St Mary's School
CAMBRIDGE

School Rules – Junior School including EYFS

This policy is the responsibility of the Head of Juniors

Last review: September 26

Next review: September 27

Overview

St Mary's School, Cambridge (the "School") is founded on the educational vision of the Venerable Mary Ward who founded establishments for the education of women.

Our Christian ethos underpins the School's endeavours to enable the spiritual, moral, and cultural development of pupils at all times. We aim as a community to enable pupils to develop their self-knowledge, self-esteem, self-confidence and to enable them to distinguish right from wrong, to respect the civil and criminal law and act consistently with their beliefs. We encourage pupils to accept responsibility for their behaviour, with a view to the consequences of their own and others' actions. The school rules apply equally to all students to ensure a safe and respectful environment. However, for students with SEND, reasonable adjustments and considerations will be made to support their individual needs, as required.

Scope

These School Rules apply to all students in the Junior School, including Boarders, and apply:

- on all school premises;
- on journeys which are part of school activities;
- travelling to and from the School, and at lunchtime, whether on the School site or away from it;
- at all times when students are in school uniform or representing the School, whether on or off school premises (including sports fixtures/rowing, trips, and visits).

The Governors and the Head intend that the School Rules and the sanctions provided in them shall also, in appropriate circumstances, be capable of regulating the conduct of students when they are away from school premises, for example, at weekends, half term and in the holidays, if in the opinion of the School the conduct concerned impacts or may impact upon the conduct of the student at school, the reputation of the School or where the conduct in question affects or may affect the welfare of a member, or members, of the School community.

Behaviour

Students at the School are expected to be honest and to show good sense and good judgment at all times, by adhering to the School's Code of Conduct which sets out the principles of the School's policies on behaviour management and discipline.

Working alongside the School, parents of Junior School pupils must be aware of the School's

Alcohol, Drugs and Smoking Policy, Anti Bullying Policy, Behaviour Management Policy, Discipline, Exclusion and Required Removal Policy, Online Safety Policy and Pupil Internet and IT Acceptable Use Policy and SEND Policy. Pupils will be made aware of the School Rules (Expectations) by the School in their classroom and through the mechanisms of assembly, PSHE and class discussion.

Obligations on Pupils

There are various obligations that students at the School are expected to fulfil as follows:

Absence from School

- Requests in advance for absence, for routine dental or medical treatment, should be addressed to the Head of Juniors.
- Requests for permission to miss school for longer periods, should be addressed in writing to the Head of Juniors, and should be sent in advance. Such requests should be for educational reasons and should be infrequent; regular and punctual attendance is important for the work of individual pupils and classes. We expect parents, as a condition of acceptance of a place for their children at the School, to respect term dates and plan holidays accordingly within these limits. Term dates are published in advance to avoid such occurrences. Specifically, this also applies to the final week of term.
- In cases of illness, the School should be informed on each morning of absence by means of telephone call to Reception at Senior School - 01223 311666.

Alcohol, Drugs and Smoking

The School has an Alcohol, Drugs and Smoking Policy. Regardless of age, students are forbidden from doing the following.

- Bringing alcohol, illegal drugs (as defined in the policy) or smoking materials (including e-cigarettes, vapes, snus or other items used in a similar manner) onto school premises or being in unsupervised possession of alcohol, illegal drugs, or smoking materials while on school premises or in the care of the School.
- Consuming alcohol, illegal drugs or smoking during the school day or when in the care of the School, whether on or off school premises.
- Obtaining alcohol, illegal drugs or smoking materials for others, or supplying/facilitating the supply of alcohol, illegal drugs or smoking materials to others, during the school day or when in the care of the School.
- Being under the influence of alcohol or illegal drugs while on school premises or in the care of the School.

Attendance

- All pupils are expected to attend school during term time on the published days and at the correct times unless ill or as prearranged with the Head of Juniors.
- Students may not leave the site during the school day unless they are taken by a parent for a prearranged appointment, or for reasons agreed by the Head of Juniors.
- All students leaving the school site during the school day must sign in and out at the Junior School Office.
- The School cannot be held responsible for any pupil who has left the site for private rather than School purposes. In these circumstances students leave the site at their own risk. This is made clear to pupils and parents on an annual basis.

Mobile Phones and Smart Technology

- Pupils in preschool to Year 4 should not bring mobile phones to school.

- If pupils in Years 5 and 6 have mobile phones, they should hand them in each morning to their class teacher for safe keeping.
- Air tags' or other tracking devices are treated like mobile phones and should be handed in at the beginning of the school day.
- All other smart devices (which have ability to send and/or receive notifications or messages via mobile phones networks, or the ability to record audio and/or video) which typically include smart watches, smart glasses, or wearable tech etc are banned.

Prohibited and Banned Items

- Students may not bring to school nor possess, whilst in the care of the School, illegal substances, fireworks, sparklers, party poppers, solvents, chemicals, weapons, aerosol sprays (excluding deodorant), bottles of correcting fluid (e.g. Tipp-Ex), laser pens, matches, toy weapons (unless specifically requested by teachers e.g. for school drama productions), any type of knife (unless eating or preparing food in supervised lessons), pornography or any other item the possession or use of which is forbidden by law or any other item notified to students by the School.
- Students may not bring to school, or be under the influence of, any substance intended to alter their mental state or performance, including chemical substances of any kind, for example, laughing gas, caffeine tablets/drinks.
- Prohibited and banned items may be searched for without student consent in accordance with the School's Search and Confiscation Policy.

Property

- All garments and articles of personal property must be clearly named.
- Valuable items and large sums of money should not normally be brought to school.
- Pupils should not borrow items without consent.
- The Pupil Internet and IT Acceptable Use Policy governs the use of personal mobile devices. If these items are brought into school by pupils, for any reason, these must be turned off and handed into the Class Teacher, who will keep these items locked in their desks until collected at the end of the day. It is the pupil's responsibility to collect the items.

Registration

- All pupils should be in their classroom room for morning registration by 8.35am at the latest.
- Pupils arriving late must sign in at the Junior School Office.

Safety

- Pupils should ensure that their behaviour does nothing to harm or endanger themselves or other members of the School, staff or public, or do damage to property.
- Pupils must follow the procedures for a Fire Drill as directed by their teacher or any other adult.
- Pupils must not be on the Junior School site before 8.00am or after 6.00pm on weekdays Monday-Thursday and 5.00pm on Friday, or at weekends unless involved in a supervised school activity.

Transport

- Pupils cycling to or from school must ensure that their bicycles are roadworthy, wear a cycle helmet and must not use earphones of any description whilst cycling. High visibility clothing must be worn at all times, and cycles must have working front and rear lights.

- Bicycles should only be left in the racks provided and locked. Bicycles should not be left overnight, at weekends or during the holidays; and if so they are left at the owner's risk.
- Pupils must wear seat belts on minibus and coach journeys.
- Junior School pupils are asked to keep their mobile phones in their bags, and they may only be used for essential communication or for listening to music when travelling on the School minibus.

Unacceptable Behaviour

Students are required to follow staff instructions and to accept the authority of the School. These requirements are essential to permit the School to perform its duty of care.

The following are considered examples of serious misbehaviour and may lead to fixed-term exclusion, requirement to leave or permanent exclusion:

- refusal to follow staff instructions or accept the authority of staff and the School;
- abusive behaviour;
- disruption of teaching and learning;
- refusal to follow the School's Code of Conduct, School Rules, and dress regulations;
- being formally dismissed from lessons for reasons of serious disruption (unless dismissal is part of a pre-arranged Behaviour Management Strategy for a particular student);
- lying that obstructs staff from doing their job;
- serious acts of violence or incitement to violence;
- serious acts of abuse or incitement to abuse on grounds of race, gender, religion, disability, sexuality, or age;
- inappropriate ICT use in contravention of the Pupil Internet and IT Acceptable Use Policy, this includes gaming, gambling, possession of age-inappropriate material, attempts to 'hack' or introduce unauthorised software onto the School's system;
- dangerous behaviour likely to endanger the health, safety, or wellbeing of any member of the School community;
- bullying (including cyberbullying), intimidatory, discriminatory, prejudice-based or harassing behaviour, or incitement to any of these;
- possession of, dealing in, or personal use of, illegal substances of all types;
- possession or use of an offensive weapon, replica weapon or any article deemed to be threatening or dangerous;
- breaches of the School's Smoking, Alcohol, and the Misuse of Drugs and Substances Policy;
- serious vandalism (including graffiti) or incitement to vandalism;
- theft;
- blackmail;
- sexual behaviour which is explicit or otherwise unacceptable in a school community, in determining what is unacceptable the Head of Juniors will exercise their discretion but will have regard to the reasonable expectations of students, parents, and staff generally;
- bringing the School into disrepute for any reason including reasons associated with drugs, theft, dangerous substances, alcohol, smoking or criminal behaviour;

Uniform and Appearance

- Pupils must conform to the Dress Code currently in force and should be smartly dressed; exaggerated styles of clothing, jewellery, hair, and appearance are not allowed.
- The decision of the Head of Juniors in matters of dress and appearance is final.

With reference to the Discipline, Exclusions and Required Removal Policy, continual and deliberate breaking of these rules or unwillingness to abide by the Code of Conduct is not consistent with membership of the School.