



SENIOR SCHOOL – EXPECTATIONS AND RULES

Please see the relevant policy – Behaviour Management Policy

The value and importance of the School's rules are:

- To promote and protect the wellbeing of all members of the CHS community: students, staff, parents and volunteers;
- To foster and sustain an effective and positive learning environment;
- To develop effective and positive attitudes in young people;
- To enable young people to understand the value and function of policies and procedures which are a necessary part of an individual's personal and professional life.
-

The Senior School rules support the **School's Aims** which are:

- That each student experiences a challenging, dynamic and relevant education which enables them to reach their full academic potential and flourish in a rapidly changing world;
- That each student develops a lifelong love of learning, is able to work effectively both independently and collaboratively and appreciates that learning extends beyond the confines of examination courses;
- That each student discovers and develops a broad and relevant set of skills and aptitudes which enable them to undertake useful and effective roles in their communities and beyond;
- That each student develops a strong set of personal values and aspires to be a positive role model;
- That each student learns to value themselves and others, appreciates difference and individuality and supports those in need.

Any infringement of the School Rules or failure to meet with reasonable expectations of behaviour and attitude will be dealt with through the **School's Sanctions Procedures**.

Areas:

1. Behaviour, Attitude & The Waconian Profile;
2. Timings for the School Day; Library; Form Rooms and Supervision Arrangements;
3. Uniform / Dress and Appearance;
4. Equipment, Personal Property & Technology;
5. Attendance, Registration and Lateness;
6. Food and Drink;
7. Transport and School Bounds;
8. School Buildings and Property;
9. Medication and First Aid;
10. Serious Misconduct.

1. Behaviour, Attitude & the Waconian Profile

All students are expected to:

- adopt a positive and pro-active attitude to academic work, the co-curricular programme and the responsibility of us all to serve and help others;
- behave with consideration and courtesy towards others, respecting different opinions and considering others' feelings. Derogatory or discriminatory behaviour and/or language will not be tolerated and includes, but is not restricted to, derogatory or discriminatory references to an individual's race, religion, culture, gender, sexual orientation or appearance;
- show particular courtesy to all staff, including addressing them by their full title (Mrs Johnson, Mr Smith, Miss Walters), holding doors open and showing good basic manners ('please / thank you').

The Waconian Profile articulates those core values and strengths which we believe every student needs to learn and understand through their education, bringing together the academic, active and altruistic elements of the CHS experience.

The **Core Values** are: **Integrity, Endeavour, Resilience, Compassion** and **Contribution**.

The Profile aims to foster a deep understanding in each individual of their values and strengths, and provide a common framework and language for staff and students through which to explore and develop these values and strengths over time.

2. Timings for the School Day; Library; Form Rooms and Supervision Arrangements.

The School day begins at 08.40; formal lessons end at 15.45.

Students are able to access the School site from 07.30; the site closes to students at 18.10.

Any student* arriving before 08.00, who is not involved in a supervised activity, MUST sign in at and remain in the Library until 08.00, where a member of staff will be on duty. After 08.00, students may go to their Form Room or go to the Dining Room to purchase food and drink.

Students must leave the School site following the end of formal lessons at 15.45** (see further information about transport and School bounds under Section 7) **unless** they are involved in a structured co-curricular activity or are remaining at School to study in the Library. **The School Library remains open for students until 18.00** and is supervised by a qualified First Aider. **Students must sign in and out of the Library and may not remain on site beyond 16.15 without having done so.**

***Sixth Form students**, who arrive before 08.00 must sign in at the Library and may then use their Common Room area or work quietly in other designated areas of the School, such as the Art Department or Music School. This is on the understanding that they are not working alone and in the event of an emergency follow School policy and procedure e.g. if the Fire Alarm sounds, they must leave the building promptly and convene on the astro-turf.

****Sixth Form students** who have no further lessons or compulsory activities that day may leave site at 14.45 and must sign out at Main Reception.

During the School holiday period the School is shut to all students unless invited to participate in a supervised activity (eg a rehearsal or pre-season training); permission will not be given for any student to work in any Department during this time.

3. Uniform & Shirt Sleeve Order

The School's uniform is an important part of being a Waconian, and the uniform regulations must be honoured at all times during the School day.

Students must look neat and tidy. Hairstyles should be conventional, of a natural colour, without excessive decoration, and of a reasonable length (no shorter than a 'Number 3'). Jewellery is restricted to a watch and a plain necklace or chain and a single pair of plain silver or gold stud earrings (one in each ear). Discreet make-up may be worn in Upper School and Sixth Form; coloured nail varnish is not allowed.

Students in Years 7, 8 & 9 must have long hair tied up at all times.

Students are required to wear full CHS uniform when travelling to and from School except when involved in an activity before or after School (post 15.45) which requires or allows other kit/clothes to be worn. On a Wednesday afternoon, Sixth Form students may leave School in their sports kit following Games.

In hot weather, the School will inform students when 'shirt sleeve order' may be worn. '**Shirt sleeve order**' means that blazers are not required; this includes when travelling to and from School. Jumpers may **not** be worn instead of a blazer.

4. Equipment, Personal Property & Digital Devices (including mobile phones)

Every student is required to have the right equipment with them every day in order to learn effectively; this equipment includes stationery, exercise and textbooks and where it applies, mobile digital devices. The basic academic stationery requirement for students in Years 7- 11 is: pencil case, pen, pencils, pencil sharpener, a rubber, ruler, colouring pencils, highlighters, protractor, compass and calculator.

All clothing and personal equipment must be named; it is the responsibility of the student to look after their own property; individual lockers are provided for this purpose. Students are required to provide their own padlock.

Valuable items should not be brought into School, including substantial sums of money. The School does not insure students' personal property.

Every student is required to sign the ICT Acceptable Use Policy Agreement.

A number of Year Groups are required to have a **digital device** for their learning. However, any student may bring a mobile device into School with them –e.g. lap-top or tablet – for the purposes of academic study. The same rules with regards insurance and safe-keeping apply. **These devices may not be used during the School day for recreational purposes nor whilst moving around the School site.**

Students may not use mobile phones during the School day*. In Years 7, 8 & 9, phones will be collected and returned during registration / Form Time. Students in Years 10 & 11 may keep their phones with them, but they must be switched off during School hours.

*For students in the **Sixth Form**, digital devices – tablets, laptops, mobile phones - may be used in the Common Room areas during Recess and Lunchtime for recreational purposes, on the understanding that the individual remains within the requirements of the signed User Agreement. During Study Periods, these devices may only be used for academic reasons. These devices may not be used whilst moving around the School site.

Smart watches are not permitted.

No student may use the camera / video function of any portable device without the explicit permission of a member of staff.

For further rules and expectations regarding ICT, please refer to the ICT Acceptable Use Policy Agreement.

5. Attendance, Registration, Lateness and Leaving Early

All students are expected to be punctual to School in the morning, arriving in good time for both Morning (08.40) and Afternoon (13.25) Registration, to all lessons and activities.

Students who are late for Morning or Afternoon Registration must go to Main Reception and sign in.

To leave School earlier than 15.45 for any reason, a student* must have authorised absence. This can only be requested by a parent or guardian and should be directed to the Assistant Head of Lower School, Upper School or Sixth Form.

* **Sixth Form students** may leave School after their final afternoon lesson / from 14.45 if they have no further commitments, having signed out at Main Reception.

6. Food and Drink

The School provides a Breakfast, Recess and Lunch service in the Dining Hall for any student who wishes to use it. Breakfast is available between 08.00–08.30, Recess between 10.50–11.05 and Lunch is served between 12.20–13.15 on a year group rota basis. In addition there is a 'Grab & Go' facility. Students may also bring in their own packed lunch which can be eaten in the designated areas.

Students are expected to demonstrate good manners, keeping their tables clean and clearing up any spillages. Food may not be taken out of the Dining Hall.

Sixth Form students have an additional food and drink facility in the Sixth Form Common Room area called 'Strollers'. Students should ensure this area and the Common Rooms are kept tidy.

Food may not be consumed during lessons; whether a pupil may drink from a bottle of water during a lesson is at the discretion of the teacher.

Chewing gum is prohibited.

7. School Bounds and Transport

In the Lower and Upper Schools, all students must remain on the School site throughout the day unless part of a School trip or excursion under the leadership of a member of staff.

Sixth Form students may leave the site during Lunchtime (12.10 – 13.20); each student must personally sign themselves out and in at Main Reception. For those students who drive, cars may not be used during this time.

Each student using any of the coach services will be required to sign the **Code of Conduct for Coach and Bus Users.**

Students are expected to **be mindful of their safety** when arriving and leaving School, behaving sensibly and with due care of the traffic; this includes using the marked pedestrian routes on site and utilising either the School Crossing patrol (at peak times) near Claremont Road or the pedestrian crossing near the Cheadle Hulme Health Centre when crossing Hulme Hall Road.

Students who are licensed drivers may not bring cars onto the School site, except at the weekend / in the evenings when representing the School (eg in a sports fixture) or attending a School event.

Other students may not be given lifts without the full written agreement from their parents/carer(s).

Those students who drive themselves to School and park in the local area must do so with all due care and attention to maintaining positive relations with the School's neighbours. These drivers must notify their Head of Year of the make, model and registration number of their vehicle so that should an issue arise it can be resolved quickly.

8. School Buildings and Property

School buildings and property are to be treated respectfully and in line with the ethos of the School. We are fortunate in the quality of the site and its facilities and both need to be looked after. Any deliberate damage to buildings or property will be treated as serious misconduct.

Accidental damage to School property must be reported to a member of staff as soon as it has occurred.

9. Medication and First Aid

Students are required to hand in all medication to the First Aid team.

If feeling unwell during a lesson or activity, the student must inform their teacher. If feeling unwell outside of lesson time whilst in School, the student should go directly to the First Aid Room.

If a student has concerns for the health and/or well-being of another student or a teacher, this must be reported to a member of staff as soon as possible.

A student who feels unwell may not sign themselves out or make arrangements to be collected by a parent/carer without having first visited the First Aid Room and spoken to one of the medical team who would make all necessary decisions and arrangements.

10. Serious or Extreme Misconduct

There can be occasion when the behaviour or actions of an individual or individuals warrant more serious sanctions. In these instances the School's Disciplinary Guidelines and Procedures come into force; such instances might include, but are not limited to:

- Attitudes or behaviour which are inconsistent with the School's Expectations and Rules or which bring the School into disrepute either on, or off, the School's premises;
- Theft; blackmail; vandalism; physical violence; intimidation; racism or persistent bullying;
- Abuse of the School's ICT infrastructure;
- Breach of the School ICT AUP Agreement;
- The supply, possession or use of drugs/solvents (or substances intended to resemble these) or their paraphernalia, alcohol, cigarettes or e-cigarettes in School;
- Misconduct of a sexual nature, including the supply and possession of pornography;
- Possession of any weapon or instrument/device intended to cause harm.

(This list is not exhaustive, nor is it intended to infer any hierarchy of misconduct)

In very rare circumstances where a student has committed the most serious misconduct, or has shown consistent failure to meet expectations, a proportionate decision may be taken to permanently exclude that individual from the School. The decision depends upon a judgment balancing the best interests of the student with the best interests of the School community.