

# **BEECH HOUSE SCHOOL**

## **SCHOOL RULES**

### **Covid-19 Related Behaviour**

- 1 Pupils must not attend school if they show any symptoms of Covid-19 and remain at home for 14 days.
- 2 Pupils who have tested positive for Covid-19 must remain at home for 10 days.
- 3 Pupils who have come into contact with anyone who has been diagnosed with Covid-19 must remain at home for 14 days.
- 4 Pupils who deliberately cough in another person's face will be sent home
- 5 Pupils who do not carry out the required hygiene programme will be sent home.
- 6 Pupils must remain in their bubble and not mix with pupils from other bubbles.
- 7 Pupils must use the designated toilets and play areas.
- 8 Pupils who use public transport to will be required to wear face masks during the journey.
- 9 Pupils must arrive at school at the designated times.
- 10 Pupils must enter the school and depart via the designated route
- 11 Senior and Upper Prep pupils must wear protective face masks on arriving and departing from school. They must also be worn when moving around the school.
- 12 Social Distancing should be maintained whenever possible.
- 13 In 184 Manchester Road when using the staircase ascending pupils have priority
- 14 The one-way system on the stairs in 182 & 180 Manchester Road should be used at all times, except on arrival or departure.
- 15 In the Lower Prep Year 1 & 2 will use the St Albans stairs and Reception the Broadfield Stile stairs.
- 16 Packed Lunch and snacks must be brought to school in disposable bags.

### **General Behaviour**

- 17 Care and consideration for other members of the school is essential.

- 18 Good manners are expected at all times, as is sensible and mature behaviour.
- 19 Whenever the school uniform is worn, it should be done so with pride.
- 20 Bullying, either verbal or physical, will not be tolerated under any circumstances.
- 21 Foul and abusive language will be dealt with severely.

### **Uniform**

- 1 The published list of school uniform requirements should be adhered to at all times.
- 2 Only styles and makes which are offered for sale in the official school suppliers shop will be allowed.
- 3 All pupils must wear black standard shoes with proper soles. Shoes made to look like training shoes, open toed shoes, high heels and sandals are not permitted.
- 4 Pupils must wear regulation socks or tights.
- 5 Hairstyles for both girls and boys should be of a practical acceptable nature.
- 6 Pupils with long hair should have it fully tied back and if ribbon or a clip is used, it must be red or black in colour.
- 7 On days in which pupils have PE they should wear their PE kit to school.
- 8 The Principal and the Senior Management Team reserves the right at all times to determine whether a pupil's hairstyle/school uniform meets the required standard.

### **Jewellery**

- 1 No jewellery of any kind is allowed with the exception of wristwatches and plain studs for pupils with pierced ears.
- 2 Only one earring in each ear is to be worn.

### **Make up**

- 1 The wearing of make up in school and to and from school is not allowed.
- 2 Fingernails should be of a reasonable length. False or acrylic nails and nail polish are not allowed.

### **Conduct around the school**

- 1 When using the stairs from the ground to upper floors, children should always keep to the

left.

- 2 Access to, and exit from, the lower ground floors in 184 Manchester Road should be by the sports hall staircase (please note that the interior staircase to the lower ground floor is for staff only).
- 3 Under no circumstances is litter to be placed anywhere other than in the litter bins provided.
- 4 Chewing gum or similar, fizzy drinks or drinks containing caffeine are forbidden at any time within the school.
- 5 Snacks and food should not be eaten during lesson times or on corridors.
- 6 The only drink allowed in a classroom is water. This does not apply to laboratories or the computer room. The water must be stored in a plastic bottle with a lid/cap.
- 7 When moving around the school, noise should be kept to a minimum.
- 8 Prefects' instructions should be obeyed without question.
- 9 Children are not allowed off the premises without written permission from home.
- 10 Mobile phones, when in school, are to be switched off and remain out of sight at all times.

### **Lunches**

- 1 Pupils must sit in their designated seat for lunch
- 2 All lunches should be eaten whilst pupils are seated in the Hall.
- 3 No lunches are to be taken outside.
- 4 Hot food is not to be brought into school from home.
- 5 Children should remain in the hall until permission has been given to go outside by a member of staff.
- 6 Noise should be kept to a minimum.

### **Start and finish of school**

- 1 Pupils arriving after their designated start time can only enter school after 9.40. They must then report to the school office.
- 2 Persistent latecomers will be reprimanded by a letter being sent home to parents.

- 3 At the end of the school day, should transport not be immediately visible, pupils must attend the After School Club and wait there until collected.
- 4 Pupils who are travelling home via public transport should ensure that if they cross Manchester Road it is only done by the public pelican crossing.

### **Out of bounds areas**

- 1 Classrooms are out of bounds at all times without the permission of a teacher or prefect.
- 2 At the start of the morning and afternoon sessions, children may enter their own Form rooms to collect whatever they need for the session **but at no time should any pupil enter any other classroom without permission from a teacher or prefect.**
- 3 The staff room is out of bounds at all times. Children should knock on the door and wait.
- 4 The Principal's and Assistant Headteacher's office is out of bounds to all pupils unless invited in.
- 5 Pupils should not go to the rear of the sports hall.
- 6 The caretaker's room and store rooms are out of bounds.
- 7 Access to the school office should be by one single knock on the door. You should then wait at the door. At all times stationery should be collected at break or lunch time.
- 8 The telephone is out of bounds at all times except with the express permission of SMT.
- 9 Only Year 11 pupils who have been given permission are allowed in the Year 11 common room.
- 10 In the event of inclement weather, pupils will remain seated in their classroom at break and lunchtime. They must have a suitable book to read or a quiet board game which can be played by 2/4 people.

### **Homework**

- 1 A homework timetable will be published annually, and homework is compulsory for all children.
- 2 Any extra work set over the above homework by any member of staff should be completed as directed.
- 3 Homework will be set on Google Classroom

## **Textbooks and stationery**

- 1 Textbooks and stationery remain the property of the school.
- 2 Any lost or damaged text books will be replaced at the pupil's expense.
- 3 All exercise books should be filled completely before a new one is acquired.
- 4 Children who waste paper, lose exercise books or planners will be charged accordingly.

## **Sanctions**

- 1 The Principal reserves the right to apply whatever sanctions he and the staff see fit to ensure adherence to the above rules.
- 2 If a detention after school is given, a minimum of 24 hours' written notice will be provided.
- 3 The Principal reserves the right at all times to exclude children from the school who do not conform to the rules and regulations as stipulated both in the above notes and in the school prospectus as it is published.

## **Absence**

- 1 Notification of the reasons for absence from school is required by law.
- 2 The school office should be notified by 10.00 on the first day of a pupil's absence.