



St Mary's School
CAMBRIDGE

Junior School: School Rules

Junior School (Preschool – Year 6)

This is a Junior School policy only. The aim of this policy is to complement the Pupil Code of Conduct and Positive behaviour Policy, outlining specific school expectations and rules.

Primary person responsible for this document: *Olivia Buchanan*

Job title: *Head of Juniors*

Secondary person responsible: Deputy Head

Last review date: *July 2024*

Next review date: *July 2025*

Relevant ISI coding (if applicable):

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.

The School's Christian ethos always tries to enable the spiritual, moral, and cultural development of pupils and therefore 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 can take effective roles in our globalised world.

Scope

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

- on all school premises
- on journeys which are part of school activities
- travelling to and from 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, trips, and visits).

The Governors and Head of Juniors may also apply the sanctions provided in the School Rules to conduct of pupils beyond everyday school life, for example at the weekends or during the holidays. This would in circumstances where the conduct in question affects or has affected the welfare of a member or members of the School community.

Behaviour:

Members of the School are expected to be honest and to always show good sense and good judgment, the 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 Smoking, Alcohol and the Misuse of Drugs and Substances 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.

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 agreed to in writing by the Head of Juniors.
- Pupils may not leave the site during the school day unless taken by a parent for a prearranged appointment which has been agreed to in writing by the Head of Juniors.
- Any pupil leaving the school site during the school day must be signed out by the Junior School Office.

Registration

- All pupils should be in their classroom for morning registration at 8.35 am at the latest.
- Pupils arriving late due to exceptional circumstances, must come in via the front of school, and sign in at the School Office.

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.
- The Pupil Internet and Information Technology Acceptable Use Policy governs the use of personal mobile devices and School-issued devices. Pupils must hand their device to their class teacher at the beginning of each day to be locked away and returned to them at the end of each day.

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 Junior School Senior Leadership Team 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 follow fire procedures as directed by their supervising teacher.
- Pupils must not be on site before 8.00 am or after 6.00 pm on weekdays, 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 be left in racks at the front and side of school.
- 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 Head of Juniors.
- Requests for permission to miss school for longer periods, should be addressed in writing to the Head of Juniors.
- In cases of illness the School should be informed on each morning of absence by means of telephone call to the Junior School Office on 01223 311666.

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 cyber-bullying), 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 of Juniors will exercise their 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.

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