



ROUGEMONT SCHOOL

SCHOOL RULES AND REGULATIONS

NB: Pupils are subject to School Rules and Regulations whenever they are wearing school uniform, are taking part in School activities or trips, travelling on School buses or are otherwise clearly associated with the School in the eyes of the public.

In these Rules and Regulations, references to 'the Head' include those senior members of staff duly authorized by the Board of Governors to deputise for the Head (see Terms and Conditions, para 8).

1. Pupils are forbidden to smoke, gamble or drink alcohol and are forbidden to bring tobacco products or alcohol onto School premises, buses, trips or activities.
2. Drugs and banned substances. Controlled drugs, aerosols, solvents and other substances which may not be controlled drugs but which are known to cause effects such as intoxication, euphoria and hallucination, are banned from School premises, trips and activities. Pupils must not bring these substances onto School premises, trips or activities or use them on School premises, trips or activities. Pupils who break this rule, or who supply controlled drugs, or substances with similar effects to controlled drugs, to others (whether for payment or otherwise and whether on School premises or not) can expect to be expelled from the School.
3. Pupils are forbidden to bring guns or knives of any kind, including replicas and toys, onto School premises, School buses or School trips or activities. The unauthorised possession on School premises or buses or during School trips or activities of such items, or of any other weapon or item classified by law as an offensive weapon, is a serious disciplinary offence.
4. Uniform Regulations must be observed by all pupils while at School and when travelling to or from School for work or games or other activities. Hair should be neat and tidy, and extremes of fashion should be avoided. Hair should not be coloured so as to appear unnatural for the individual pupil. The Head may require any pupil whose dress or appearance are in his judgement unsatisfactory to amend them, and to stay away from School until they are satisfactory.
5. Mobile telephones may be brought to School, at the pupil's or parent's risk, but must be turned off between the hours of 08:45 am and 4:00 pm. The use at School of sound recording or picture or video-taking equipment without permission is strictly forbidden.
6. Chewing gum is not permitted on School premises or School buses.
7. Valuable items and sums of money more than a couple of pounds should not be brought to School. If, exceptionally, they have to be brought to School, they must be deposited with the Finance Department for safe-keeping. Valuable items and money must not be left in unattended bags or pockets. During Games and PE lessons valuables (including watches and mobile telephones) must be left in the safe-keeping of the Games and PE staff. Rougemont School cannot accept liability for pupils'

personal property unless it has been entrusted to a member of the School staff for safe-keeping. Pupils in the Senior School may purchase a locker key for £5, refundable at the end of the academic year. Lockers are provided for pupils' convenience but the School cannot accept responsibility for valuables left in the lockers.

Conduct in School

8. Pupils are expected at all times to behave in a courteous and considerate manner towards each other and towards School staff and visitors. The use of foul or offensive language is strictly forbidden.
9. Pupils must not run, shout or behave in a disorderly way within the School buildings or anywhere in the School grounds unless playing in designated areas at break or lunchtime.
10. Pupils should walk on the left-hand side of footpaths, corridors and staircases. They should walk in single file on stairs, and in any other circumstances where common sense dictates that single file should be used.
11. Pupils should report promptly to their Form Tutor or Subject Teacher any damage done to School property. Each Form is responsible for the tidiness of its own Form Room.
12. Pupils must not drop litter or damage or deface School property.
13. Pupils must obey instructions given to them by members of staff (non-teaching as well as teaching staff) and prefects.
14. Pupils are expected to attend registrations and lessons punctually. Pupils (other than Years 12 and 13) are not allowed to leave the School site without permission between the hours of 8.45 am and 4.00 pm.
15. The following areas are out of bounds to pupils:
 - Laboratories and workshops (unless under the supervision of a member of staff)
 - The Sports Hall, Weight-training room and other sports facilities and apparatus (unless under the supervision, or with the permission, of a member of staff)
 - Staff offices and the Senior Common Room
 - Wooded areas around the perimeter of the School site
 - Car parks
 - Access roads

In addition, the Infants' School and its grounds are out of bounds to pupils in the Junior and Senior Schools unless those pupils are under direct supervision, and the lawn outside Llantarnam Hall is out of bounds to Senior School pupils.

Conduct in lessons and assemblies

16. Pupils are expected to be attentive and co-operative during lessons, and not to indulge in any behaviour which is likely to make it harder for pupils to learn or a teacher to teach. Repeated breach of this rule is a serious disciplinary matter.
17. Pupils are expected to complete homework and coursework on time, and to invest at least a reasonable amount of effort in their work. A persistent failure to work

reasonably hard or to meet deadlines for the submission of work will be dealt with as a serious disciplinary matter.

Conduct in the Dining Room

18. Pupils must go to the Dining Room to eat packed lunches. Only light, pre-packaged snacks (e.g. crisps, chocolate) and drinks may be consumed outside the Dining Room, and no food or drink may be consumed inside School buildings other than the Dining Room.
19. Pupils must form orderly queues in the Dining Room, and must sit to eat their meals in a civilised and orderly fashion.

Conduct on School Trips

20. School trips are a valuable part of a pupil's educational experience, but place staff and pupils alike under additional responsibilities. Pupils' conduct on school trips is expected to be exemplary. If a pupil misbehaves on a school trip, he/she will be disciplined according to the School's usual range of sanctions, but in addition may be prohibited from participating in future school trips.

School Computers and Network

21. Pupils are allowed to use the School's computers and/or network and to access the Internet at such times and under such controls as the School sees fit. Pupils are expected to use the School's computers and network in a responsible way and adhere to the School's ICT Acceptable Use Policy. Misuse or attempted misuse of the School's computers or network is a serious offence. Examples of such misuse are (the list is not exhaustive):

- Using a password other than one's own
- Revealing one's own password to others
- Gaining access to parts of the School network or other networks to which access is denied (i.e., 'hacking')
- Viewing or downloading pornographic or offensive material or any other material forbidden by staff or prefects
- Sending offensive or inappropriate messages to other pupils, staff or anyone else whether connected with the School or not
- Accessing 'social networking' sites (eg: Facebook, Bebo)
- Using, or attempting to use, proxy servers

Disciplinary sanctions

22. In their contract with the School parents undertake to accept the Head's authority in disciplinary matters relating to their child(ren), subject to their right of appeal to a panel of Governors of the School against a decision by the Head permanently to exclude their child(ren), or to suspend their child(ren) for eleven school days or more. The Head's authority in day-to-day disciplinary matters is delegated to teaching staff.
23. Teachers may require work of poor quality to be done again in a pupil's own time, and may set extra work to compensate for a lack of attention or application on the part of a

pupil. Teachers may place pupils in detention during the School day and/or after School, except that they will give at least 48 hours' notice of an after-school detention.

24. A School Detention for more serious and/or repeated offences is held after school on Fridays. Parents will be given at least 48 hours' notice of such a detention. School Detention takes precedence over all other commitments save public examinations.

25. More serious offences or repeated offences may result in the suspension (temporary exclusion) of a pupil by the Head. The Head will consider all the circumstances of an individual case before deciding to suspend a pupil, but examples of the sort of offence likely to merit suspension are as follows (the list is not exhaustive):

Fighting or physical violence

Bullying or harassment

Rudeness or disobedience to staff

Cheating or breach of rules for examinations

Smoking, drinking alcohol or gambling

Possession of or distribution of pornography

Possession of any item in contravention of Rule 3

A persistent failure to obey School Rules or to work reasonably hard

Disruption of classes or other pupils' work

Any action likely to bring the School, its staff or pupils into disrepute

26. If a pupil continues to offend or commits a particularly serious offence the Head may expel the pupil from the School or require the pupil's parents to remove the pupil from the School (permanent exclusion). In this case parents have a right to appeal against the Head's decision to an Appeal Committee of the Governors. A copy of the Appeal Procedure may be obtained from the Clerk to the Governors. Examples of the sort of offence likely to merit permanent exclusion are as follows (the list is not exhaustive):

Offences involving controlled drugs or solvents (see Rule 2)

Theft

Serious or repeated offences of the sorts mentioned in Rule 24

In addition, the Head may permanently exclude any pupil who has been convicted of, or cautioned for, a criminal offence (whether or not committed on School premises).