St Mary's School
CAMBRIDGE

School Rules - Senior School and Sixth Form including Boarders

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 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 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.

All students 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. Any departmental rules and safety procedures must be observed.

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 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 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 224110).

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 students are expected to attend school during term time at the requested times (registration is at 8.25am and the last lesson ends at 4.00pm).
- All students are expected to attend all timetabled lessons and activities (including games) unless ill or injured, or for reasons agreed by the appropriate member of staff in advance.
- A student in a school sports team is expected to be available to play for the School team when selected; they should take reasonable steps to ensure that any problem is communicated directly (e.g. face-to-face) and in advance to the appropriate member of staff.
- Students 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 (e.g. face-to-face) and in advance to the appropriate member of staff.

- Students 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 periods and break times.
    - Year 11 pupils 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.
- All students must swipe in and out when entering and exiting any Senior School building (except Mary Ward House).
- All students (other than Sixth Form) leaving the school site during the school day must sign in and out at reception.
- 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 students 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.
- Students in Years 7 – 111 must hand their mobile phones in each morning to their dedicated tutor group box, which is safely stored at reception.
- Sixth Form students are permitted to have mobile phones in their bags or pockets, and may use them when in Sixth Form only spaces, such as the Sixth Form Centre, Sixth Form art studio, or Sixth Form study room in the LRC. However, they are not permitted to use their phones when in the presence of younger pupils, e.g. the main LRC, dining hall, corridors etc.
- '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

- Students are forbidden to borrow items without consent.
- Students 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 student has sole responsibility.
- The Pupil Internet and IT Acceptable Use Policy governs the use of personal mobile devices and school-issued devices. Students may only use these at designated times in specific school locations. There are different rules for each year group which must be obeyed.

Registration

- All students should be in their form room for morning registration by 8.25am at the latest.
- Students arriving late must sign the late register at Reception.
- Students leaving or re-entering the site after morning registration and before the beginning of last lesson must register at Reception.
- All students are expected to attend assembly/form prayers/Liturgies unless given specific permission.
- All students attend all liturgies in school, however, parents who wish their child to be excused Mass at Our Lady and The English Martyrs Church (OLEM) for religious reasons must write to the Head, and discuss this in advance of their child joining the School.

Safety

- Students 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.
- Students must acquaint themselves with the Fire Drill regulations.
- Students must not be on the Bateman Street sites before 7.30am or after 6.00pm on weekdays Monday-Thursday and 5.00pm on Friday, or at weekends unless involved in a supervised school activity.

Transport

- Students 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.
- Students must wear seat belts on minibus and coach journeys.
- Students should be mindful of using their mobile devices when on public transport or school minibuses.

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 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

- Students 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, Deputy Heads or Heads of Year 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.