

COLLEGE RULES FOR STUDENTS

Students should treat all members of the school community with respect and consideration and should avoid saying or doing anything which may cause hurt to another person.

All students must adhere to the College Code of Conduct for both the classroom and the corridors.

1. Students must wear the full uniform in the College, going to and from the College and at all College functions unless otherwise permitted by the Principal. Students must adhere to the College regulations regarding their personal appearance as stated in the Uniform rules.
2. Students must be well behaved while going to and from the College. Any behaviour, even outside school hours, which would bring discredit on the College will be treated very seriously.
3. Students must obey the instructions of staff at all times and prefects when they are carrying out their duties.
4. Students are required to arrive at the College at or before 9.20 am for Registration. Students who arrive after Registration must report to the Students Office immediately, sign in, and report to the Head of Year at the time stipulated.
5. Students are forbidden to leave the College grounds during school hours unless they have obtained permission from a Vice Principal or a Head of School and have signed the Early Departure Book. Students are forbidden to leave the College grounds for any reason between the time they arrive on the school bus and the beginning of Registration at 9.20 am.
6. Students must attend all classes or study periods as set out in their timetable.
7. Students are forbidden to enter a classroom without a teacher's permission. They must queue in an orderly fashion in the corridor.
8. Students may visit the toilets only during Break and Lunchtime or before morning Registration. Permission from a teacher is required at other times. Students are forbidden to loiter in the toilets.
9. Students who are sick must report to the College Nurse immediately. If necessary the Nurse will make contact with parents. Students should not make contact with parents prior to reporting to the College Nurse. Students who need to take medication in the course of the school day should report to the College Nurse.
10. Students who are absent for any reason must, on their return to the College, give their Tutor a written explanation from their parents/guardians. If the absence lasts for three days or more the parent/guardian must inform the Students Office by telephone. The letter of explanation is still required even when a telephone call has been made to the College.
11. **Illegal Drugs/Solvents/Alcohol**
In accordance with the College Policy on Drugs students are forbidden to be in possession of or to have used or consumed illegal drugs, solvents or alcohol either in the College or travelling to and from the College and at any College-related function.
Any infringements of these rules are regarded as serious and will result in disciplinary action and possibly expulsion.
12. Students are forbidden to bring to the College any article, book or paper that is not required for their work in the College. In particular they are forbidden to have in their possession the following articles;
 - a) knives
 - b) cigarettes, tobacco, alcohol, illegal substances
 - c) matches or lighters
 - d) laser pens
 - e) chewing gum
 - f) MP3 players (Years 8 - 12)
 - g) computer games (Years 8 - 14)
 - h) make-up, nail polish
 - i) whistles
13. It is the responsibility of a student who misses class for any reason eg music lesson, sport to find out what work he/she has missed and to catch up both on classwork and homework.
14. College IT facilities must only be used in line with the College Policy for the Acceptable Use of Computers and the Internet.
15. Mobile phones must not be switched on at any time during the school day. Students are forbidden to take photographs or videos with their mobile phones. Students are forbidden to contact parents by means of their mobile phones during the school day.
16. Students are not permitted to be in the College outside school hours unless supervised by a member of staff.

17. It is the duty of a student to inform the Students Office immediately of any change of address or telephone number. This should take the form of a letter from parent/guardian.
 18. Students who vandalize College property or the property of staff or other students may have to pay restitution in addition to any other sanction applied. Any accidental damage to College property must be reported immediately to a member of staff.
 19. Textbooks are the property of the College. They must be kept in good condition and returned to the College when requested.
 20. Students are forbidden to buy any item from each other or sell any item to each other while in school, on the school bus or at the bus stop unless permitted to do so by a teacher.
 21. Students who wish to drive cars or ride bicycles or motorbikes to the College must apply for permission using the appropriate form obtainable from the Students Office. Students must observe the 5 mph speed limit in the College grounds and the rules laid down on the application form.
 22. Students must put all litter into the bins provided.
 23. School bags, books, PE kit etc should not be left in the main entrance or on the floor in corridors.
 24. Students must have their names inscribed on the following articles;
 - a) all books and stationery
 - b) all items of clothing
 - c) articles of PE kit
 - d) calculators and pencil-cases
 - e) school bags
 - f) memory sticks
- The College does not assume any responsibility for loss of or damage to students' personal belongings.
25. Ball games may be played only in the designated areas.
 26. Students may not use the name of the College for functions unless they have obtained the permission of the Principal.

These rules are subject to amendment by the Principal.