



FOREST SCHOOL

School Rules

Whole School Including EYFS

V1.1

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

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1 Introduction

- 1.1 The School Rules are intended to ensure the safety, welfare and highest expectations of the pupils at Forest; including ensuring no damage to the reputation or culture of the School. A Forest pupil is expected to show respect for themselves, respect for others, and the school environment, thereby upholding and maintaining the highest of behavioural expectations following the Forest Classroom and the Forest Learner. All pupils at Forest should model and promote the School values of Growth, Wellbeing, Learning, Hard Work, Diversity, Responsibility and Community. The School Rules apply to pupils both during school hours and in any outside context which may impinge or reflect on the School. This applies whether School uniform is worn or not. The School does not produce an exhaustive list of rules.

- 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 by impacting on other members of the community and the wider culture of the School. School Rules are designed to promote the safety, reputation, 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.
- 1.4 It is expected that parents/carers, by signing the entry acceptance form, agree with the School Rules and subsequently support the School in the application of these rules. It is also important for parents/carers to take note of their responsibilities as noted in the Entry Acceptance Form.
- 1.5 Details of the implementation of the School Rules are outlined in the Forest School Behaviour Policy.
- 1.6 This policy should be read in conjunction with:
 - Behaviour Policy
 - Safeguarding and Child Protection Policy
 - Uniform Policy
 - Responsible User Agreement
 - Mobile Phone Guidelines
 - Attendance and Punctuality Policy
 - Anti-Bullying Policy
 - Mental Health Policy
 - Teaching and Learning Policy
 - Safe Handling: Searches, Contact and Restraints Policy
 - Online Safety Policy
 - Substance Education and Management Policy
 - Educational Visits Policy
 - Appeal against Exclusion Procedure
 - Entry Acceptance Form

2 Uniform

- 2.1 Pupils are expected to be well-presented for a professional working environment. Their general appearance should be smart and presentable, and they should abide by the School's Uniform Policy. Correct uniform in line with the Uniform Policy 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 Senior School Uniform Policy on the parent portal.

3 Attendance and Punctuality

- 3.1 Pupils are expected in School in time for registration at 8.30am. The School day finishes at 3.25pm for the Pre-Prep, at 3.35pm for Y3 – Y6 of the Preparatory School and at 4.00pm for all year groups in the Senior School. Apart from Sixth Formers, for whom specific rules apply, and permission is not needed to leave the school site if it is their last commitment of the day. 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. It is important to note that the Safeguarding and Child Protection Policy is activated if attendance concerns meet the safeguarding threshold. Please see the Attendance and Punctuality Policy for further information on the thresholds and sanctions associated with attendance and punctuality.

- 3.2 Parents/carers must notify the School Office by email or phone as far in advance as possible if their child is going to be absent from School. Parents/carers should also copy in the tutor to this communication.
- 3.3 Sixth Formers are allowed to sign out at reception during the lunch period between 12.50pm and 1.50pm.
- 3.4 Deliberate absence from any aspect of School life is a serious matter and will be treated as such. Depending on the context of the deliberate absence the Behaviour Policy would then be activated.
- 3.5 Sporting fixtures and other activities can take place on weekends and outside normal school hours. Pupils selected for these are required to participate. Sanctions may be issued if there are repeated absence from sporting fixtures without reasonable reason.
- 3.6 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.
- 3.7 The term dates are published well in advance. Only in exceptional circumstances will permission be granted for absence from School during term-times. Request for approved absence need to be sent to the Head of Section copying in the School Office.

4 Behaviour in the School Community (including bullying)

- 4.1 Responsibility, inclusivity, and mutual respect for persons and property are essential principles of the School values and community. All cases of behaviour reported which indicate a lack of mutual respect will be fully investigated and if deemed necessary the Behaviour Policy and/or the Anti-Bullying Policy may be activated.
- 4.2 Pupils are expected to demonstrate mutual respect for all other members of the Forest 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 harm, distress or intimidate 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 will be dealt with in accordance with the Safeguarding and Child Protection, Behaviour and Anti Bullying Policies. Parents/carers of those involved are automatically notified.
- 4.4 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. Outstanding 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 Safeguarding and Child Protection, Anti-Bullying and Child-on-Child Abuse Policy for further information.
- 5.3 The School Rules and Behaviour Policy will be activated if a pupil's behaviour impacts on the reputation or wider culture of the School. This includes online behaviour members of the community including members of staff. This type of behaviour would in most cases activate a higher order sanction and be discussed with the Warden.

6 British Values

- 6.1 Forest School benefits from the diversity of its location and of its pupil, parent/carer and staff body: diversity and inclusivity are valued highly by the School. 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.
- 6.2 All pupils are required without exception to attend the appropriate chapel services, assemblies, house meetings and tutor time. These are organised for the different sections of the School.

7 Data Protection

- 7.1 The School's Pupil Data Protection Policy is compliant with the principles of the Data Protection Act 2018.
- 7.2 The School reserves the right to monitor pupils' e-mail communications and internet use including use of social media sites.
- 7.3 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.

8 Drugs and Prohibited Substances

- 8.1 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.
- 8.2 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/carer approval. Any costs incurred will be met by the School.

- 8.3 The SEM policy explains in greater detail the school's approach, specifically the thresholds that dictate if a matter pertaining to 8.1 will form part of initiating the behaviour policy and conducting discipline procedures.
- 8.4 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/carers, may be offered an alcoholic drink by a member of staff, with food.
- 8.5 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. Any such behaviour will activate a higher order sanction.

9 Health and Safety

- 9.1 Pupils who become ill during the School day should report to the Medical Centre. For general First Aid, pupils can also attend the Sylvestrian Leisure Centre or designated first aiders within the School. If necessary, a School Nurse (or a member of School staff) will contact parents for the pupil to go home. Pupils and parents/carers may not make such arrangements between themselves.
- 9.2 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.
- 9.3 Chewing gum may not be brought into School.
- 9.4 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.
- 9.5 Pupils should only play ball games in designated sports areas.

10 Medication

- 10.1 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/carer consent
- 10.2 All medicine brought into school must be given to the Medical Centre by the parents/carers. 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.

- 10.3 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.

11 Pupil Leadership (Senior School only)

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

12 Rewards and Sanctions

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

13 Vehicles

- 13.1 A register of pupils' cars is kept at the School. Sixth Formers who drive cars to School must inform the School.
- 13.2 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.

14 Property and Security (including Theft)

- 14.1 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'/carers household contents policies.
- 14.2 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 for sports bags and kit in the Sylvestrian Leisure Centre on the days they have PE and Games. Any instances of theft must be reported immediately.
- 14.3 Any acts of deliberate theft within the school community will be viewed very seriously. For a pupil found guilty of wilful and deliberate theft, the Behaviour Policy will be activated and a higher order sanction will be issued.
- 14.4 Pupils in Years 7- 11 are not permitted to use mobile phones or smart watches during the school day except with the explicit permission of a Teacher in service of their learning. Sixth Formers are allowed to use Mobile Phones in the Sixth Form Centre only. Specific regulations apply to keyboard-enabled electronic devices, which pupils are permitted to bring into School for educational purposes. Please note the Responsible User Agreement , Behaviour Policy, Mobile Phone Guidelines, Teaching and Learning Policy and E-Safety Policy.

- 14.5 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.
- 14.6 Damage to School property or personal effects must be reported. A pupil who loses or damages School property will be charged for a replacement and/or repairs.

15 Preparatory School and Pre-Prep

As above, but in addition:

- 15.1 No pupils should be bringing in any mobile 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. As well, pupils in Year 6 can begin to bring in mobile devices when they start walking home independently in the Trinity Term.

The Warden reserves the right in his absolute discretion to exclude from the School any pupil failing to observe these rules and related policies referred to in 1.6. Forest School will consider all aspects of the case, on a case-by-case basis. The context of the case will be taken into account, degree of remorse shown and/or remedial measures taken, damage to the School community and motives. It should also be noted that permanent exclusion may be imposed after a first offence and that the offences considered under this policy may have taken place on or off the School premises.