can be successful and proud of their achievements.

The rules and regulations recognise the School's duty to safeguard and protect the welfare of all pupils and to take action against discrimination and inequality of any kind. The School relies on a culture of mutual respect between pupils, parents and staff and we promote these rules and regulations through (amongst other opportunities) assemblies, PSHE lessons, subject lessons, INSET to staff, parent and information evenings.

The rules and regulations are not intended to be exhaustive; pupils are expected to abide by the principles of the ethos of the school and will therefore be subject to school discipline if their behaviour is contrary to the school values. Pupils are expected to comply with the current school rule as well as any amendments which may be made from time to time and is a condition of a pupil's continued membership of the school. Any action which is prejudicial to the good order or good name of the school will be regarded as an offence against school discipline.

As a result it is important to state Cundall Manor School's Rules and Regulations in order to provide guidance to pupils and adults alike.

The list of rules and regulations must be used in conjunction with all other school policies.

### **Code of Conduct - Expected at all times**

- Be on time and ready to learn
- Treat others in the manner they should expect - with kindness and respect
- Listen to others and share your views, one voice at a time
- Be positive, hardworking and the best you can be

Good manners are expected at all times both inside and outside the classroom, towards staff, prefects, other pupils and visitors. Pupils are expected to open doors for others, greet people and be courteous.

Classroom ambassadors are expected to greet visitors when they enter a classroom and outline the learning for that lesson. Pupils must not run in the school buildings or on the stairs.

## Absences

The school is required by law to make returns to the DfES concerning pupil absences.

- All absences through illness must be notified to the School Office or Form Teacher by telephone or email on the first morning of absence.
- Notification of a medical appointment or similar should be given to the Form Teacher in writing via email or prep diary. Pupils who leave school for such appointments should sign out and be collected from the School Office. Pre Prep Department pupils should be collected from their classroom.
- Attendance to school lessons, sporting fixtures and other school commitments is expected.
- For any absence not covered by illness, permission must be sought in writing to the Head of Phase, in advance, who will refer the request for the Headmaster's approval.

## Dress Code:

Cundall Manor hopes to prepare our pupils for future life, and it is important that our pupils take pride in themselves and their appearance. This means following the uniform expectations outlined below. There is an emphasis on being clean, tidy and smart. The dress code applies to pupils in school and travelling to and from school. If a pupil wears the incorrect uniform, they will receive a sanction. Pupils should recognise that conflict over the dress code is inappropriate.

- Pupils must wear a Cundall Manor blazer which should be of a good fit and in good repair. Blazers must be worn to and from school each day and during assemblies. If not worn during the school day, they should be hung up in form rooms.
- School shirts and blouses should be tucked into waistbands.
- When worn with a tie, shirt top buttons must be fastened.
- Ties are worn from Form 5 to Thornton.
- Ties do not need to be worn during the summer term and during the first half of the Michaelmas term.
- Skirts should be of an appropriate length and should not be rolled up.
- A plain, navy, V-neck jumper or cardigan may be worn.
- Shoes must be sensible and plain black. Black laces must be fastened. All shoes should be flat. Trainers are not acceptable. Boots, heeled or flat are also unacceptable. Shoes should be kept clean and tidy.
- Socks should be plain navy, or black.
- All pupils' hair should be clean and tidy and appropriate to a place of work, i.e. no unusual styles, shavings or patterns. Hair must only be one natural colour.
- Long hair should be tied back in Form 1 to Swale at all times. In the Senior School hair should be worn off the face. Those with long hair should wear their hair tied back for reasons of Health and Safety in, for example Games, Science, Art and Technology lessons.
- Make-up is not allowed in Forms 1 to Swale. Make-up is allowed in Leckby, Eldmire and Thornton. This should be natural and discrete. False eyelashes or eyelash extensions are not permitted.
- Nail varnish, nail extensions, or false nails (gels, acrylic etc.) are not permitted.
- A single pair of plain ear studs (one in each lobe) may be worn by pupils in Aram - Thornton only, but must be removed for Games sessions or taped up.
- Wrist watches are acceptable (any 'smart' wrist device must be used as a watch face only during the school day)
- Friendship bangles and bracelets are not permitted. A single chain necklace may be worn discreetly (not visible).
- If a belt is worn, it should be plain black. Fashion belts and buckles are not allowed.
- All items of clothing, including shoes and Games kit, must be marked clearly with the owner's name. Games kit should be stored in the pupils' lockers when brought into school.

- Hats and caps should be removed in classrooms.
- In colder or wet weather, pupils are permitted to wear a school coat over their uniform. This must be removed on entry to classrooms and indoor spaces.

### **Arrival and departure**

- Pupils are reminded that they must walk, not run, in the school car park.
- Any pupils who are not collected by 17:10 pm should go to the prep rooms (S10 and S11)
- Pre Prep and Forms 3 to 6 pupils must be collected by their parents and must not cross the car park on their own at the end of the day
- Pupils must never leave the school premises without permission.
- Pupils must remember that they are representing Cundall Manor School. They should be smartly dressed and show pride in their uniform, particularly on school trips and matches. In exceptional circumstances, permission must be sought from Games staff to leave the school in alternative clothing (i.e. going straight to sports fixtures/practice)
- Pupils should be in form rooms at 8:30 am at the latest. If pupils are staying for tea, prep or boarding, they must sign in with their form tutor in the morning
- If a pupils arrives after 8:40 am they must report to the school office upon arrival (this does not apply if mini-buses are delayed)
- Pupils will receive a late mark if they are not present or are late to registration. Persistent late arrivals will be investigated by the relevant Head of Phase

### **Assemblies**

- Pupils will enter the gym in a silent and orderly manner and sit in their form groups. Pupils should wear full school uniform to assembly.
- At the end of assembly, pupils should remain seated in silence until they are dismissed.

### **Behaviour for Learning**

Creating a positive environment for learning requires behavioural expectations of all learners. Good quality teaching must have behaviour expectations embedded into its planning. Negative behaviours such as talking out loud during class; not taking notes; disrupting the lesson; refusing to follow instructions; arguing with teachers; bullying peers; and generally behaving badly will not be tolerated.

At Cundall Manor, we expect everyone to behave respectfully towards each other. Teachers who manage disruptive behaviour often find that they spend much less time actually teaching than they would like and this has a negative effect on the learning of all children.

### **Behaviour in the Classroom:**

- To arrive on time to lessons
- To be prepared to learn in every lesson

- To have the right equipment for every lesson (see equipment list below)
- To have the right attitude towards learning
- To allow teaching and learning to take place
- To be considerate towards each other and their right to learn
- To be polite and co-operative in all lessons and around the school
- Follow instructions first time - everytime
- No loud talking, interrupting, teasing or name-calling
- Keep feet, hands and objects to yourself
- Stay on task and allow others to do the same
- No eating or drinking, with the exception of water
- To leave the classroom at the end of the lesson when dismissed in a quiet and sensible manner

All pupils are expected to actively participate, by using  
 Social Skills to learn together and communicate clearly  
 Cognitive Skills to thinking problems through and reflecting on their learning  
 Creative Skills to be creative and make connections  
 Personal Skills to staying engaged and build resilience

Equipment list for pencil cases:

- 2 black pens
- 2 purple pens
- 2 HB pencils
- Ruler
- Rubber
- Highlighter pen(s)
- Sharpener
- Scientific calculator (Casio FX83 or FX85)

Please note Pre Prep does not require a pencil case. All equipment is provided.

### **At Break Time/Lunchtime**

- All pupils should change at break into appropriate clothing if wet and muddy. All pupils on the field at break time / lunchtime should wear trainers.
- Pupils should go to the toilet at the start or end of break time if needed.
- All games should be friendly, safe, non-contact and co-operative. Games which may endanger or hurt other pupils are not permitted. (Throwing sticks/stones, play fights, pile-ups, etc).
- Only Form 3 & 4 pupils are allowed in their play area.
- All Form 5 - Thornton pupils should play on the field. Pupils must change into trainers to go onto the field.
- The tennis court has a rota for Senior School pupils to play basketball and use that space. No football to be played on the tennis courts.
- Thornton pupils have access to the Common Room for break time and lunchtimes. This privilege can be withdrawn if behaviour or treatment of the Common Room is not acceptable.
- Eldmire pupils have access to two classrooms in the Senior School quad for break and lunch times. This privilege can be withdrawn if behaviour or treatment of the classrooms is not acceptable.
- The bell will be rung five minutes before the end of break so pupils can arrive at lessons on time.
- During wet break, the pupils should remain in their classrooms and be supervised by their Form Tutor or the teachers on duty, helped by Thornton pupils.

## Meals

- All pupils must eat the meals provided by the school and be encouraged to eat a balanced meal.
- All pupils should wash their hands before meal times.
- All pupils should line up quietly in the entrance hall at meal times.
- Pupils should stand aside to let staff and visitors go through.
- Pupils should observe good table manners (e.g. elbows off the table, correct use of cutlery, no leaning across the table, do not talk with a mouthful, remain seated throughout the meal).
- No food should be taken from the dining room.
- Pupils should be polite and courteous towards the kitchen staff on duty.
- Pupils in Main and Senior School leave the dining hall quietly, clearing away their plates and taking them to the Butler's Pantry.

## Games Lessons

- Pupils should change quickly and sensibly in their allocated changing room.
- Pupils should not "borrow" another pupil's kit.
- Pupils should shower, change and leave the changing rooms quickly.
- Pupils should store their kit tidily away in bags and lockers.

## School Trips

When out on a trip, pupils are representing the school. In order to be positive ambassadors:

- Pupils are expected to listen to instructions and respond to requests.
- Pupils are expected to behave sensibly.
- Pupils remain in allocated groups, areas as required.
- Pupils are not allowed to make illegal purchases.
- Pupils should not eat or drink without permission and leave any litter.
- Pupils are expected to be aware of others, especially when in public and walking along streets.
- Pupils are expected to be polite and well-mannered at all times and should say "thank you" without being prompted.
- Pupils should always wear their seat belts when in a vehicle.
- Mobile phones and other electronic devices are at the discretion of the teacher in charge.
- Attendance on trips is a privilege and not an automatic right. The school reserves the right at any time to withdraw any pupil from a trip if they are involved in any behaviour which we deem does not live up to our school code of conduct.

## Mobile phones and electronic devices

- Pupils are not permitted mobile phones anywhere on school premises.
- If a pupil must bring their phone into school they should make sure it is switched off and handed in at the School Office before the start of school day and collected at the end of the school day.
- Mobile phones that are signed in and out are recorded by the School Office.
- If a pupil wishes to contact their parents during the school day they may request to use the school telephone.

- If a pupil is found with a mobile phone in school sanctions will be followed as outlined in the behaviour policy.
- Smart watches can be worn during the school day but the camera, messaging, call services and internet browsing must be disabled.
- Boarders are allowed their mobile phones under the direction of the Boarding Staff on an evening.
- Pupils in Form 3 and above are to bring their own Chromebook to school for use in lessons. Pupils must use them responsibly and in conjunction with the schools Acceptable Use Policy.
- Pupils are requested that they charge their Chromebooks nightly at home.
- Any electrical device should not be charged at school unless the charger has been PAT tested by the school.

### **Prohibited Items**

Pupils are forbidden to bring in any items to school that are potentially harmful to any member of the school community or to themselves.

- Knives and weapons
- Alcohol
- Illegal drugs
- Tobacco and other related smoking items e.g. E-cigarettes (vapes) and Shisha pens
- Fireworks or “snaps” containing gunpowder
- Inappropriate or pornographic images
- Chewing gum
- Aerosol cans
- Tipp-Ex or other correcting fluids
- Fizzy drinks including high energy drinks
- Any article that has been or is likely to be used to commit an offence, cause personal injury or damage to school property.

Should any pupil be found in the possession of using or dealing in an illegal substance, whilst on the school premises, on a school trip or out of school when in school uniform, the school will implement the Behaviour Policy regarding such actions and this could result in a pupil being asked to leave the school.

### **School Minibuses**

- Pupils travelling in school minibuses must wear seatbelts throughout the journey.
- Moving about whilst the bus is in motion is strictly forbidden in the interests of safety, as is any form of behaviour which might distract the driver.
- Pupil’s behaviour towards others on the bus must be respectful, kind and appropriate at all times.
- Pupils must not causes deliberate damage to the school minibuses.
- Buses must be left clean and tidy after each journey and all litter put into waste bags.
- The school reserves the right to prevent a pupil from using the school minibuses if their behaviour or conduct is unacceptable, unsafe, putting themselves and other pupils at risk.

### **Gym Rules**

- No pupil may enter the gym without a teacher’s permission.
- No item of gym equipment should be used in the absence of a member of staff.



## **Fire Regulations**

- All members of the school are expected to be familiar with Fire Regulations and to be able to take appropriate action in the event of a fire.

## **Litter**

- Litter should be placed in the bins provided around the school site.
- All rooms, corridors and toilet areas and every part of the grounds should be left tidy.

## **Prep**

- Prep is set according to the published Prep Timetable and pupils must enter details in their Prep Diary provided by the school.
- Prep diaries are checked and signed by the Form Tutor on a daily basis in Form 3 - Swale and signed on a weekly basis in all parts of the school.
- Parents are asked to sign the prep diaries on a weekly basis.
- Pupils are expected to do the work as set and must let their teacher know if they have any problems completing or accessing the work.
- All Prep will be recorded on the Google Classroom

## **Boarding**

Used in conjunction with the School Boarding Policy:

- Be quiet and remain in dormitories until it is time to get up
- Be respectful of the boarding environment and the staff on duty.
- Arrive for breakfast on time, smart and correctly dressed
- Prepare for the school day
- Pupils should not return to their dormitories during the school day unless they have permission from their Boarding Parent or a member of staff
- Tuck is allowed on specified evenings, chewing gum or bubblegum is not permitted.
- After tea pupils to follow activities and routine outlined by the Boarding Parents and member of staff on duty
- After "lights out" there should be no noise or getting up. Pupils should respect the rights of others to rest peacefully
- Dormitories should be kept neat and tidy. Only acceptable posters should be put up on the walls.
- Televisions and DVDs may not be used without staff permission