

KING'S ELY JUNIOR RULES

Communities need rules; they are guidelines for behaviour so that we can have a happy School community in which everyone is clear about what is and what is not acceptable. If you are unclear about any of these please ask your Tutor. The following are the key rules. They are a summary of the more detailed rules published in the King's Ely Junior Information booklet.

1. You are expected to go **outside during breaks** unless otherwise directed by the duty teacher.
2. Please **do not run** in the building or between different parts of the School. Always use the patrolled road crossing and show respect for others using the pavements.
3. Please treat other pupils and adults with the **courtesy and respect** due to them.
4. Please remember that **your appearance** reflects on both you and the School and that you should aim to look smart at all times. Hair should be in a conventional style. Boys' hair should be clear of the collar and should not cover the ears. Girls' hair should be tied back if it is shoulder length or longer. Hair gel and dyed hair are not permitted.
5. Food must not be eaten in carpeted areas.
6. Please **do not drop litter** and do pick it up if you see it.
7. **For your safety** you must know where the School boundary is and never leave the School grounds without permission. Never leave the School with anyone who is not known and approved by your parents and the School.
8. Care must always be taken of the School's and other people's **property** - no borrowing without permission. Theft and vandalism will be treated as serious offences.
9. Some items are **not acceptable in School** - money (unless for a legitimate purpose), chewing gum, any jewellery, including ear-rings, must never be worn in School, aerosols, personal stereos, electronic games (except for coach journeys and other special events) and other valuable items. Any item deemed to be an offensive weapon.
10. **Mobile phones** should not be brought into School unless they are required for communicating travel arrangements. Mobile phones are not to be used for any other purpose at school. They must be handed in at the beginning of the day.
11. There is no place for **bad language** in the School community.
12. **Violence** of any kind is unacceptable and fighting, kicking, hitting and punching (including retaliation) will be treated as serious offences.
13. Everyone has a right to be happy at School and the teachers will always help if you have any problems. **Bullying** is not tolerated in our community and it is up to all of us to report someone who is bullying and to help a fellow pupil who is being bullied.

KING'S ELY SENIOR & INTERNATIONAL RULES

Members of the School are expected to display good manners and common sense at all times. It is the duty of each member of the School to be familiar with the School Rules, a copy of which is to be found on house notice boards.

The Principal is in loco parentis of all pupils while they are at School, whether Boarders or Day pupils; each HsM is responsible for the welfare and safety of all in the House.

General

Pupils are expected to foster a community where kindness and encouragement dominate and bullying, in any form, is unacceptable. The school expects from its pupils the very highest standards of courtesy and commitment. Therefore please

- Arrive punctually for all commitments.
- Inform your teacher in person (and give as much notice as possible) if you are aware that you have

to miss a lesson or activity.

- If you are aware that you will be unable, for some good reason, to fulfil your commitments, e.g. to complete work set, always apologise in advance and ask your teacher's permission.
- Be polite to members of staff and other pupils.
- Go out of your way to be friendly and helpful to all those within and who visit the school.
- Always make yourself available to represent the school. Never let your teammates down by failing to notify the member of staff responsible, well in advance, that it is impossible for you to be involved in a fixture.
- When on Barton Square, on the way to the station and on public transport, your behaviour and appearance are especially important as members of the public will judge King's Ely by what they see. You may travel home in a school tracksuit if you have had a sporting practice after school.

Offensive Weapons

Offensive weapons are forbidden. The bringing of knives or other offensive weapons to school will be treated as a serious breach of discipline.

Smoking and Drinking

Smoking is forbidden. Alcoholic drinks or other substances designed to affect a pupil's behaviour, whether currently illegal or not, may not be brought on to the School's premises. Any illegal act, such as the taking of drugs, will be treated as a serious breach of discipline.

Damage, Breakages and Theft

Damage of property and theft must be immediately reported to your HsM or Tutor on duty. Deliberately downloading any document containing a virus will be considered to be a serious offence.

Motor Vehicles

- (a) Members of the school are not allowed to drive, or be passengers in/on, any motor vehicle during the term unless accompanied by a member of staff, a parent or guardian or unless written permission has been received by the school for such an arrangement to take place.
- (b) Pupils who are required by their parents to drive a motor vehicle to and from school must apply to the Pastoral Head of Sixth Form for the necessary application form and a set of guidelines. Pupils must not begin to drive to school until the form has been satisfactorily completed and returned to the Pastoral Head of Sixth Form. Parking may only take place in areas stipulated.
- (c) Motor vehicles may be used for travel only between school and home. Exceptions to these rules may be granted only by the Head or Deputy Head.

Attendance of school and school commitments

It is a pupil's responsibility to attend morning and afternoon registration. Anyone arriving late for school must report to the Administration office immediately. Failure to do so will involve parents receiving a telephone call to determine your whereabouts. Failure to attend any school commitment e.g. a class, games, activity or Cathedral service without permission will be considered to be a serious offence.

It is a privilege to be allowed to miss an academic lesson in order to attend a music or drama lesson. It is your responsibility to obtain a "green/yellow card" on which your music/drama lesson times will be listed and to seek, well in advance, the permission of the member of staff whose lesson you will miss.

Bounds

Boarders must sign out when visiting town. They should return to house by 18:00 and sign in before going to tea.

- (a) Boarders may not visit the houses of local residents without first consulting their HsMs.
- (b) Pupils who are over eighteen years of age may, with their HsM's permission, visit a public house. Other members of the Sixth Form may accompany them but must not consume alcohol. Day

pupils returning to school in order to attend Sixth Form events in the evening/weekends are under school discipline before and after the session.

Personal Security

Although Ely is a friendly and safe place, it is essential that pupils take the necessary precautions to safeguard themselves. Never enter dark areas of Ely, e.g. the Cherry Hill Park after dusk. When walking to and from town always walk in groups of two or three. Avoid verbal exchanges with anyone looking suspicious or who might cause trouble.

Signing Out on Weekdays

After school all pupils must sign out before leaving their Houses and boarders must not leave the school after tea without permission. After 16:30 all day pupils must sign in, if they wish to remain at school.

Dress and Appearance

Standards of dress and appearance will be as laid down in the clothing lists, and subject to periodic revision. Pupils must dress smartly at all times. School dress must be worn when travelling to and from school on public transport. A school tracksuit may be worn on public transport following a games practice after school.

Hair should be of a natural colour and is to be cut and worn in an unexaggerated style.

Mobile phones

Pupils may not carry a mobile phone which is switched on to any lesson, assembly, Cathedral service or other occasion where the call tone will disturb others. Calls should only be made in privacy, and not whilst walking around school. Boarders may not use mobile phones other mobile devices after their official bed-time.

Cycling

Bicycles may not be ridden to the Amherst Field. Extreme care must be taken when riding to and from school and down Back Hill in particular. It is strongly recommended that cycle helmets are worn.

Scooters and skateboards are not allowed on pavements in/around school.