



St Mary's School  
CAMBRIDGE

# School Rules - Senior School and Sixth Form including Boarders

*Last review: October 2022*

*Next review: September 2023*

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## Overview

St Mary's 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.

Our aim is to work closely with our pupils and parents to help our pupils develop into wise, caring, responsible adults who are able to take effective roles in our globalised world.

## Scope

These School Rules apply to all pupils in the Senior School and Sixth Form, 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 pupils 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 pupils 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 pupil's conduct 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

Members of 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.

All should be aware of the School's Alcohol, Drugs and Smoking Policy, Anti Bullying Policy, Behaviour Management Policy, Discipline, Exclusion and Required Removal Policy, On-Line Safety Policy and Pupil Internet and Information Technology Acceptable Use Policy. Any departmental rules and safety procedures (as amended from time to time) must be observed.

## Obligations on Pupils

There are various obligations that all members of the School are expected to fulfil as follows:

### Attendance

- All pupils are expected to attend all timetabled lessons and activities (including games) unless ill or injured, or for reasons notified and agreed by the appropriate member of staff in advance.
- A pupil in a school sports team is expected to be available to play for the School team when selected and to take reasonable steps to ensure that any problem is communicated directly (i.e., face-to-face) and well in advance to the teacher in charge of that team.
- Pupils involved in ensembles, plays and other similar groups are expected to attend notified rehearsals and meetings; they should take reasonable steps to ensure that any problem is communicated directly (i.e., face-to-face) and well in advance to the teacher in charge.
- Pupils may not leave the site during the school day unless they have permission from a member of staff. Two exceptions exist:
  - Sixth Form pupils must: attend afternoon registration, assemblies, tutorials, and all timetabled lessons including PER (Philosophy, Ethics and Religion), games and enrichment. They are free to leave school during private study (free) periods and break times.
  - Year 11 pupils: who may go out during lunch break with parental permission from a date to be specified by the Head of Year 11 in the Autumn Term.
- Any pupil (other than Sixth Form pupils) leaving the school site during the school day must sign in and out at reception. Sixth Form pupils must use the lanyard entry/registration system when they enter and leave a school building.
- The School cannot be held responsible for any pupil who has left the site for private rather than school purposes. In these circumstances pupils leave the site at their own risk. This is made clear to pupils and parents on an annual basis.

### Registration

- All pupils should be in their form room for morning registration by 8.25 am at the latest.
- Pupils arriving late due to exceptional circumstances, must sign the late register at Reception.
- Pupils leaving or re-entering the site after morning registration and before the beginning of last lesson must register at Reception. Sixth Form pupils must use the lanyard entry/ registration system.
- All members of the School are expected to attend assembly/form prayers/ Liturgies unless given specific permission.

- All pupils attend all liturgies in school however parents who wish their child to be excused Mass at OLEM (Our Lady and The English Martyrs Church) for religious reasons must write to the Head of Christian Life, Mr Daniel Bennett, and discuss this in advance of their child joining the School.

### Alcohol and Smoking

The School has an Alcohol, Drugs and Smoking Policy. Pupils are forbidden, regardless of age from:

- Bringing alcohol, illegal drugs (as defined in the policy) or smoking materials (including e-cigarettes 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 or supplying alcohol, illegal drugs or smoking materials to another pupil 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.

### Property

- Pupils are forbidden to buy and sell items amongst themselves.
- 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. Electronic devices for educational purposes may be brought into school on the understanding that the pupil has sole responsibility.
- The Pupil Internet and Information Technology Acceptable Use Policy governs the use of personal mobile devices and school-issued devices. Pupils may only use these at designated times in specific school locations. There are different rules for each year group which must be adhered to.

### Prohibited and Banned Items

- Pupils may not bring to school nor possess, whilst in the care of the School, illegal substances, fireworks, chemicals, weapons, aerosol sprays (excluding deodorant), bottles of correcting fluid, laser pens, matches, toy weapons, any type of knife, any other item the possession or use of which is forbidden by law or any other item notified to pupils by the School.
- Pupils 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, laughing gas, caffeine tablets/drinks.
- Prohibited and banned items may be searched for without pupil consent in accordance with the School's Search and Confiscation Policy.

### Uniform and Appearance

- Pupils must conform to the Uniform Regulations/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, Deputy Head(s) or Heads of Year in matters of dress and appearance is final.

### 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 acquaint themselves with the Fire Drill regulations which are posted in all classrooms.

- Day pupils must not be on site before 7.30am or after 6.00pm on weekdays Monday-Thursday and 5.15pm 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 racks or bike sheds provided and not overnight, at weekends or during the holidays. All bicycles must be securely locked.
- Pupils must wear seat belts and, during-Covid restrictions, face masks on minibus and coach journeys.

### Absence from School

- Requests in advance for absence for routine dental or medical treatment should be addressed to the form tutor and Reception should be notified in advance.
- Requests for permission to miss school for longer periods, should be addressed in writing to the Deputy Head Pastoral and/or the Head of Boarding and should be sent well in advance. Such requests should be for educational reasons and come rarely; 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 since the school holidays are generous. Term dates are published well in advance to avoid such occurrences. This applies particularly 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 224110.

### Unacceptable Behaviour

Pupils are required to follow staff instructions and to accept the authority of the School. These requirements are essential so as 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 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 pupil).
- 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 Information Technology 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 well-being 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 Alcohol, Drugs and Smoking Policy.
- Serious vandalism (including graffiti) or incitement to vandalism.
- Theft.
- Sexual behaviour which is explicit or otherwise unacceptable in a school community. (In determining what is unacceptable the Head will exercise her unfettered discretion but will have regard to the reasonable expectations of pupils, 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.

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*Continual and deliberate breaking of these rules or unwillingness to abide by the Code of Conduct is not consistent with membership of the School.*

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