

## SCHOOL RULES – 2024-25

The School's ethos is informed and nourished by the ideals of St Augustine, enabling pupils and staff to develop in a spirit of generosity, enquiry and justice. The School provides an education for its pupils, seeking to bring out the best in each pupil in an environment which cares and shows mutual respect, without which community life is not possible. The rules which follow are not intended so much to restrict but rather to allow the School to become in reality what it claims to be.

Each section begins with a general principle that is expanded more specifically.

### **1. Everyone working in the School community should show care, courtesy, and consideration towards others.**

- 1.1. The School community works best when there is mutual trust based upon honesty. Consequently, everyone has a right to be told the truth.
- 1.2. It is most important that everyone has a care for everyone else, most particularly those who are new or unhappy, or for whatever reason do not seem to fit in; they should be our special concern. Everyone should show them friendship and include them in their groups.

It is entirely appropriate for a pupil to talk to a member of staff about a fellow pupil who seems unhappy. In such cases, it is a member of staff who is often best placed to help.

- 1.3. All have a right in a community to be treated respectfully by other pupils, regardless of age, sex, race, or religion. Remarks which are racist or sexist or which disparage another's faith or sexuality are entirely unacceptable.

Pupils are encouraged to address each other by their first names. Only those nicknames which are acceptable to fellow pupils, should be used.

Bad language is not permitted between pupils. Swearing at (or in the vicinity of) a member of staff is a serious misdemeanour and is deemed to be a serious breach of School rules. On the first occasion a warning will be given by the teacher involved, however, should the incident be deemed to be very serious, the School reserves the right to suspend the pupil and this option will be considered for further breaches.

- 1.4. The School is a much more pleasant place when we say, 'good morning,' hold doors open for others, go to help those who are in need, and say 'please' and 'thank you.'

Members of staff work hard for the good of the pupils and deserve respect. Consequently, staff should be addressed by using their full name, or 'Miss' or 'Sir.' Talking with hands in pockets or leaning against a wall is not good manners. It is expected that all members of the School should behave courteously to one another.

Pupils should be friendly and courteous towards visitors.

- 1.5. Litter and general mess make the School environment unpleasant. While pupils have the right to work in a regularly cleaned environment, everyone has a responsibility towards the tidiness of the School. If there is litter around the buildings, it should be picked up and

disposed of in a litter bin. In the Senior School, the tuck shop is available for all pupils though litter should not be dropped onto the floor or left lying around. The attitude that the cleaning or kitchen staff will clear up is not acceptable.

- 1.6. The taking of food outside the refectory is not allowed because it creates litter. For the same reason, eating in classrooms is not allowed. Senior School pupils are allowed to bring a water bottle into lessons.

Chewing of gum is not allowed because it is difficult to remove when dropped. Its removal can damage furniture and fabrics.

- 1.7. Bullying is a serious breach of rules against the community. The School's determination to deal severely with bullying is set out in its anti-bullying policy. Any form of physical violence is similarly forbidden.
- 1.8. When on School journeys, pupils act as ambassadors for the School and can contribute to, or detract from, its good reputation. Behaviour must, therefore, be excellent at all times.

All pupils who use any form of School transport should sign and abide by the code of conduct set out in the 'bus code.' Failure to respect the bus code may lead to the withdrawal of the privilege of travelling on School transport.

**2. Respect for others and their property must be of primary importance to all members of the School at all times. This includes any personal property or the property of the School, and the School's fabric and furnishings.**

- 2.1. Stealing property, or borrowing without the owner's permission, is a serious breach of rules.
- 2.2 Good care should be taken of School textbooks, exercise books and hymn books at all times. They should neither be left around the School by their owners nor be borrowed by other pupils except with the owner's express permission. Textbooks and exercise books should be free from graffiti.
- 2.3 It is inadvisable to borrow money from any other pupil, even with permission, as it can lead to misunderstandings. Pupils who need money, in an emergency, should see their class teacher/tutor who will liaise with the finance office.
- 2.4 Pupils may only borrow School property with the express permission of a member of staff.
- 2.5 Any damage, accidental or not, should be reported to a member of staff as soon as possible by those responsible for the damage. Graffiti is totally forbidden. Pupils will be liable for the cost of removing graffiti.
- 2.6 In the Junior School, each pupil is provided with a tray (Infants) or desk (Juniors) for the storage of personal items such as books and a pencil case. Mobile devices, for example phones, are not permitted in the Junior School.

In the Senior School, each pupil is provided with a locker for the storage of personal items such as books, laptops, tablets, mobile phones etc. Pupils are responsible for providing their own padlock, for the safe keeping of the key and for ensuring that their locker is locked at all times. Pupils are discouraged from wearing expensive items of jewellery in School.

2.7 Junior School pupils must store their sports kit in their shoe bag on their coat peg in the cloakroom. Senior School pupils must store their sports kit in their locker, other than cricket bags which should be stored with the PE department. The sports kit should not be left on the top of a locker or in a corridor.

2.8 The School's policy on the use of mobile devices is set out below:

(For this purpose, a mobile device covers a mobile phone, smart watch, laptop, and tablet)

- Mobile devices cannot be used in any part of the School (except by members of the VI Form and 5<sup>th</sup> Form in their respective Common Rooms)
- If a mobile device is brought into the Senior School (they are not permitted in the Junior School) they must be securely stored during the School day and not used, unless given express permission by a member of staff.
- All mobile phones must be switched off during the course of the day and ideally placed in a locked locker for their security.
- No pupil should use the photograph or video function on their phone at any time (unless under the supervision of a member of staff)
- Smart watches can of course be used as watches during the course of day.
- Failure to adhere to the policy may involve the mobile device being confiscated in the first instance for up to 5 days. Continued failure to abide by the policy may result in a pupil having their phone confiscated for an extended period of time – up to half a term.

**The principles of the ICT (Information Communication Technology) acceptable use policy also apply to mobile phones and smart watches.**

2.9 In the Senior School the use of mobile phones is not allowed unless specific permission is given by a member of staff. When used by 5<sup>th</sup> and VI Form, any music should be played at a low volume such that it still allows for the attention of the pupil to be attracted by others.

### **3. School Uniform**

As a Catholic School, the only Augustinian School in the UK and one which lives each day in the Augustinian Ethos, particularly that of Unity, the School has a policy on the wearing of any form of headwear/headscarf/helmet (religious or otherwise) that restricts identification, as part of its strict uniform policy.

The School prides itself with regard to the integration of all pupils into its Augustinian Community and the uniform is seen very much as an essential part of that integration. The uniform helps to promote our School identity as well as promoting harmony and equality among different groups within the School. A common uniform policy is also seen as a positive way to avoid certain types of bullying.

As the School is set across numerous buildings, with access from a number of different directions, the safeguarding of our pupils is central and so it is vital that all pupils, staff, and visitors can be easily identified.

**Dress should be neat, clean, and tidy at all times.**

3.1. All **Junior School** pupils should wear the following School uniform.

**Winter uniform** is worn from the 1<sup>st</sup> day of the Michaelmas term until the end of the last day

of the Lent term.

**Boys:** School coat, School Blazer, cap (Infants), long charcoal grey trousers, dark grey socks, white long-sleeved shirt, School tie, V-necked grey pullover and black polishable shoes (not with ridged treads).

**Girls:** School coat, School blazer, felt hat (Infants), School tunic (Infants – J2), navy blue School skirt (J3 and J4) white long-sleeved shirt, School tie, V-necked navy-blue pullover, navy tights and flat black polishable shoes (not with ridged treads).

**Summer uniform** is worn from the 1<sup>st</sup> to the last day of the Summer term.

**Boys:** School blazer, cap (Infants), white short-sleeved shirt and tie, short charcoal grey trousers (Kindergarten – J2), long charcoal grey trousers (J3 and J4), V-necked grey pullover, dark grey socks and black polishable shoes (not with ridged treads), School coat.

**Girls:** School blazer, straw boater (Infants), School dress (Infants – J2), striped short-sleeved shirt and navy-blue School skirt (J3 and J4), V-necked navy-blue pullover, white knee socks, and black polishable shoes (not with ridged treads), School coat.

School jumpers are optional items.

Boots and shoes which look like trainers are not allowed for either boys or girls.

Hair should be tied back. Hair accessories should be discreet and navy blue in colour.

Make-up, nail varnish or jewellery may not be worn, except for a watch.

Earrings are not allowed.

All pupils may wear a house colours badge, and one other lapel badge.

### 3.2 All **Senior School pupils from 1<sup>st</sup> – 5<sup>th</sup> Form** should wear the School uniform.

**Boys'** uniform is a blazer, charcoal grey trousers, dark grey or black socks, V-neck maroon pullover (optional), white long-sleeved shirt, School tie, and black polishable shoes (not with ridged treads). Boots and shoes which look like trainers are not allowed.

**Girls' uniform** is a blazer, School skirt or trousers (purchased from the uniform shop), black tights, V-neck maroon pullover (optional), white School blouse (three quarter length sleeve with a Rever collar) and flat (maximum 5cm heel) black polishable shoes (lace up or slip on though not with ridged treads). Boots and shoes which look like trainers, and stiletto heels are not allowed. In the Summer term, girls may wear white ankle socks (not sports socks) as an alternative to black tights.

Outside coats, when worn with the uniform, should be the School coat, purchased from *the uniform shop*. Hoodies are not allowed in School unless they are approved for specific events and are of School or House types. Hoodies are not allowed on School buses in place of the School coat.

Hair should be tied back in Science or PE lessons, or if directed to do so. Hair accessories should be discreet.

All girls in 1st to 4th Form may not wear make-up. 5th Form girls may wear light make-up. All girls in 1st to 4th Form are not allowed to wear nail varnish or jewellery, except for a watch and conventional ear studs. In addition, 5th Form girls may wear one plain ring on each hand and a discreet necklace. All pupils may wear a house colours badge, one bracelet and one other lapel badge.

### 3.3 **VI Form** are expected to dress and behave in a manner appropriate to a professional working environment, and to set a good example to younger pupils as they move about the School.

Boys should wear a smart, dark business suit with a sober-coloured shirt and tie, and black polishable shoes (U6th can also wear brown polishable shoes). A pullover or cardigan can be worn. On certain special occasions, boys are asked to wear 'best dress' of a white shirt.

Girls should wear a smart, dark business suit with a sober-coloured blouse, with a non-plunging neckline that covers the shoulder and flat (maximum 5cm heel) dark coloured shoes. A pullover or cardigan can be worn. The length of girls' skirts should be neither too short (high above the knee) nor too long (below mid-calf). On certain special occasions, girls are expected to wear 'best dress' of a white collared blouse.

The term 'sober' is thought of as what would be appropriate in a business environment.

Outside coats, when worn with the uniform, should be the School coat, purchased from *the uniform shop*. Hoodies are not allowed in School unless they are approved for specific events and are of School or House types. Hoodies are not allowed on School buses in place of the School coat.

Hair should be tied back in Science or PE lessons, or if directed to do so. Hair accessories should be discreet.

Jewellery for all the VI Form (rings, bracelets, necklaces etc) should be modest and reflect the business dress. Boys are not permitted to wear an earring.

3.4 All pupils should be in full possession of sports kit as set out in the separate clothing list; sports kit should be clean. No sports shirts or vest or shorts or sports skirts may be worn without a tracksuit in the Refectory or School building at any time.

3.5 All items of clothing should be clearly labelled with the pupil's name.

3.6 A variety of casual clothes is permitted on outings and on 'casuals' days' but tatty and untidy clothing will not be allowed. Torn clothing, T-shirts with inappropriate messages, low cut tops, bare midriffs and very short shorts are not allowed. Slip on shoes without backs (flip flops, sliders, mules etc.) are unsafe and cannot be worn.

3.7 All pupils must travel to and from School in full school uniform. The only exception to this is when a pupil has been taking part in an official after-school sporting activity or a School trip. On these occasions, a clean School tracksuit may be worn on the journey home.

3.8 Pupils must look smart when representing the School in sports teams. For home, fixtures, pupils should wear a clean School tracksuit rather than full School uniform/business suit. For away fixtures, pupils must be more formally dressed and wear full School uniform/business suit.

3.9 Hairstyles for boys and girls should be neither too long (below collar length for boys) nor too short, (or very short in certain areas and considerably longer in others), conventionally styled and should not be an unnatural colour. The suitability of hairstyle is at the sole discretion of the Deputy Head.

**4. The formation of friendships is something to be encouraged.**

- 4.1 It is entirely compatible with School life that individual boys and girls become good friends and begin to discover the happiness and fulfilment that comes from enjoying each other's company. The formation of friendships, however, which are exclusive of others are unhelpful.
- 4.2 Experience of Austin Friars as a co-educational School suggests that the following are generally not helpful either to individuals or the School community:
- Relationships of such depth that they distract individuals from their study or other School commitments.
  - Physical contact and other signs of affection
  - The formation of strong relationships between pupils, where there is an age gap of more than two years, are not encouraged.

**5. All have a responsibility to promote their own good health and that of others.**

- 5.1 All members of the School must always conduct themselves with due regard for the health and safety of themselves and everyone else, including activities both inside and outside of School.
- 5.2 Aerosols are **not** permitted in School.
- 5.3 Smoking and the possession of tobacco or any vaping products in whatever form are prohibited.
- 5.4 The possession and use of drugs threatens the well-being and quality of life of individuals and the community as a whole and is a serious breach of the rules. Similarly, the possession of solvents for inhaling is also a serious breach of the rules.
- 5.5 The School has a responsibility to educate its pupils in the right use of alcohol. The possession and drinking of alcohol in School are a serious breach of rules.
- 5.6 VI Formers who have passed their driving test may, as a privilege, and with the written permission from parents, bring cars to School, parking them at their own risk. The Head of VI Form will issue a vehicle registration form. Cars are only to be used for journeys to and from School and not during the School day. This privilege will be withdrawn if abused. Passengers may only be carried with the express written permission of all concerned: parents of both parties. This privilege will be withdrawn, for the safety of all, if at any time cars are parked or driven without due care.

**6. The School is responsible for all its pupils. Consequently, the School needs to know where pupils are at all times and has a responsibility to ensure that everyone remains within a safe distance of the School, and that the privacy of all working here is protected.**

The following rules are made with everyone's interests at heart and in the hope that all unnecessary accidents and misunderstandings will be avoided.

- 6.1 Pupils can arrive at School from 8.00am onwards. Registration takes place for all pupils each morning with class teachers/tutor at 8.40am and each afternoon at 1.30pm (JS) and 2.05pm (SS). Arrival after those times will result in a pupil being marked as late (if they have not already signed themselves in at Reception).
- 6.2 Parents are asked to inform the Reception by telephone, preferably before 8.30am, if their

child is absent.

- 6.3 All Junior School pupils who remain in School after 3.45pm must either take part in an after-school activity or attend the homework club until they are collected by parents or the School buses depart. Those staying for tea will go to the dining room at 3.45pm. Any child not collected by 3.50pm will also go to the dining room / EYFS area and should be collected from there. All children who are in the dining room at 3.55pm will be registered and charged the session rate.
- 6.4 Junior School Reception and the front door will close at 4.15 pm. All direct telephone calls will be transferred to Senior School reception after this time. Parents arriving between 4.15pm and 4.50pm to collect pupils from homework and clubs will need to ring the doorbell on the right-hand side door, approaching from the Senior School side of the building, in order to collect their child. Reception re-opens at 4.50pm
- 6.5 All pupils in 1<sup>st</sup> to 5<sup>th</sup> Form who remain in School after 4.00pm, or who use the School bus service, must either take part in an after-school activity, or attend the homework club (they are not permitted to leave the site and return for pick up) until they are collected by parents or the School buses depart at 5.00pm. VI Formers not taking part in an extra-curricular activity may use their common room or study room until 5.00pm however they must register themselves at Reception if they are staying after 4.00pm. Registration takes place with the member of staff running an activity or supervising the homework club. For safety reasons, parents must collect their son/daughter from reception. Those 5<sup>th</sup> and VI formers who are able to use the Gym must sign the appropriate book in the PE office or at reception.
- 6.6 The after-school extra-curricular and homework club provision for both the Junior and Senior school enhances the opportunities available to pupils as well as assisting parents with child care arrangements. Activities and the homework club run until the buses depart at 5.00pm. There will be a member of staff available to supervise pupils until 5.30pm where this might be necessary. Requests for absence for a dental or medical appointment need to be given to the Head of Junior School/tutor in writing, stating approximate times of leaving and returning to School. Junior School Parents must collect their children from reception and sign the signing-out book both on leaving and on their return. Senior School pupils must report to the Senior School Reception when they leave and when they return and sign the signing out book both on leaving and on their return.  
If any pupil needs to go out of School for any other reason during the School day, parents must request permission, most usually in the form of an email, from the Head of School. Pupils should sign the signing out book on leaving and on their return.
- 6.7 Time off from School is not allowed during the term except where there are mitigating circumstances. A request for absence in such cases must be sought from the Head of School. The academic term dates are published in advance in order to facilitate holiday travel arrangements. Convenient air flights during term time are not considered a reason for requesting to be absent from School.

**Senior School pupils are required to attend Speech Day which usually takes place on a Friday afternoon. Senior School pupils are also required to attend the Senior School Carol Service which is outside normal school hours on the last day of the Michaelmas Term.**

**Sports Day is a 'normal' school day and pupils are required to attend.**

- 6.8 Certain areas within the School's grounds and buildings are out of bounds to pupils:

- Kitchens and staff rooms
- Lower sports fields and the back lane on the way to the fields, unless taking part in a scheduled games lesson or practice.

**7. All pupils are expected to make every effort with their studies and to give themselves fully to the life of the School.**

7.1 Punctuality for lessons and all other appointments is expected.

7.2 Pupils should participate fully in their lessons and must ensure that they have the correct books and equipment for all their lessons.

7.3 All homework and other assignments should be completed on time. Copying the work of another pupil is not permitted. Using Artificial Intelligence software to complete work set is considered cheating and is not permitted, unless it is specifically requested by a member of staff.

7.4 In the Senior School, prep is set on Firefly and is accessible to parents. Pupils should indicate once the prep has been completed. Parents should then have a clear record of the work being done.

7.5 If a Senior School lesson is knowingly to be missed, the teacher should be informed at least 24 hours beforehand, and the work completed immediately afterwards. A pupil must take responsibility to catch up on any work

7.6 Pupils should always feel free to approach all teachers with their worries and difficulties in study.

**8. Those who neglect their duties and responsibilities towards themselves, and others can expect to receive a sanction commensurate with the type and the seriousness of the breach of rules.**

8.1 Pupils are subject to sanctions if they fail to live up to the School's standards or if they are in breach of the School rules. The nature of the sanctions will depend on the circumstances in each case. Most infringements of School rules are minor, and a simple sanction provides an effective means by which a pupil is likely to learn from their mistake.

A clear explanation of what has been done wrong must always be given to the pupil concerned who has the right to answer any allegations made. Pupils who are punished have the right to be told clearly what the sanction is and when it is due; not to have it hanging over their heads, except in cases involving a detention, for more than 24 hours as far as possible; and to be forgiven.

All pupils should feel able to discuss their sanction with their class teacher/tutor or further with the Head of Junior School, or in the Senior School, with the Deputy Head.

8.2 The type of sanctions which may be given are as follows:

- A clear explanation of what has been done wrong, and an expression of displeasure.
- Loss of House points – Junior School only
- Tidying up a room; some manual tasks about the School, or helping with clearing up
- Extra work or a specific written task, with a specific hand in date.
- Removal of a pupil's free time at morning break or during the lunch period.

- Exclusion from class – Senior School only. Any pupil excluded from class for more than a couple of minutes must report to the relevant Head of Department or the Deputy Head.
- School detention (this could include a Friday evening detention from 4.00pm to 5.00pm or for more serious offenses or repeat offenders, Saturday morning – Headmaster's Detention from 10.00am to 1.00pm).
- For serious or repeated breaches of School rules, temporary or permanent exclusion from School.

8.3 The Head of School may place a pupil 'on report.' This sanction is used where a pupil is failing to comply with acceptable standards in a number of subjects, or repeatedly presents behaviour problems. It enables class teachers/tutor (in the first instance) and the Head of School (thereafter) to have a regular check on how a pupil is progressing with regard to work and behaviour. Parents are also asked to countersign the report.

#### **Senior School**

- The Deputy Head or Deputy Head (Academic) may place a pupil 'on report' where they have failed to respond to the guidance of the tutor and Head of School.
- Parents are specifically contacted when the monitoring moves from the tutor to Head of School and on to the Deputy Head or Deputy Head (Academic).

8.4 Serious breaches of discipline warrant the immediate involvement of the Deputy Head/ Head of Junior School or Headmaster (e.g., drinking alcohol, drugs, theft, abusive behaviour, gross misconduct etc). In cases of serious or repeated misbehaviour, a pupil may be excluded temporarily (suspended) or permanently (expelled) from the School.

The Headmaster or, in his absence, the Deputy Head/ Head of Junior School may suspend a pupil for a serious or repeated breach of rules. The Headmaster reserves the right to exclude a pupil permanently from the School if their presence is considered to be detrimental to their own welfare and/or that of the other pupils.

### **9. Pupils have the right to appeal if they believe a rule or a sanction, once imposed, is unfair.**

9.1 In the first instance, pupils should make an appeal to their class teacher/tutor or Deputy Head (SS) or Head of Junior School, and then to the Headmaster.

9.2 If pupils feel they cannot approach any of the above, they can make an appeal through any member of staff.

9.3 The School's 'Complaints procedure for Parent's,' or 'Exclusion Policy' provides the means for parents to appeal if they feel treatment is unfair.

### **10. Fire Safety**

**The whole School fire officer is the Deputy Head – Mrs Jacqueline Thornborrow  
In the absence of the fire officer, the Headmaster will deputise – Mr Chris Hattam**

#### **Fire safety in the Junior School**

10.1 The fire alarm should be sounded by the member of staff first alerted to a fire. All pupils must evacuate the buildings immediately on hearing the alarm and proceed quickly and calmly via the nearest exit routes to the assembly point. All pupils must line up in silence in class groups

on the Junior School Netball Court with their class teacher.

10.2 The Head of the Junior School is responsible for checking the source of the fire. Only when the location of the fire is determined can the alarm be silenced. Only the Head of the Junior School, after consultation with the School's fire officer, can give the all clear to Junior School pupils to re-enter the building. In the Head of the Junior School's absence, the Assistant Head of the Junior School will direct pupils and staff under the overall guidance of the whole school Fire Officer.

10.3 At the end of the School day, from 3.45pm – 5.30pm, pupils should still assemble in the School yard. The Schools Fire Officer, or a nominated member of the Senior Management Team will act as the after-School fire officer and will guide the Junior School in the event of a fire.

#### **Fire safety in the Senior School**

10.4 The fire alarm should be sounded by the person discovering a fire. All pupils must evacuate the buildings immediately on hearing the alarm and proceed quickly and calmly via the nearest exit routes to the assembly point. All pupils must line up in silence in tutor groups in the School yard, in front of the Astro turf.

10.5 In the event of a fire alarm during external examinations, exam candidates must line up in silence in front of the Science building under the supervision of invigilators.

10.6 The School fire officer is responsible for checking the source of the fire. Only when the location of the fire is determined can the alarm be silenced. Only the Deputy Head, as fire officer, can give the all clear allowing the buildings to be re-entered. In the Deputy Head's absence, the Headmaster deputises as the fire officer.

10.7 At the end of the School day from 4.00pm – 5.30 pm, pupils should still assemble in the School yard. The Deputy Head, or a nominated member of the Senior Management Team, act as the after-School fire officer.

#### **Lockdown**

10.8 In the event of a 'Lockdown' being necessary the pupils will remain in their classroom under the guidance of their teacher. Pupils on the Games field will be escorted to the changing rooms and the VI Form who are not in lessons will assemble in the VI form study room (the one that has computers). Should the alarms sound at break time, pupils should go to their form room where they will be joined by their tutors. Please see the Lockdown Policy for further details.

Deputy Head / Head of Junior School  
August 2024