

Hazelwick School Rules

These rules are the basis for Hazelwick's excellent reputation for the behaviour and discipline of its students in school.

Teaching areas

The following simple rules of behaviour will apply:

1. On arrival for a lesson, students should enter the classroom and sit at their desks preparing quietly for work. (When lessons are held in practical classrooms, such as laboratories and Design Technology rooms, students should queue up outside the room in an orderly manner.)
2. To ensure a quiet and orderly start to the lesson, students should stand as the teacher arrives, prior to the taking of the register.
3. It is the students' responsibility to be properly equipped for the lesson.
4. Students should stop talking when they are directed to by a teacher and not talk while the teacher or another student is speaking to the class.
5. Anyone arriving after the teacher has started the lesson should be acknowledged by that teacher before they sit down. They should, where and when appropriate, explain the reason for their lateness.
6. Uniform should be worn correctly at all times. The uniform requirements may be relaxed at some stages of the summer term in accordance with the 'Hot Weather Guidelines'. Coats should not be worn in the classroom during registration or lessons, and bags should not be left on tables. Coats and bags should not be taken into the main body of the Learning Resource Centre.
7. Any student wishing to answer a question or attract the teacher's attention should raise his/her hand and wait to be asked to speak.
8. Eating and drinking in school is restricted to the designated areas within the school. Details of these eating areas and the year groups allowed to use them are published at the start of each year. Eating and drinking* is not allowed anywhere in class. Chewing gum is not allowed anywhere in school.
9. At the end of a lesson, students should not make any move to pack away or leave until the teacher has given permission. There should be no litter on the desks or floor, and tables and chairs should be left in their correct places.

If the class is the last timetabled lesson of the day in that classroom, then, where appropriate, chairs must be on desks. Students should wait quietly when they have packed away and, when dismissed by their teacher, leave the classroom in an ordered and sensible manner.

*Students are allowed to drink water in class during lessons under the management of the class teacher. Drinking water is not allowed in some of the teaching areas, for example, in Science Laboratories and IT rooms.

Around the school site

1. Students must move around the school in a sensible, calm, courteous and appropriate manner. They should **keep to the left** in the corridors and stairways and keep moving so that an efficient flow of traffic is achieved. Students should not run around the school site (except in the playground or field areas). Students should not shout or make other loud noises.
2. Students should be polite and helpful in their dealings with visitors to the school.
3. Students should keep off grassed areas (unless these areas have been specifically named as social/eating places) and flower beds. Use the paths to move around the site – do not cut across grassed areas.
4. Students are expected to respect the rights of others to use the playgrounds. Ball games may only be played on Lower School playground, or on the fields in the summer. (Tennis balls only in Lower School playground.)
5. Never drop litter. Always keep the school site, canteens, halls, classrooms and corridors tidy.
6. The possession or use of cigarettes, alcohol, and illegal substances is strictly forbidden. Dangerous items such as matches, lighters, knives, fireworks and aerosols must not be brought onto the school site.
7. Electronic equipment such as computer games, iPods, etc. are not to be used on the school site. (Sixth Formers are not permitted to use mobile phones, i-pods or MP3 players in communal school areas. They are allowed to use these items in designated Sixth Form areas, for example, East Hall, the Sixth Form Common Room and the Octagon. The use of mobile phones on the school site during the normal hours of the school day (8.30am to 3.10pm including breaks and lunchtime) is forbidden. If families feel that it is necessary for students to carry mobile phones, such phones must be kept securely hidden in bags or pockets and must be switched off. Any breach of this rule will lead to the confiscation of the phone until the end of the school day. Any further breach of the rule will lead to a further confiscation, disciplinary action and the requirement for a parent/carer to collect the phone from school.
8. Eating and drinking are only allowed during morning or lunchtime breaks, in the official eating areas.
9. All accidents must be reported immediately to a member of staff.
10. Students must have signed permission from their parent(s)/carer(s) and have followed the 'exeat' process using the Student Planner in order to leave School during the school day. They must show the exeat to their class teacher before leaving and then again when they sign out at main reception. Upon returning to the School site, students must report to the main reception, show the exeat again in their Planner and sign in.
11. Students who are late for registration must report and sign in with the receptionist at the Main Reception before moving to their lesson or Form period.
12. Only students with written permission from their parent(s)/carer(s) may cycle to school. The wearing of a cycle helmet is strongly recommended. Bicycles should not be ridden in the school grounds. They must be left in the cycle sheds and locked. Students should not be in the cycle shed unless parking or collecting their bikes.
13. Students or visitors who need to arrive or leave school during lesson times must check in and/or out at the main reception.

14. The school uniform should be worn correctly at all times. School uniform requirements may be relaxed at some stages of the summer term in accordance with the 'Hot Weather Guidelines'.

Expectations of students' conduct and behaviour outside the school premises

Teachers have a statutory power to discipline students for misbehaving outside of the school premises "to such extent as is reasonable." (Section 90 of the Education & Inspections Act 2006).

Hazelwick has high expectations of students with regard to their behaviour off the school site. This includes behaviour on activities arranged by the school, such as work experience placements, educational visits, and sporting events; behaviour on the way to and from school; and behaviour when wearing school uniform in a public place. The school will apply appropriate sanctions to regulate off-site behaviour whenever there is a need. Where there is a concern about student behaviour off-site in situations other than school arranged activities, Hazelwick will always consider the context for its involvement. It will take account of a number of factors before deciding to apply sanctions. These factors will include:

- the severity of the misbehaviour
- the extent to which the reputation of the school has been affected
- whether the student(s) in question were wearing school uniform or were otherwise readily identifiable as members of the school
- the extent to which the behaviour in question would have repercussions for the orderly running of the school and/or might pose a threat to another student or member of staff (e.g. bullying another student or insulting a member of the staff) or a member of the public
- whether the misbehaviour in question was on the way to or from school, outside the school gates or otherwise in close proximity to the school.

Travelling to and from School

It is expected that students will behave themselves in a way which upholds and does not harm the good reputation of the school.

- Smoking - smoking is not permitted on the way to or from school, or during lunchtimes
- Buses - when waiting for a bus, students should queue sensibly. When on a bus, they must behave sensibly and show courtesy towards the driver and members of the public
- The Subway - all members of the public and school community should be able to use the subway without feeling uncomfortable or intimidated. Students must avoid gathering in large groups and causing restricted access.
- The Local Shops - sensible behaviour is expected both inside and outside local shops, as is appropriate courtesy towards other customers and the shop owners.
- Cycling/Walking - sensible use of roadways and pavements is expected and ensures safer journeys.
- Language - the use of loud and bad language is unacceptable. Students must always be aware of other members of the school community and members of the public.

We will respond in school to any complaint received about unreasonable behaviour and, where appropriate, will apply sanctions in school.

Off-Site Activities

- When students are engaged in off-site activities, they are expected to abide by the school rules as directed by the member of staff in charge. Such activities will include school trips, work experience, further education courses or other courses organised as part of the students' school programme and sports events.
- In all such situations students are expected to act as ambassadors for the school and ensure that through their behaviour our excellent reputation is maintained or enhanced. Where a student's behaviour is found to have fallen below the school's expectations, appropriate sanctions will be applied.

Abuse or intimidation of staff outside school

Members of our school staff have the same rights of protection from threat as any citizen in a public place. Hazelwick will not tolerate incidents of abuse or intimidation of its staff including unacceptable conduct by students when not on the school site, and when not under the lawful control or charge of a member of staff of the school. The school will always take seriously reports of such behaviour and apply appropriate sanctions when the student is next in school.