



The Junior King's School School Rules

Person Responsible: Head

Reviewed: May 2016

Next Review Date: May 2017

These rules are to ensure that the whole school community stays safe and secure. It is important that every member of the community knows exactly what the rules are and that they are regularly discussed and ideas about them are shared. We also have the Golden Rules which focus on how we should treat each other and how we should behave towards all members of the community.

Absence

You should not be absent from school (except for medical reasons) without the permission of the Head. Permission will not normally be given unless a note is received from your parents or guardian, at least three days in advance.

Breaks

You are expected to be outside during break times unless you have permission from a teacher or if it is raining, in which case you should return to your form room. Pupils in Years 5 – 8 may stay inside in order to use the library. Year 8 pupils may stay in the Dining Room during the morning and afternoon break times.

Buildings and School Grounds

You must observe the guidelines for each building and in particular the laboratories, sports centre, and other specialist areas. Use of the Orchard is limited to quiet activities (such as chatting with friends or reading) and not games. Ball games should only be played on the fields, in Junior House garden (for Years 3 and 4) or the astro turf and certainly not inside or near to school buildings. Table tennis and basketball may be played in the designated areas.

Courtesy

Good manners are very important at Junior King's, as is using your common sense. Bad language is strictly unacceptable as is speaking rudely to other members of the community. Good manners are rewarded and valued; poor behaviour will be challenged and sanctions will be given (*see Discipline*).

Damage

School property must be used carefully. Accidental damage to any property should be reported immediately to a form tutor or another member of staff. Deliberate damage to school or individuals' property, and graffiti writing, are serious matters. Damage caused by silly behaviour will be charged to those responsible. Borrowing other people's property without their permission is strictly not allowed.

Discipline

At Junior King's, we have a **reward** system that includes stars, commendations and distinctions; we also have **sanctions** such as minuses/demerits, stripes and detentions. Those who do not use common sense and courtesy will be reported to their Form Tutor and their Head of Section. Extreme or consistently poor behaviour will be reported to the Head and parents may be contacted.

Detentions may be given for poor work or behaviour and take place one evening, after school, lasting for a maximum of one hour.

Dress and Appearance

School uniform should be worn properly at all times in school. Clothes must be clean, neat, tidy and in a good condition. All items of clothing should be named. Trainers should be worn when playing outside on the grass or the astro turf. You are not allowed to wear jewellery apart from plain stud, gold or silver earrings. These should be removed before playing games.

Food

Sweets and cakes should not be brought to school without specific permission from a member of staff and must not contain nuts. Boarders' tuck arrangements will be organised by the boarding house staff. Chewing gum is not allowed.

Special guidelines for meal times can be found outside the dining hall. Food and drink should not be removed from the dining hall or consumed around the school.

Hair

Hair styles must be neat, tidy and consistent with the school uniform. Long hair must be tied back with a plain navy, black or brown hairband or clip. Pupils must not dye their hair.

Mobile Phones

Pupils in Years 3 – 7 are forbidden to use or carry mobile phones within School hours for any purpose, including texting, phoning, taking still or moving images, checking the time, using Bluetooth, using as a calculator or surfing the internet. Exceptions to this rule are where a written request has been made and accepted by the Section Head for a child to bring a mobile phone to school. On these rare occasions, the phone must be handed in at registration for safekeeping during school hours. Pupils who come to school on public transport are allowed to have a mobile phone but will need to sign the school's 'Mobile Phone Agreement' and their phone will remain their responsibility throughout the day. Boarders may use mobile phones within the boarding house at those times permitted by the house staff. They will also sign the 'Boarders' Mobile Phone Agreement'.

Out of Bounds (areas where you are not permitted to be)

The following areas are out of bounds without the Head's or a member of staff's permission:

- any place beyond the limits of the school boundary
- the River Field and river banks (you must not cross the blue line that borders the river)
- the kitchens
- the Barn and grass area in front of it (except if playing tennis) or the grass area behind it
- the Pre-Prep playground (Year 3 and above)
- Junior House garden (Year 5 and above)
- Forest Park area
- the roofs of school buildings, the fire escapes or sheds
- drives and car parks
- staff accommodation
- waste bins area
- swimming pool and surrounds

You may not leave the school grounds without the permission of a member of staff and must be under the supervision of a parent/guardian or member of staff. Pupils should always sign out from the office when leaving school during the day.

Photography and ICT

You are not allowed to upload any still or moving photographs or images onto internet or social networking sites such as Facebook, YouTube or MySpace etc. For further details of the use of ICT and our focus on keeping pupils safe, please see our JKS E-safety Policy.

Property

You must clearly mark all personal property (books, instruments, games equipment, etc.) with your name. Expensive and tempting items of personal property must not be brought to school. The use of iPods, electronic equipment and cameras, including mobile phones, is forbidden outside of the boarding house unless on school trips and with the permission of a member of staff.

Property must not be sold to other pupils (unless with the permission of the Head). You should not borrow or lend money or games kit or go into another child's desk or locker. The school cannot be responsible for the loss of or damage to personal property, although every reasonable effort will be made to ensure that property is found and returned.

Punctuality

You must be punctual (on time) for registration at the beginning of the day and again at the end of the day (or lunch times on Wednesdays and Saturdays) as well as for each lesson or activity.

Safety

All members of the school community should act considerately and sensibly at all times. Looking after yourself and other pupils in all areas of the school, including the playground areas, is a very important rule at Junior King's.

Smoking, alcohol and drugs

Smoking, possessing or drinking alcohol or non-prescribed drugs are strictly prohibited. All medicines, except Salbutamol (asthmatic inhalers), should be handed in to the Medical Centre; the nurses will dispense them at the correct times.

Tidiness

Maintaining a tidy school is essential. Everyone must make an effort to keep classrooms and corridors clear, picking up litter, clothing and items of property when they are out of place. Chairs and tables should be straightened at the end of each lesson and lights should be turned off at the end of the day. Bins can be found all around the school grounds and must be used for litter. Littering our school buildings and playgrounds is strictly forbidden.

Timetable

You will have a timetable that you must follow. Your form tutor will let you have a copy of it at the beginning of the school year and you will be able to put your timetable in your planner for safekeeping. You will also find copies of your timetable displayed in your form room.

You should arrive at school by 8 15 and go to your form room for registration. Playing outside in any of the playground areas before school starts is forbidden. At 4 15, Junior House pupils may be collected or prepare themselves for after-school activities. If you are in Years 5 – 8, lessons end at 4 45pm and activities at 5 00pm. At these times you must not go outside and play without the permission and presence of a teacher. If you are not collected by 6 00pm, you should go to the Dining Room and wait quietly to be collected.

Valuables

Large amounts of money must not be brought to school. The school will not be held responsible for money brought to school and not handed in to either the School Office (Day pupils) or Houseparents (Boarders). Pupils may have certain valuables, clearly labelled, in their possession, except when they change for physical activities when valuables should be given to the teacher in charge.