



## **Great Dunmow School**

### **School Rules**

The school rules reflect the school community's expectations in terms of acceptable standards of behavior, dress and personal presentation.

Students are expected to follow the school rules at all times when on school grounds or when clearly associated with the school i.e. when wearing school uniform.

Students have the following responsibilities:

1. To attend the school regularly and on time.
2. To respect the rights of others to learn.
3. To respect their peers and staff regardless of age, gender, ethnicity or religion.
4. To ensure a positive attitude towards learning and to not subject anyone to any form of abuse.
5. To respect the property and equipment of the school and others.
6. To carry out all reasonable instructions to the best of their ability.
7. To conduct themselves in a courteous and appropriate manner in school and in public.
8. To maintain the cleanliness of the school and surrounding environment by not dropping litter and ensuring you clean up after yourself
9. To wear their uniform to school.
10. To read all school notices and letters and bring them to the attention of carers.
11. To not be in possession of any prohibited item.
12. Learners to take responsibility in returning to lessons on time after break.

**A. GENERAL CONDUCT** – All students are representatives of the school from the point of leaving home until their return and as such are expected to maintain good standards of appearance and behaviour at all times, both in school and the community.

**B. THE SCHOOL UNIFORM** – To be discussed in school council \*\*

**C. PROHIBITED ITEMS** – The following items are not to be brought into school

- a. Alcohol or any form of illegal drug or substance.
- b. Tobacco, cigarettes, matches and lighters. The school is smoke free.
- c. Any offensive materials.
- d. Mobile phones, recording devices, cameras or electronic devices
- e. Any item that has been or is likely to be used to commit an offence, cause personal injury or damage to property.

*If any prohibited item is found to be brought into the school the learner will be asked to hand the item over and if the learner refuses then the learner will be sent home and/or the exclusion policy will be implemented.*

*If a learner is suspected of having a prohibited item on their person then again, the learner will be encouraged to hand the items over and if the learner refuses then the learner will be sent home until further clarification of whether the learner does in fact have a prohibited item on their person is confirmed.*

***Safeguarding of all YPs at Great Dunmow School is paramount and so any learner having illegal or prohibited items in their possession is taken very seriously.***

**D. BULLYING** – In any form, verbal, physical, cyber or any form of victimization is strictly forbidden.

**E. LITTER** – It is the responsibility of all students to maintain a litter free zone within the school and surrounding areas.

**F. LEAVE APPLICATIONS** – Parents/ Carers should consider carefully any requests for time out of school during term time and the impact it could have on attendance and learning. Any application should be submitted to the Head Teacher in writing well in advance stating the dates and reasons for absence.

**G. ABSENCE FROM SCHOOL** – As a Parent/ Carer if you know that the student you are responsible for will be absent from school for any reason it is your responsibility to inform the school. Where possible any dental or medical appointment should be made outside of school hours.

**H. PERSONAL PROPERTY** – Any item of personal property brought into school should be clearly marked with the students' name. The school will not accept any liability for loss or damage to personal property.

**I. DAMAGE** – Any malicious or willful damage caused to the school, property or equipment could result in police involvement and criminal proceedings being taken against the perpetrator. All damage is to be reported to a member of staff. All students are expected to maintain the good order of the school, its contents and equipment.

## **J. BREAK TIMES**

Break times are:

Morning Break: 10.55 – 11.10

Dinner Time: 12.45 -13.15

- Student must not leave the school site.
- Students are not allowed to use the kitchen unless for timetabled lessons.
- Student can use the outside area during break times unless requesting time out as per their PCP during lesson times.
- Students must not enter other learners' classrooms without the teacher's permission.
- Students must return to session as soon as the break time has finished.
- Allocated education staff will support students during break times.

## **K. USE OF IT**

Students can only use IT as directed by teachers and this is for learning purposes only. Students are not allowed to use IT equipment during break times and are not allowed to use social media. If a student misuses the IT equipment, the machine will be turned off and the learner can and will be banned from using the IT equipment for a fixed time. If abuse of the IT equipment continues students can be permanently banned from using them and sanctions will be actioned such as a fixed term exclusion.

## **L. USE OF KITCHEN EQUIPMENT**

Students are allowed to use kitchen equipment during Food Technology sessions. Students must clean up after themselves. If there is misuse of the kitchen then a permanent ban may be sanctioned.

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I understand and agree to follow the school rules.

Name of student: \_\_\_\_\_

Signed Student: \_\_\_\_\_

Date: \_\_\_\_\_

Signed staff member \_\_\_\_\_