

***ST GREGORY'S
CATHOLIC
SCIENCE COLLEGE***

**SCHOOL
RULES
July 2023**



Our School Rules are designed to promote good behaviour, self discipline and respect, and to ensure that all members of our community are able to be healthy, stay safe, enjoy and achieve, make a positive contribution to the life of the school and ultimately achieve economic well-being. These rules apply to students' behaviour both inside and outside of school. A copy of the school's "Good Behaviour Policy" is available on the school website.

SCHOOL RULES

Good behaviour and politeness are expected in school, when travelling to and from school; as a member of a school party or when dressed in school uniform.

Self-discipline and common sense are the ideal and expected of students at all times. Be respectful and courteous – following instructions in a timely manner.

School rules are designed to make the everyday life of the school as agreeable and efficient as possible e.g all students and staff should keep to the left as they walk around the building.

APPEARANCE

We are a strict uniform school and will put in detention and suspend students who repeatedly do not wear their uniform properly.

1. Students are always to be of smart appearance.
2. School uniform is to be worn to and from school, within school and for most school based activities. Rules regarding school uniform and appearance must be obeyed. Please particularly note the following aspects of our school uniform:
 - Ties should be tied closely to the collar covering the button and should be of a conventional length and style (a four-in-hand knot with eight stripes visible below the knot)
 - School shirts must remain tucked in at all times
 - Coloured vests are not permitted to be worn underneath the school shirt.
 - Shoes (not trainers or plimsolls) should be all black leather or leather substitute (not suede or canvas). Non-black stitching or coloured laces are not allowed. Heels should be as low as possible and not above 2 inches or 5 cms.
 - For girls with pierced ears, one pair of studs or sleepers may be worn in the earlobe only. Boys are not allowed to wear earrings, studs or sleepers.
 - Make-up, nail extensions and nail varnish are not part of school uniform and must not be worn.
 - Coats must be plain navy blue or black, not leather or denim. They should be long enough to cover the school blazer, but not ankle length; sleeveless bodywarmers are not allowed.
 - Scarves must be plain blue or black – coloured scarves are not permitted.
 - Hooded tops are not to be worn by students at anytime.
 - Skirts must be knee length and of a sensible style e.g. 'A' line, pleated. Side split skirts are not allowed.
 - Trousers must be of the correct length and size (they must not be cut or split at the base)
 - Bags need to be big enough to hold A4 exercise books.
 - For Girls - Plain navy or black tights; or white or navy socks should be worn (below the knee). Trainer socks/liners are not allowed. No branded socks.
 - Socks are not to be worn with tights.
 - Plain white shirts (only) should be worn.

See separate uniform list for full details.

3. Outdoor clothing is never to be worn inside the school buildings. Plain blue or black hats (but not baseball caps which are prohibited) may only be worn on the way to and from school.
4. Hair must be clean, neat and of a moderate style. The following styles, for example, are unacceptable, hair that falls below the collar (for boy's), bleached, dyed, tinted or highlighted hair, closely cropped or shaved hair and patterns and lines cut into the hair. Girls' extensions must be of the pupil's natural hair colour and without accessories. Girls' long hair should be tied back (off the face) with a blue/black band. Furthermore, pupils must be clean-shaven at all times and the shaving of eyebrows is not acceptable. Students whose hairstyles are unacceptable will not be admitted to school and risk disciplinary action.

OUT OF BOUNDS

1. Students below the Sixth Form must not leave the school premises in the course of the school day unless they have written permission.
2. Students are free to use all paved areas within the school grounds:
 - (a) to walk to and from timetabled activities and
 - (b) during morning break and lunch time **EXCEPT:**
 - the entrance road and car park
3. The area behind the 'D' block / canteen area and the fire exit steps of the 'D' block are out of bounds to students in Years 7 – 11.
4. Students may only use the specific playground designated to their year group.
5. Ball games and the like are only permitted in the playground.
6. Only Sixth Form students may leave the school site at lunchtime.
7. The alleyways around the school are never to be used as a short cut to and from school, this also includes the park (Woodcock Park next to the school).
8. The Library / Learning Resources Centre is an important resource area for our school. Students must maintain a working atmosphere within this area and allow students to study. The Library is open at morning break and lunch time and after school until 4 p.m..
9. The reception area by the school office is closed to students at all times.

PROHIBITED

1. All medication should be given to the Welfare Assistant who will supervise its use. It is not to be kept or administered by students in school.
2. Jewellery. It is a school rule that no jewellery (including bracelets and wrist bands) should be worn in school and on the journey to and from school. Sixth Form students and girls with pierced ears may wear one pair of studs or sleepers. Boys are not allowed to wear earrings, studs or sleepers. Body or facial piercing, for example of the eyebrow, lip, tongue or nose, is not permitted. Coloured contacts lenses are not permitted.
3. Nuts. As we have several children in school who suffer from a severe nut allergy, we have a "no nuts policy" at St Gregory's.
4. Correction fluids such as Tippex are forbidden.
5. All litter and recycling must be placed in the appropriate bins provided. Please note that eating or drinking inside the school building is not allowed. Chewing gum is prohibited in school.
6. No student is allowed to bring, have in her / his possession, buy, sell or use / misuse any illegal drugs, edibles, legal highs, volatile substances, unauthorised medicines, alcohol or tobacco (this includes smoking related paraphernalia, eg vapes and e-cigarettes) on the school premises; when travelling to / from school or as a member of a school party. The consequence of breaking this rule is immediate permanent exclusion if the drug is illegal and for the misuse of volatile substances or medicines; and fixed term suspension if alcohol, vaping or tobacco are involved.
7. Items which may be either illegal, dangerous, disruptive or offensive, including such things as large sums of money, mobile phones, items of considerable value, water pistols, laser pens, knives, pellet guns, fireworks, aerosol cans, internet enabled devices, lighters, matches or medication, other than that which is strictly necessary, must not be brought onto school premises. Students who bring these items to school will face disciplinary action and could face permanent exclusion.
8. Gambling is strictly forbidden.

9. Students must not bring non-uniform items of clothing into school. Baseball caps, bandanas and hooded tops, for example, will be confiscated.
10. Downloading of illegal material from the internet or sending malicious emails is forbidden. To do so may result in permanent exclusion. Students must, at all times, adhere to the acceptable use policy.
11. Taking a picture under a person's clothing without them knowing is a criminal offence and strictly forbidden.
12. Using any platform, including social media, to harass or humiliate another student or member of staff is strictly forbidden. Students who are found to have participated in these activities may be sanctioned using the full range of sanctions available, dependent on the seriousness of the breach, up to and including in extreme cases permanent exclusion.

The above rules apply to pupils on the way to and from school as well as pupils on school journeys and outings.

CLASSROOM CODE OF CONDUCT

1. Students should arrive on time to lessons and make sure that they bring the correct books and equipment with them.
2. All lessons should start and end in an orderly way. Teachers will for instance (when their timetable allows) meet students at the classroom door.
3. At the start of every lesson, students will be expected to place their equipment and relevant books on their desk (including their homework diaries) so that lessons can proceed without disruption.
4. Students should always work to the very best of their ability and not stop others from learning.
5. Homework diaries should be filled in properly by the end of the lesson.
6. When pupils leave the classroom they should do so quietly and keep to the left.
7. All pupils must comply with the E-Safety Acceptable Use Policy.

PROPERTY

1. School textbooks and equipment supplied to students become the responsibility of the student until they are returned, replaced or paid for.
2. Damage to school property or equipment should be reported immediately to a member of staff. Students and/or their parents will have to pay for any damage caused.
3. Personal property is at all times the responsibility of the owner. The school is not responsible for loss or damage that occurs and does not have an insurance policy to cover the loss of personal belongings on the premises.
4. Expensive items of clothing and equipment must not be brought to school. No electronic equipment, such as internet enabled devices, mobile phones or laptop computers may be brought to school (apart from an inexpensive calculator for school use), such items will be confiscated. Students must exercise care and concern for their own property and the property of others.
5. The school does not permit the buying, selling or exchange of personal property on school premises.
6. Lost property is to be taken to or reported to reception.
7. The school reserves the right to inspect personal belongings when it has cause.
8. No students must take anything belonging to the school or other students. Students who steal will be suspended from St Gregory's.
9. ALL items of clothing and personal belongings should be clearly marked with the student's name. The school cannot be held responsible for items that are lost or taken. Any items that are brought into school are at the owner's risk and therefore the school cannot accept any responsibility for the loss or damage to any property belonging to or owned by a student or his / her family.

TRANSPORT

1. Students are to travel to and from school in an orderly manner. Students are to use local roads and pavements and not alleys and access routes to private property. Students must act in a responsible and courteous manner on their journey to and from school.
2. Students must ensure that their Oyster card is in working order and have enough funds to allow travel to and from school. Fare evasion will be dealt with severely by the school and TFL.
3. Students may cycle to and from school provided:
 - (a) Bicycles must be left in the designated bicycle park and securely padlocked. Personal insurance is highly recommended as the school cannot be held responsible for loss or damage.
 - (b) It is the responsibility of parents to ensure students wear a safety helmet to the appropriate standard.
4. Skateboards, scooters and ebikes are not permitted.
5. (a) Sixth form students in possession of a valid driving licence may travel to and from school on a motorcycle or in a motor vehicle only if -
 - (i) their parents have written to the Head of Sixth Form giving their approval
 - (ii) they have produced valid documents to their Head of Year and have obtained permission.
 - (iii) they have obtained the agreement of the Head of Sixth Form
- (b) Motor cycles, motor vehicles, electric bikes and electric scooters may not be brought on to school premises.

SANCTIONS

Our Rewards and Sanctions Systems are designed to promote the observance of the school rules and routines. Notable good behaviour, effort and / or consideration is recognised and rewarded through the school reward system. Rewards include praise, commendations, post-cards sent home and acknowledgement at assembly. Positive encouragement is the primary means by which we seek to promote the rules and routines.

However, students must act in a thoughtful manner and not put their health and safety or that of other members of the school community at risk. Reckless behaviour will be viewed very seriously by the school. To disregard the rules and routines, deliberately or thoughtlessly is a discourtesy to fellow students and to staff.

In cases where rules are broken (or in response to all non-criminal bad behaviour and bullying which occurs anywhere off the school premises and is reported to the school); the school will apply a variety of sanctions which may include a reprimand, additional work assignments, being put on report or signing a behaviour contract, loss of privileges, community service, e.g. litter picking or detentions. Serious and / or persistent breach of school rules may result in temporary suspension or permanent exclusion to protect the wellbeing and progress of the St Gregory's Community. Please note that disciplinary action (as outlined above) will be taken against students who are found to have made malicious allegations against school staff. Moreover, if it is established that an allegation has been deliberately invented, the police may be asked to consider what action may be appropriate.

DETENTIONS

Students may be detained by members of staff at lunchtime, on Saturday morning, during Inset days or after school (without notice until **4.00pm**) in order to ensure students complete assigned work and to spend time reflecting on their conduct. Longer after school detentions will be advised at least one day in advance by telephone or written notice in the student's Homework Diary.

The Headteacher and Governors always reserve the right to admit and suspend students on a fixed term or permanent basis.

The rules and routines outlined here are designed to make school life as pleasant as possible for all members. To co-operate with those rules and routines is to share the collective responsibility that we all have. The rules are designed to emphasise the integrity and importance of the individual which we value so much and which proves the corner-stone of our entire educational thinking.

ANTI – BULLYING PROCEDURES

Bullying (in or outside of school) is unacceptable and will not be tolerated at St Gregory's Catholic Science College. Bullying can take many forms, but three main types are:

- Physical: hitting, kicking, taking belongings
- Verbal: name-calling, insulting, making offensive remarks
- Indirect (including Cyber bullying): spreading nasty stories about someone, exclusion from social groups, being made the subject of malicious rumours, sending malicious emails or text messages on mobile phones

Where bullying is discovered it is always punished. In serious or subsequent cases, the bully's family will be invited to come to school so that an agreement can be reached on future behaviour. In extreme and / or repeated incidents, a bully may be suspended for a fixed term or permanently excluded.

Parents who believe that their child is being bullied should immediately contact the relevant Form Tutor and / or Head of Year. If these staff are not available or they have been unable to allay or resolve the parent's concerns, the Pastoral Deputy Headteacher should be contacted.

SAFETY IN SCHOOL (Mr Hogan is the Designated Safeguard Lead)

1.
 - (a) Students must know the emergency procedures.
 - (b) Students must know the procedures to be adopted in the event of the sounding of the alarm and obey them promptly.
 - (c) Students must be aware of and observe all special safety rules in specialist areas including laboratories, workshops, computer rooms, practical rooms, theatre workshop, music department and sports facilities.
 - (d) Students must report any accident to the School Office.
 - (e) Students must always act in a safe manner.
2.
 - (a) Students may not enter science laboratories, workshops, computer rooms, practical rooms or sports facilities unless a member of staff is present.
 - (b) Appropriate safety clothing and equipment, such as protective overalls and safety glasses, is to be worn in specialist areas as directed by a member of staff.
3. Students are not permitted to open or close blinds or windows unless the member of staff is present, gives permission and supervises the process.
4. Students must not:
 - (a) lean out of windows
 - (b) climb onto any roof
5. Students must not interfere with any electrical equipment or installations, including switches and plugs.
6. Cycling within the school grounds is forbidden.
7. Parents of students at St Gregory's are welcome to visit the school. It is usual to make an appointment by telephone with the appropriate member of staff. The staff are normally not available to meet with parents during lesson times or other duty times.
8. Parents and visitors must report to the Reception Area of the school on arrival.

ATTENDANCE

1.
 - (a) Attendance at school is compulsory.
 - (b) Any absence must be explained in writing and given to the Form Tutor on the day of return.
 - (c) Whenever possible, parents are to telephone the school before the start of the school day to advise of an absence and the likely duration of the absence.
 - (d) Taking holidays during term time is not permitted.
2.
 - (a) Punctuality is essential. Students should arrive by **8.20am**.
 - (b) Any student who arrives after **8.30am** is recorded late in the school register.
 - (c) Any student who arrives after **9.00am** must report to the School Office and sign the late list. Late arrival at school will result in a detention and continuing lateness of pupils will result in disciplinary action.
 - (d) Any student who arrives after **10.00am** must provide a letter explaining the lateness to their Form Tutor the following day.
 - (e) If a student has poor attendance the school may refer the case to the Educational Welfare Officer (EWO) for Brent. The EWO will look into each case individually and has the authority to fine parents if necessary.
 - (f) Throughout the day punctuality at all timetabled activities is essential.
 - (g) Students should use the bathroom before school and during their designated break times. They may only use the toilets with the permission of their teacher during lesson times.
3. Pupils may not remain on the premises after **4.00pm** unless required to do so or special permission has been granted and the member of staff is present.
4.
 - (a) Students may not leave the premises during the school day without obtaining permission from their Head of Year, submitting a written request or evidence of appointment. If a student leaves the school premises for any approved reason they must sign out, and on their return, sign in at the School Office.
 - (b) Members of the Sixth Form (Years 12 and 13) may leave the school premises only during lunch break.