



## FARRINGTONS SCHOOL RULES

### RIGHTS AND RESPONSIBILITIES

The aims of our school rules are to create a vibrant, disciplined, safe and dynamic learning environment and make each person aware of the value of self-control and to develop a sense of personal responsibility for their own conduct and for the wellbeing of others. Our behaviour management policy is based on an understanding of our expectations of basic rights and responsibilities at Farringtons. This applies to pupils, staff & parents.

- We have the right to be respected. Therefore it is our responsibility to respect the rights and feelings of others.
- We have the right to a clean, healthy and safe environment. Therefore it is our responsibility to respect and protect our environment.
- We have the right to physical and emotional health. Therefore, it is our responsibility to make decisions and take actions that are in the best interest of our own being.
- We have the right to learn. Therefore it is our responsibility to actively contribute to building the best learning environment for ourselves and others.

#### **We will demonstrate our rights by:**

1. Treating each other with respect and dignity.
2. Behaving in a manner which does not distract, disrupt, offend or endanger others.
3. Respecting and obeying the regulations that govern the school and community.
4. Promoting a healthy, hygienic, working and learning environment.
5. Demonstrating patience and understanding towards all members of the school.
6. Acting in ways that respect the physical and emotional wellbeing of ourselves and others.
7. Honouring commitments and making good use of time.
8. Respecting property and equipment which belong to the school and others.

### RULES

#### **A. School Uniform**

Farringtons' pupils should always be dressed to a standard that upholds the history and ethos of the School. The uniform, including sports kit, symbolises what it means to be a pupil at Farringtons School and as such should be worn with pride. A pupil should be neatly attired in the correct school uniform required, as detailed on the school uniform list. Pupils are required to pay special attention to the quality of their polishable shoes; the tucking in of shirts, ensuring shirt collar buttons are done up and non-rolling of skirts at the waistband. This applies when at school and when coming to or going from school. A pupil must be considerate and polite at all times, including outside school where, especially when in school uniform, every pupil is a representative of Farringtons School.

#### **B. Appearance**

It is important that each pupil should project an image that would bring credit to themselves and the School.

Hairstyles should be kept tidy and conform to a reasonable norm as determined by the Head. The following are not allowed: patterned, sculpted styles or too closely shaved cuts (grade 0 – 2), unnaturally coloured dyed hair, or hair in excess of collar length. Pupils must be clean shaven. Side burns must not be lower than the bottom of the ear.

One pair of gold or silver stud earrings in the earlobe are permitted

The general appearance of pupils should conform to a reasonable norm, which, if necessary, shall be at the discretion of the Head. It is important that each pupil should project an image that would bring credit to himself / herself and the School

#### **C. Code of Conduct**

Proper conduct does not include:

1. Smoking, drinking alcohol, taking any non-prescribed medicine or drug, gambling, stealing, using foul language, fighting or bullying.
2. Bringing any alcoholic beverage, energy boosting drinks, non-prescribed medicine or drug to school.
3. Spitting, chewing gum or littering.
4. Damaging school property.
5. Being late, missing lessons or leaving the school grounds or wherever a school activity is being held, without permission.
6. Wearing unnaturally dyed, undercut or over-long hair. Extreme hairstyles are not permitted.
7. Wearing jewellery, body ornaments, unapproved badges, make-up, nail varnish, false nails and eyelashes.
8. Bringing improper reading or audio-visual material to school.
9. Bringing any electronic (except watch, laptop/tablet or calculator), photographic or recording device to school without permission.
10. Using a mobile phone in the school or during an organised school activity; to send or to receive calls, messages or emails; to check messages or to take pictures or to play games or watch television. Improper use will result in confiscation.
11. Bringing laser pointers or lighters to school.
12. Bringing sharp implements to school.
13. Inviting outsiders to school without permission.
14. Making the bathrooms dirty or messy.
15. Leaving money, oyster cards, valuables etc. in the pockets of clothing in the classrooms or changing rooms. Valuable items should not normally be brought to school but if this is unavoidable, they should be left with Form Tutors or in the School Office. The school will not accept any responsibility for loss or damage to valuable items if they are not handed in.

#### **D. Examination, Assignments, Documents and Notices**

Pupils should not:

1. Cheat in any test or examination. (Cheating is a serious offence. A pupil caught cheating will be punished and given no marks for the examination. The offence will be entered on the offender's record and parents will be notified).
2. Plagiarise from either electronic or print sources the work of others.

3. Tamper with entries in any school report or class register.
4. Forge parents' or guardians' signatures or send false email information.
5. Damage or remove any notice.
6. Put up any notice or poster or use the name or badge of the school without permission.

#### **E. In the Classroom**

Pupils should not:

1. Bring any food or drink (except bottled water and a break time snack) into any classroom.
2. Write, draw or put any stickers, gum or labels on walls, electronic whiteboards, whiteboards, desks or chairs.
3. Leave behind or throw rubbish.
4. Shout or make noise in class or between classes.
5. Touch any radiators, switches or teaching aids unless instructed by the teacher.
6. Put belongings in areas which may cause a hazard.
7. Misbehave in the classroom.
8. Use or touch any IT equipment and electrical appliances without approval.
9. Deface the furniture and walls.
10. Swing on chairs.
11. Sit or stand in window sills, or lean or climb out of the windows.
12. Text books, exercise books and contact books provided by the School remain the property of the School. If lost or wilfully misused, pupils will be required to pay for them. Exercise books are provided free of charge and are freely exchanged when filled with properly written work. Lost or wasted books must be paid for.

#### **F. Outside the Classroom**

Pupils should not:

1. Throw any object from a height or distance that is likely to cause injury.
2. Jump a queue at the dining hall or at a bus stop or train station.
3. Run along the corridors or up and down stairs.
4. Wear non-sports training shoes in the Sports Hall or Swimming Pool area.
5. Climb slopes, walls, fences or buildings.
7. Tamper with flowers, trees or workmen's tools.
8. Play with or waste water.

#### **G. Out of Bounds**

1. The Staff Offices and Staff Common Room.
2. The Prep School without prior permission.
3. The Chapel, Ferens Hall, Computer Rooms, Music Rooms, Swimming Pool area, Sports Hall, Gym, Art and Technology Rooms, General Purpose Rooms, and the laboratories except for regular lessons or approved purposes.
5. The garages, storerooms, kitchens and Maintenance Team areas.
6. The pond, flower-beds, any wooded area, areas close to staff houses and all roofs.
7. Other classrooms except for official business.
8. Construction sites.
9. Boarding accommodation

#### **H. Punctuality and Attendance**

Pupils are expected to:

1. Arrive at School at their allocated time. Pupils arriving between 8:30-8:45 must report to the Dining Hall to sign in. Pupils arriving after 8:45 must report to the School Office.
2. Arrive at every lesson on time and with the correct equipment.

We would ask parents to:

3. Report a child's absence parents on the first day of absence by telephone or email, [absence@farringtons.kent.sch.uk](mailto:absence@farringtons.kent.sch.uk), before 10.30am and send a note to the Form Tutor on the day he/she returns. If the absence is more than 3 days, parents must send a written note to the school on the third day to outline what is wrong.
4. Make medical and dental appointments out of school hours. If this is not possible a note and/or appointment card must be brought into school/ sent via email prior to the appointment.
5. Not arrange family holidays during term time.

#### **I. Illness and Dispensary**

1. If pupils are ill in school, they should tell the subject teacher or Form Tutor who may refer them to the School Nurse or, if she is not available, the School Office. No-one should go to the Medical Centre or leave the premises without signed permission.
2. If pupils need to take medicine at school it must be left with the School Nurse at the beginning of the day in the Medical Centre. The only exception is if pupils have an inhaler or asthma, an EpiPen or medicine for diabetes.
3. If pupils have taken any painkillers or medicines before school, a signed note of what was taken and the time needs to be provided by the parent.

#### **J. Extra-curricular use of the School**

Pupils using the school grounds during break, lunchtime or after school must observe the following rules:

1. Pupils must not use foul language. Any pupil caught may be sent to their Pastoral Leader.
2. Players as well as spectators and officials during sports fixtures (when possible) or trips must not leave any rubbish behind. This also applies to the school mini-buses.
3. Pupils have to stop playing when the bell is rung at the end of break or lunchtime and go promptly to lessons.
4. At the end of the school day pupils should leave the school premises by 4pm or they must report to an extra-curricular activity, homework club or FIZ club in the Prep School.
5. Pupils may not use the grounds when they are wet or slippery, especially during or after rain.
6. Pupils using the school grounds must ensure that they do not disturb Prep classes or public examinations when in session.

#### **K. Lost Property**

1. Any lost item found by a pupil should be given to the School Office immediately.
2. A pupil who has lost his/her property should report it to the School Office and their Form Tutor as soon as possible. Any pupil claiming an item must be able to prove ownership..
3. All unclaimed items will be displayed at the end of each term. These may subsequently be disposed of at the discretion of the school.

**ALL INFORMATION REGARDING SANCTIONS AND REWARDS CAN BE FOUND IN THE SCHOOL'S BEHAVIOUR POLICY.**