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## SCHOOL RULES & REGULATIONS

**Policy Custodian:** Deputy Head (Pastoral)

**Approving Body:** MTS Senior Leadership Team

**Approved:** July 2023

*(This policy does not apply to Merchant Taylors' Prep.)*

*This document should be read in conjunction with the Promoting Good Behaviour Policy, which details rewards, sanctions and intervention processes.*

All pupils of the School of any age are equally bound by the Rules and Regulations; these apply throughout a pupil's time at the school.

Pupils are subject to these Rules and Regulations whenever their activities impact upon the reputation of the school or upon other pupils. For example, pupils are subject to these Rules and Regulations whenever they are in school uniform, travelling to and from school, within the vicinity of the school, or taking part in school activities. Actions undertaken outside school which have an impact upon the school, or other pupils, such as cyber-bullying or misuse of social media to bring the school into disrepute are also subject to these Rules and Regulations.

All pupils have a responsibility to know and understand these Rules and Regulations. The Rules lay down important general aspects of behaviour required of every pupil; the Regulations offer specific and detailed guidance.

Any matters not directly referred to in the Regulations will be covered by the principles defined in the first two School Rules. Any interpretation of the Rules and Regulations is the responsibility of the member of staff directly involved.

### The School Rules

1. Pupils must obey the law. Any form of law-breaking, wherever committed, endangers a pupil's place in the school.
2. Pupils are expected to behave at all times with common sense, self-respect and consideration for others, and in a way that will reflect well on themselves and their school. Bullying of any sort is not permitted: a pupil who bullies another endangers his place in the school.
3. All pupils are subject to these Rules and Regulations when travelling to and from school and are expected to act safely, behave sensibly and to show respect and courtesy towards members of the public.
4. Punctuality is crucial both to high standards of behaviour and to respect for others. Pupils are therefore required to be on time, to attend all lessons and activities as required, and to honour all their commitments.
5. All pupils must remain within the school during the school day, from registration until the end of the last lesson or their after-school activity, unless they have permission from the Deputy Head (Pastoral) or the appropriate Head of School to leave the school.

6. Areas within the school which are out-of-bounds to pupils unless as part of a supervised school activity include all those areas adjacent to the lakes, the water meadows, the spinney (except for the path to the station), swimming pool, assault course, rifle range, all-weather pitch, tennis courts and all roofs; staff accommodation; all areas used for maintenance and machinery and the kitchens. The playing fields are out of bounds when declared unfit for play.
7. Pupils are expected to observe the dress regulations both when they are in school and when travelling to and from home.
8. Wilful damage to property is liable to severe penalty, and the costs of repair or replacement must also be borne by those responsible. Any form of graffiti is considered under this category.
9. Pupils who engage in any activity which might injure their health, or that of another pupil, or which is anti-social endanger their place in the school. In particular, the following behaviour is forbidden:
  - smoking (including vaping);
  - any form of substance abuse (including so-called 'legal highs');
  - possession, consumption or supply of alcohol;
  - gambling (unless expressly permitted by the school for charitable purposes);
  - possession, consumption or supply of any drug whether legal or illegal.
10. All pupils have a responsibility to help to create a happy atmosphere and a well-ordered way of life at School for all to enjoy.

## **The School Regulations**

### **Regulations for punctuality, attendance and travel to and from School**

1. Parents should not make holiday arrangements that fall within any period of term.
2. Prior permission from the appropriate Head of School is required for all absences from school, except in case of illness. Parents should confirm their son's absence owing to illness early the same day by a telephone call or email to the Registration Secretary.
3. Pupils should not arrive in School in the morning before 8.00am unless travel arrangements make this unavoidable, in which case they should seek permission from the appropriate Head of School and their tutor. Likewise, pupils should not remain on the School site after the departure of the late coach unless it is to participate in an organised School activity under the supervision of a member of staff, unless they have permission from the appropriate Head of School. Pupils arriving early or staying late, and not involved in school activities of any kind must occupy themselves in a quiet, responsible and orderly manner.
4. Pupils who arrive after 8.35am are late and must report immediately to the member of staff taking registration. Pupils who arrive after 9am have missed registration and must report immediately to the Registration Secretary in School Reception.
5. All pupils are strongly encouraged to make the fullest use of the school grounds, within the bounds set, during the Hour. To avoid unnecessary damage, cricket wickets, hockey Ds and soccer penalty areas must not be used for casual games. During the winter months the playing fields are out of bounds for casual games.
6. Pupils should not come onto the School site during the weekends or holidays unless it is to participate in an organised School activity under the supervision of a member of staff. Certain

school facilities can be made available for use by pupils during the holidays, but permission must first be obtained from the Bursar and the guidelines established for proper use must be followed.

7. Pupils who are eligible to drive cars or motorcycles to and from school must first obtain permission from the Head of Upper School and agree to abide by the regulations which govern such travel arrangements, which are published separately. In particular, the utmost caution must be shown when driving within the school grounds; cars may be parked only in the designated areas; lifts may not be given to other pupils without prior agreement by the Head of Upper School; the Highway Code must be observed; and vehicles may not be used between the beginning and end of the school day without permission.
8. The safety of pupils within the school grounds is paramount. Pupils who have been given a lift to school should not therefore be driven any further than the Manor car park, where they can get out, and from where they can be collected.
9. Pupils may travel to and from school on a bicycle or a push scooter, but must wear helmets and appropriate safety clothing (e.g. high-visibility jacket), and if dark have lights. Bicycles and scooters must be locked in the racks and not used around the school site at any time.
10. Skateboards, motorised scooters and bicycles, segways, roller-skates and so on are not permitted.
11. The school environment must be respected. Pupils should therefore avoid walking over lawns and grass verges and should keep to the pathways and drives rather than take short cuts across the playing fields.

### **Regulations concerning Courtesy and Good Order**

1. Behaviour in corridors and classrooms should at all times be restrained and orderly and show consideration for others.
2. Forms and Tutor groups are responsible for keeping their rooms tidy and clean, and all pupils should help to keep the school free of litter by using the bins provided.
3. Food and drink should not be consumed inside other than in the Dining Hall unless permission is given by a member of staff. Boys should be considerate in the disposal of waste.
4. Chewing gum is not allowed in school.
5. Personal music systems of any type should not be used during the school day except when permission is specifically given by a member of staff for a specific purpose. Headphones, air pods and the like must not be worn at any time.
6. Pupils may bring a mobile phone into School but it must be switched off and out of sight at all times. Pupils must be fully familiar with the separate document, *MTS Code Of Use For Mobile Telephones: Pupils*.
7. Ball-games played in the main quad should show due care for the surroundings. Only one soccer game can be played at a time, and must remain within the bounds of the pitch. Soft rubber or plastic balls should be used and tennis balls for games played against the walls. Games must not be played in the vicinity of windows.
8. Any society, special event or publication or other activity organised by pupils in the school, or with another school, must first secure the Deputy Head (Co-curriculum)'s permission and have a teacher to act as sponsor. Posters or advertisements must first have the approval and signature

of a sponsoring teacher, and may be displayed only on permanent noticeboards or on glass panels adjacent to corridor doors.

9. As an essential part of their education pupils are expected to follow widely accepted conventions of good behaviour, to develop high standards of personal courtesy towards other pupils, staff and visitors, and to take a pride in their ability to act in a civilised manner.

### **Regulations for Property and Belongings**

1. Respect for property – including communal property – is essential if members of the school are to work together happily and to feel secure. Pupils must treat their surroundings with respect.
2. Every pupil should take adequate precaution to safeguard his own belongings. Money and any articles of value must not be left unattended in changing-rooms or elsewhere but stored safely in locked lockers or given for safe-keeping to a teacher. All clothes must be stored in lockers, not left on pegs. Articles of clothing, kit and equipment must be clearly and indelibly marked. Bicycles must be securely padlocked and left in the cycle racks.
3. Any loss or suspected theft of personal belongings, or any damage caused to personal or school property, must be reported immediately to the Deputy Heads Office by those responsible or by anyone who has knowledge of the event.
4. Pupils must not bring articles of especial value or large sums of money to school.
5. Pupils are not permitted to sell items to, or buy items from, other pupils whilst in school unless this is part of an official school activity.
6. Bags should be left only in form rooms, common rooms and lockers, or on the bag racks.
7. Personal belongings should be insured by the owner against the possibility of loss, damage or theft.
8. No pupil may bring to school or carry any article that could be described as or used as a weapon, nor are pupils permitted fireworks anywhere on school premises.
9. No pupil may bring to school any item associated with substance abuse (including alcohol and so-called ‘legal highs’) or smoking (including ‘vaping’).
10. The School may search any pupil without consent for any item on the “prohibited items” list, as stated in the DfE Government Guidance, *Behaviour and discipline in schools*, 2016, which includes items prohibited in these rules.
11. The School may confiscate, retain or dispose of a pupil’s property as punishment so long as it is reasonable within the circumstances. Retention and/or disposal will normally be automatic for any item on the “prohibited items” list, as stated in the DfE Government Guidance, *Behaviour and discipline in schools*, 2016, which includes items prohibited in these rules.

## Regulations concerning Dress and Appearance

1. No list of dress regulations can ever be complete in detail, and pupils are therefore expected to follow them in spirit as well as according to the letter. High standards of personal appearance are expected, and dress should at all times be smart and clean. Unconventional or particularly fashionable styles – in clothing, shoes, hair or any other aspect of appearance – are not acceptable, and jewellery or make-up must not be worn, unless with the agreement of the Second Master.
2. **Suits** should be of dark grey material.
3. **Pullovers** and jumpers are optional but, if worn, should be plain grey only and without pattern, buttons or zip-fastener. The style should be V-neck, showing the shirt collar and tie.
4. **Shirts** must be white with a conventional plain collar.
5. **Ties** must be one of the official school ties to which the wearer is entitled – House or colours, for example.
6. **Socks** must be plain dark grey in colour or – if awarded – in House colours, and **shoes** must be of plain black leather. Suede leather shoes, boots and trainers are not acceptable.
7. **Overcoats** or other outdoor wear should be subdued in colour and pattern and without decoration. (Cyclists and motor cyclists may wear appropriate clothing and are encouraged to wear reflective bands and other protective gear - pupils cycling to and from school must wear helmets). Denim or leather jackets, or waist-length anorak-style jackets must not be worn.
8. **Scarves** must be the regulation black and white banded School scarf.
9. No **hats** or other headwear are permitted, unless they are official CCF uniform, protective headwear for cyclists and motor cyclists, or a hood attached to a raincoat or overcoat.
10. Hooded sweatshirts are not permitted
11. **Hair** should be neat, tidy, clean and well cut; it should be conventional in style, and neither too long (pupils in the Upper School should refer to the Sixth Form Dress Code) nor too short (as a guide the use of No 1 or No 2 clippers will produce hair that is too short). It should also be layered, and not of widely differing lengths. Hair dye and hair gel (or similar preparations) should not be used to create extravagant hair styles. Boys are strongly encouraged to ask their Head of Section if they have any reasonable doubts about an intended hairstyle, and to act within the spirit as well as the letter of this requirement. Cropped hair cannot easily be replaced, and boys with unacceptable haircuts may be required to remain at home until they are deemed to be acceptable.
12. **Beards and Moustaches**, and any other facial hair, are not permitted. As with unacceptable haircuts, boys who attend School unshaven may be required to shave in School or be sent home to do so. Only in the most exceptional circumstances will this rule be waived, and permission must be sought *in advance* by parents from the Deputy Head (Pastoral). In these instances, exemptions *may* be granted for religious or medical reasons but supporting documentation will be requested, whether from the appropriate religious elder or the GP.
13. School dress must be worn correctly on journeys to and from school and on all school expeditions, unless permission is specially granted to do otherwise.

14. Separate regulations lay down what is the appropriate dress or kit for activities such as sports and Mufti Days, and these must be followed as conscientiously as those which prescribe normal school dress, whether or not the activity is supervised or one which is pursued unofficially in a pupil's own time.
15. Pupils coming into school for extra lessons, meals, activities, or simply to acquire things or information must always be dressed in school uniform. This applies, for example, during exam periods and for detentions.
16. On hot days during the summer term, once permission has been given by the Deputy Head (Pastoral), pupils may choose to adopt summer uniform – no jacket or tie, short-sleeved shirt, shorts (if desired) of dark grey suit material.
17. Additional dress regulations for members of the Sixth Form, which detail some limited exceptions regarding suits, shirts and hair-length to the above dress-code, are published separately.

### **Saturday Dress**

1. For those attending voluntary activities on Saturday mornings 'casual clothes' may be worn, provided that these are clean, tidy and smart. This concession is made on the understanding that pupils will respond sensibly and in the spirit intended. Styles should therefore be conventional and not exhibitionist.
2. Members of teams representing the school at home or away should wear school uniform, or, if they are in the Fifts or Sixth Form, smart dress with a conventional jacket, shirt and school tie, smart trousers and an orthodox pair of shoes.

### **The Procedure for Appeals**

Every pupil has a right to appeal against a punishment imposed on him if he feels a genuine sense of injustice. Appeals should not be made frivolously and doing so may incur further sanctions. Appeals against punishments given by the teaching staff should be made in the first instance to the Deputy Head (Pastoral) by the pupil themselves and then, if necessary, to the Head Master. The Head Master is the final arbiter in the matter of school punishment.

In matters involving a severe penalty, however, such as permanent exclusion, the punishment will be given by the Head Master himself. In this case pupils have a right of appeal, through their parents, to the governing body of the school. Details of this procedure for appeal can be obtained from the Clerk to the Governors at Merchant Taylors' School.

Deputy Head (Pastoral)