



FOREST SCHOOL

SCHOOL RULES

WHOLE SCHOOL INCLUDING EYFS

Addendums have been added to specific policies such as Behaviour policies that must be read in conjunction with the School Rules

Approved (Date):	September 2020
Next review (Date):	September 2021
Owner (Name, Title):	Deputy Head Pastoral
Classification:	Statutory content
Comment:	

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1 Introduction

- 1.1 The School Rules are intended to ensure the safety and welfare of pupils; and the good order and reputation of the School. A Forest pupil is expected to show respect for him/herself, for other people and for his/her environment and to maintain high standards of civilised and unselfish behaviour. The School Rules apply to pupils both during the day-to-day life of the School and in any outside context, which may impinge on the life of the School. School Rules apply to pupils on the way to and from School and at any time when an individual or group is representing the School.
- 1.2 Any breach of courtesy or common sense is likely to be seen as a breach of the School Rules, as will any action inside or outside School, which compromises safety or brings the School into disrepute. School Rules are designed to promote the safety, reputation, effective working and well-being of the whole School community.
- 1.3 What follows are general statements of principle about the main areas of School life with links to other relevant policies, all of which are available on the website. Further specific detail is available either from members of the Leadership Team or the School Office.
- 1.4 It is expected that parents will satisfy themselves as to the appropriateness of the School Rules and subsequently support the School in the application of these rules.
- 1.5 Details of the implementation of the School Rules are outlined in the Forest School Behaviour Policy.

2 Appearance

- 2.1 Pupils are expected to be well turned out at all times. Their general appearance should be smart and tidy and they should conform to the School's regulations and requirements regarding School uniform, hair, the wearing of jewellery and the use of personal communication devices. Correct uniform must be worn to and from School, at School and when pupils are representing the School. Further information for Senior School pupils is contained within the published School Uniform Guidelines on the pupils' dashboard.

3 Attendance

- 3.1 Pupils are expected in School in time for registration at 8.30am (8.35am for the Pre-Prep). The School day finishes at 3.30pm for the Pre-Prep, at 4.00pm for Y3 – Y6 of the Preparatory School and at 3.55pm for all year groups in the Senior School. Apart from Sixth Formers, for whom specific rules apply, no pupil may leave the School premises without permission from their Tutor or HM. Under normal circumstances, the School expects outstanding levels of attendance, i.e. approximately 97%. In specific cases, where attendance becomes a concern the School will attempt to offer additional support which may extend to a referral for external support.
- 3.2 Sixth Formers are allowed to sign out at reception between 12.50pm and 1.55pm; they are expected to be in School at all other times during the School day.
- 3.3 Deliberate absence from any aspect of School life is a serious matter and will be treated as such.
- 3.4 Some sporting fixtures and other activities take place on Saturdays and at other times. Pupils selected are required to participate.
- 3.5 On occasions, pupils will be required to attend School functions (e.g. Open Day, Open Evening, Commemoration Day, Prize Giving) outside what are considered to be normal school hours.
- 3.6 The term dates are published well in advance. Only in exceptional circumstances will permission be granted for absence from School during term-times.
- 3.7 Parents must notify the School by email, phone or via the Intranet as far in advance as possible if their child is going to be absent.

4 Behaviour in the School Community (including bullying)

- 4.1 Care, consideration, and respect for persons and property are essential principles of the School community. All reported cases of observed behaviour which indicates a lack of mutual respect will be fully investigated and viewed as a serious matter.
- 4.2 Pupils are expected to demonstrate courtesy for all other members of the School community and to extend this to members of the public and visitors.
- 4.3 The School stands firmly against bullying or any behaviour which is intended specifically to cause distress to another person. This includes physical, emotional and verbal bullying, whether in person or online, including any approach deemed to be offensive on grounds of race, religion, culture, sex, gender, homophobia, special educational needs or disabilities, or because a child is adopted or is a carer. Any pupils found guilty

of bullying may be suspended or excluded from the School. Parents of those involved are automatically notified.

- 4.4 Parents and pupils should note the specific information within the Behaviour Policy, Anti-bullying Policy and the IT Responsible Use Policy.
- 4.5 Pupils are not authorised to buy or sell goods or services from each other in School, including for charitable purposes, without the express permission of their Head of Section or the Head of Preparatory School.

5 Behaviour outside School

- 5.1 Whenever pupils are out of School under the School's jurisdiction normal School Rules apply to their behaviour. Good behaviour is expected of all pupils when representing the School.
- 5.2 In the context of DfE Preventing and Tackling Bullying (July 2017), the School will take action in the case of bullying involving Forest School pupils, even when it takes place beyond the confines of the School or the School day. This includes any such behaviour taking place online. Please refer to the Anti-Bullying Policy.

6 British Values

- 6.1 Forest School benefits from the diversity of its location and of its pupil, parent and staff body: diversity is one of its core values. All members of the Forest School community are expected to respect the fundamental British values of democracy, the rule of law, individual liberty, and mutual respect and tolerance of those with different faiths and beliefs. The School has a statutory duty to promote such values and will therefore take firm action in response to any pupil who acts in defiance of these values.

7 Chapel, School Assemblies, House Meetings, Tutor Time and Registration

- 7.1 All pupils are required without exception to attend the appropriate Chapel Services, Assemblies, House Meetings, Tutor time and Registrations organised for the different sections of the School.

8 Data Protection

- 8.1 The School's Pupil Data Protection Policy is compliant with the principles of the Data Protection Act 2018.
- 8.2 The School reserves the right to monitor pupils' e-mail communications and internet use including use of social media sites.
- 8.3 Use of CCTV footage for the purpose of ensuring the safety of pupils and the security of the site is highly restricted and subject to data protection regulations.

9 Drugs and Prohibited Substances

- 9.1 Any distribution, selling, use of, or involvement with illegal, harmful, recreational or prohibited substances will not be tolerated by the School and any offender is likely to

be excluded. For further information please refer to the Substance Education and Management (SEM) Policy.

- 9.2 The School will consider the use of targeted drugs testing in any investigation involving the use of drugs. Any such testing will be sharply focused, administered independently and only with specific parental approval. Any costs incurred will be met by the School.
- 9.3 The SEM policy explains in greater detail the school's approach, specifically the thresholds that dictate if a matter pertaining to 9.1 will form part of a disciplinary or pastoral framework.
- 9.4 Pupils are not permitted to be in possession of, consume and/or be under the influence of alcohol in school and/or when representing the school on a trip or visit. This is with the exception of a limited number of social occasions where Sixth Form pupils, with the written permission of their parents, may be offered an alcoholic drink by a member of staff, with food.
- 9.5 Pupils are not permitted to smoke within the school day, whether on or off site. This includes all definitions of smoking, including but not limited to, cigarettes, e-cigarettes, vaping, shisha pens etc. Cigarette substitutes may not be brought into School, including e-cigarettes and shisha.

10 Health and Safety

- 10.1 Pupils who become ill during the School day should report to Matron. If necessary, Matron (or a member of School staff) will contact parents for the pupil to go home. Pupils and parents may not make such arrangements between themselves.
- 10.2 The following items, are forbidden: alcohol, tobacco including e-cigarettes, prohibited substances, firearms, ammunition, fireworks, laser pens, any offensive weapon or imitation weapon. Betting, gambling and playing for money are also forbidden. This list is not exhaustive.
- 10.3 Chewing gum may not be brought into School.
- 10.4 Classrooms, laboratories, workshops and buildings and areas designated for sports may be entered only with permission from a member of staff. Safety rules posted in these areas must be strictly observed.
- 10.5 Pupils should only play ball games in designated sports areas.

11 Medication

- 11.1 During a pupil's time at School it may be necessary for him/her to receive medication (either short or long term). It may be medicine prescribed by a Doctor, e.g. antibiotics, asthma inhalers, or non-prescribed medication such as paracetamol and antiseptic creams. Whatever type of medicine, it can only be administered with written parental consent.
- 11.2 All medicine brought into school must be given to Matron by the parents. This also applies to long-term medication such as asthma inhalers, and eczema creams. All medicine must be clearly labelled and in the original container. Pupils in the Senior

School may take responsibility for their own inhalers, whilst for younger pupils within the Preparatory School, the inhalers are kept easily accessible in each child's classroom. For good safekeeping, any other medicine should not be left in bags or kept by pupils themselves.

- 11.3 It is the parent's responsibility to update their child's school medical record by reporting to the Matrons should there be any changes to the child's medical status.

12 Prefects (Senior School only)

- 12.1 All pupils are expected to conform to the reasonable requests or instructions of any Prefect. Failure to do so will be viewed as a breach of School discipline.

13 Recognition and Sanctions

- 13.1 Systems of recognition and sanctions operate across the School. Full details are published within the Behaviour Policy.
- 13.2 At least 24 hours' notice is always given if any pupil is to be detained after School. Parents are always informed.

14 Vehicles

- 14.1 A register of pupils' cars is kept at the School. Sixth Formers who drive cars to School must inform the School. Please note the Sixth Form Car Driver Policy.
- 14.2 It is strongly recommended that pupils who bring cars to School have security devices in their vehicles. The School will assume no liability if cars are damaged or broken into at or near the School.

15 Property and Security (including Theft)

- 15.1 Forest School does not accept liability for the loss or damage to any valuable items that pupils bring to School. Where necessary, items should be covered under parents' household contents policies.
- 15.2 A pupil's personal property must be clearly marked with its owner's name. For Senior School Pupils, use should be made of the Secure Area in the Sylvestrian Leisure Centre. Devices should be secured in the device lockers around School and should not be left unattended in classrooms, on bag racks or in changing rooms.
- 15.3 Any instances of theft must be reported immediately.
- 15.4 Any acts of deliberate theft within the school community will be viewed very seriously. For a pupil found guilty of wilful and deliberate theft, permanent exclusion is a possibility.
- 15.5 Pupils are not permitted to use mobile phones or smart watches during the school day. Specific regulations apply to keyboard enabled electronic devices; which pupils are permitted to bring into School for educational purposes. Please note the IT Responsible Use Policy, Teaching and Learning Policy and E-Safety Policy.
- 15.6 Pupils should not bring items into School to sell to other pupils.

- 15.7 A pupil may not borrow another person's property, including sports kits, musical instruments and any electric goods, other than with the explicit permission of the owner of that property.
- 15.8 Damage to School property or personal effects must be reported. It is liable to be made good at the offender's expense. A pupil who loses or damages School property will be charged for a replacement.

16 Preparatory School and Pre-Prep

16.1 As above, but in addition:

- a) No pupils should be bringing in any electrical devices without permission with the exception of Preparatory School pupils taking the School Bus, who are required to hand in mobile phones to the Preparatory School Office on arrival at School; collecting them at the end of the School day.

The Warden reserves the right in his absolute discretion to exclude from the School any pupil failing to observe these rules, or whose attendance or behaviour is unsatisfactory, and to judge on the acceptability of variations not covered. More information is within the School's Behaviour Policy.