



<b>School Rules</b>			
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## 1. Introduction

### 1.1. Code of Conduct

The general principles above are embodied in the code of conduct.

Students at Poole Grammar School must:

- treat all members of the school community, visitors, the environment and the material resources of the school with respect;
- be aware of safety issues for themselves and for others for example, when moving around the school and when not directly supervised, including travel to and from school;
- try to do their best in everything they do, including being punctual, well prepared for lessons and smartly dressed (in line with the letter and the spirit of the school uniform policy);
- follow the instructions of all those in authority - teachers, support staff and prefects.
- have a responsibility to ensure that incidents of disruption, violence, bullying and any form of harassment are reported immediately – ‘don’t be a by-stander’.

### 1.2. Headteacher’s Notes

1.2.1. The Headteacher’s authority is exercised by the application of the school’s rules to all students irrespective of age:

- a. On all school premises
- b. On journeys which are part of school activities
- c. At all times when students are in school uniform and/or representing the school on or off school premises (including trips and visits).
- d. On the journey to and from school by whatever means.

1.2.2. Members of the school are expected to show good sense and judgment at all times. All should be aware of the school’s Anti-bullying policy ([link](#)), minimum standards and safety procedures as outlined to them by staff and adhere to this guidance.

1.2.3. Students are expected to maintain high standards of self-discipline, conduct and appearance while on the premises and at all times, and on the way to and from school. Disciplinary action will be taken against any student whose conduct outside the school, including on-line activities, is prejudicial to the good name and reputation of the school.

1.2.4. The support staff engaged in clerical, laboratory, lunch and supervisory duties and in the upkeep of buildings and grounds must be accorded the same co-operation and courtesy as that due to all other staff.

1.2.5. The Headteacher will determine the interpretation of these rules. They will be reviewed periodically, at least annually, to reflect changes in school routine and practice.



## 2. Appearance

- 2.1. Students should take pride in their appearance, wearing school uniform correctly and smartly. Be an ambassador for yourself and for the school, remembering that the impression you give to all those around you reflects upon the whole school community.
- 2.2. Uniform regulations for students in years 7 to 11 are as follows:

Blazers	Students must wear the official school branded green blazer.
Trousers	<b>Formal</b> plain grey or black, free of studs and not of jean appearance in cloth or design. Trousers should be full length and not 'skinny' in style.
Shorts	Shorts are permitted, provided they are formal in appearance.
Skirt	Plain black or grey knee length skirt which must be worn with black or grey tights or leggings.
Shirt	A white collared, long or short sleeved, shirt designed for wear with a tie. The shirt must be worn tucked in with the top button done up.
Tie	Students must wear the official school branded tie. The tie must be tied up to the neck over a fully buttoned shirt.
Socks	Socks should be black or grey, and plain, not 'trainer socks' (i.e. the sock should be long enough to cover the ankle and the part of the leg above the ankle). Socks need to be changed for PE and games lessons.
Footwear	Footwear should be black or brown shoes of leather or leather appearance. Heavy boots are not allowed nor are shoes with studs/steel tips.
Jumpers	Jumpers are not compulsory. If worn they must be the official school branded jumper. In Years 7 to 11 they must be worn under the blazer with the tie clearly visible.
Lanyards	Students must visibly wear their coloured lanyard and ID card at all times when on the school site, unless it would be dangerous to do so (e.g. in some PE lessons or during practical tasks) when a teacher will expressly tell students to remove their lanyards.
Headgear	Normally, no headgear may be worn (in very cold weather this rule may be relaxed). Cyclists are strongly advised to wear helmets and reflective clothing when riding to and from school.
Outer garments	Outer garments in colder/wetter weather should be appropriate for wear with school uniform i.e. warm and/or waterproof coats. These are for wear going to/from school, but should not be worn in the buildings or during lessons. Casual garments including sweatshirts and hooded tops are <u>not</u> permitted.
Hair	Hair (including facial hair) should be neat and natural in colour. Extremes of fashion in terms of styling are not permitted. This includes shaving patterns into hair.



Badges	Discreet badges indicating involvement with an approved organisation or activity may be worn, e.g. D of E, Student Leadership etc. These must not be offensive and permission is at the discretion of the Headteacher / pastoral staff.
Jewellery and tattoos	Students can wear: <ul style="list-style-type: none"><li>• One bracelet/wristband</li><li>• One pair of stud earrings but these must be removed during PE/Games lessons and sporting activities/events. Students should avoid any piercings that would not be able to be removed. However, if it is not possible to removed piercings because they are new, students are expected to cover the piercing at all times.</li><li>• One discrete necklace</li></ul> No other jewellery is permitted. Tattoos should not be visible at any time in school or on the journey to/form school.

### 2.3. Sixth Form

In the Sixth Form, students are expected to wear smart business attire. Additional guidance is given by the Head of Year 12 and the Head of Year 13 if required. Students must visibly wear their coloured lanyard and ID card at all times when on the school site, unless it would be dangerous to do so (e.g. in some PE lessons or during practical tasks) when a teacher will expressly tell students to remove their lanyards. For Games, sports kit appropriate for the activity undertaken must be worn. For laboratory and workshop activities, Sixth formers should consult the member of staff in charge at the beginning of their courses for what is required.



- 2.4. These regulations must be interpreted by all members of the school with good sense. Parents are advised to err on the side of conservative interpretation of these rules. Clarification should be sought from the appropriate Head of Year if in any doubt, prior to purchase of any item of uniform or allowing their child to change their appearance in any way that may be incompatible with them being a student at the school. Definitions of all terms and descriptions used will be the Headteacher's and will be final.
- 2.5. The following kit must be worn for the activities shown:
- 2.5.1. PE / Sports Hall activities, athletics and summer term Games:  
Year groups 7 -11, Trainers, white or black ankle socks, plain black sports shorts, green and black PE shirt, black school half zip top (if desired).
- 2.5.2. Games:
- 2.5.2.1. Years 7 and 8: Football boots, trainers, black shorts, black football socks, school reversible rugby jersey (bottle green and yellow).
- 2.5.2.2. Years 9 – 11: Football boots, trainers, black shorts, PE ankle socks or black football socks, green and black PE shirt, black school half zip top.
- 2.5.3. Students of all year groups are encouraged to wear shin guards and mouth guards for appropriate PE and Games activities.
- 2.5.4. Laboratory and workshop activities:  
Flame resistant protective white laboratory coat. The student's name must be clearly marked above the breast pocket.

### 3. Travel

- 3.1. The school has implemented a school travel plan with the aim of creating a healthy school environment by increasing the number of cyclists and pedestrians coming to school and reducing the number of car journeys to school. We do however appreciate the very wide area which our students come from, and the lack of appropriate public transport in some cases.
- 3.2. As a general principle, we would ask parents to investigate car sharing, whilst paying due attention to their insurance liability, to help reduce the number of car journeys.
- 3.3. Motorised Vehicles driven by students  
For Sixth Form students driving to school, parking must be off-site and must be done with due consideration to our neighbours. Special applications may be made by Sixth-form students whom ride mopeds to park in designated parking bays, this is subject to prior approval by the SLT, availability and acceptance of specific rules. No motorised vehicle should be brought on to the school site by any student without prior permission being granted.
- 3.4. Cars driven by persons dropping students off at school  
Drivers must observe the following:  
For safety reasons vehicles are not permitted to enter the school site between 8.10 - 8.40am and 3.15 - 3.45pm, unless in the event of an emergency or unless express consent has been given by the school.



3.5. When bringing a student to school we advise the following:

- From Wimborne direction: Pull into the lay-by past the main entrance and drop student off by the pedestrian entrance.
- From Poole direction: Turn off Gravel Hill into Steepleton Road and drop the student there. Students must then cross Gravel Hill using the crossing when the lights show green for pedestrian right of way.
- On Canford Heath: We recommend that students be dropped on Tollerford Road and then walk the short distance to the rear gate.

All due consideration should be given to local residents when dropping students or parking cars.

3.6. Bus

Travelling on public or school buses is a privilege, which requires self-discipline.

Unacceptable behaviour will be dealt with by appropriate sanctions.

All members of the school using the buses must abide by the following rules:

- 3.6.1. At all times be courteous and show consideration towards others, especially the driver, remaining seated throughout their journey.
- 3.6.2. Refrain from any form of anti-social behaviour that would negatively impact on other travellers either personally or in terms of their possessions.
- 3.6.3. Make themselves conversant with the current published information on routes, timings and picking-up points.
- 3.6.4. Take great care of issued bus passes and report losses immediately to the relevant bus company.
- 3.6.5. Remember at all times when travelling that you are representing the school and act accordingly.
- 3.6.6. Any actions that impact, or potentially could have impacted, in endangering the safety of other travellers will result in the removal of the privilege of travelling on the school buses for a period of time.

3.7. Bicycles

- 3.7.1. For the safety of both cyclists and pedestrians, cycles should be pushed, not ridden, at all times on the school site.
- 3.7.2. When leaving the site by the main entrance and intending to turn right, students must dismount and wheel their cycles across the road at the controlled crossing and use the cycle paths available to them.
- 3.7.3. Those arriving along Gravel Hill should use the cycle path and cross the road via the controlled crossing.
- 3.7.4. It is the responsibility of students and their parents to ensure that cycles are properly maintained, have working lights when needed and consider reflective clothing for their child to ensure they are seen on the roads. Bikes should be secured with an appropriate lock in a designated area of the school site allocated for student bikes.



3.7.5. When cycling students are strongly advised to wear helmets, and headphones should not be worn.

3.7.6. Students should use cycle lanes where possible and be considerate to pedestrians and other road users.

### 3.8. On foot

3.8.1. Pedestrian access to the school is only through either the pedestrian gate leading to Gravel Hill or the gate leading to Tollerford Road.

3.8.2. If Gravel Hill has to be crossed outside school gates, do so via the controlled crossing. No attempt should be made to cross the road other than when the crossing lights show green for pedestrians.

3.8.3. Use pedestrian walkways on the school site and avoid the main drive, bus and vehicle parking areas.

## 4. Attendance and School day timings

All students are expected to attend all timetabled lessons and activities (including Games) unless ill or injured, or for reasons notified and agreed in advance.

- 4.1. The school accepts no responsibility for students who arrive on the premises before 8.10am (unless they are using the Library or the Breakfast Club, which are supervised from 7.45am). Similarly, students must leave the premises promptly at the end of the day by 3:45pm unless they are staying for an organised after-school activity supervised by a member of school staff whom they are to report to, or are using the library supervised by the librarian.
- 4.2. Late arrivals: Students should promptly arrive at their tutor room by 8.30am. Students arriving after 8:35am must first report to the school office to sign in and then go at once to their appropriate tutor room, assembly or lesson. Repeated late arrival will result in sanctions applied by the Tutor / Head of Year in the first instance.
- 4.3. Mid-morning break: All members of the school must remain on the premises during mid-morning break.
- 4.4. Lunch break: Sixth Formers only may be allowed off the school premises during the lunch break. Students leaving the site at lunchtime should sign-out on their departure and sign-in immediately on their return for fire safety reasons.
- 4.5. Absence: The school should be informed of the reason for a student's absence by telephone via the Absence Line (01202 692132 opt 1) or via the Report an Absence button on the school website ([link](#)). This should be done by 9am on the first, and each subsequent, day of absence by a parent who has parental responsibility. It is vital for safeguarding reasons that the school can account for all its students as early as possible each school day.
- 4.6. Leave of absence: Permission for absence other than that caused by illness is normally granted only for educational reasons, e.g. to take a music examination, and should be sought well in advance. Leave of absence for other reasons can only be granted in exceptional circumstances such as, religious observance. Requests must be made in writing



to the school. The granting of leave for family holidays in term time is not permitted under current legislation.

- 4.7. Leaving premises: The school must be notified in advance of any student wishing to leave the premises during the normal school day (e.g. for hospital appointments) via the Absence Line (01202 692132 opt 1). The student must report to the office and sign-out immediately prior to departure and sign-in immediately upon return.
- 4.8. Excused Games/PE: if a student needs to miss games/pe for any reason permission must be sought from the student's head of year.
- 4.9. A student in a school team is expected to be available to play for a school team when selected and to take reasonable steps to ensure that any problem is communicated directly (i.e. face to face) and well in advance to the teacher in charge of each and every lesson they will be absent from. If a student is placed in school detention, attendance at the detention supersedes partaking in extracurricular activities. Students may also be banned from representing the school in the event of poor behaviour, in accordance with the school behaviour policy.

## 5. Movement about the School

- 5.1. The school reception entrance is for the use of staff and visitors and can also be used by the Sixth Form. Main School students should not use the main entrance, unless attending breakfast club before 08:10.
- 5.2. Movement about the school should be at walking pace. Students will keep to the left in the corridors and on the stairs. Particular care and patience should be exercised on staircases at lesson changeover times. A one-way system applies in the main teaching block at lesson changeover times and this is clearly indicated with signage in the corridors and on the stairs.
- 5.3. The ground-floor staff corridor is not a thoroughfare. The route between the main teaching block and the school office/Ashley Thorne building is via the first-floor corridor.
- 5.4. The north side of the quadrangle outside the staffroom is out of bounds.
- 5.5. The following areas are out of bounds:
  - 5.5.1. All areas where vehicles are parked.
  - 5.5.2. Bicycle racks, except when arriving and departing from school.
  - 5.5.3. The wooded area at the western edge of the school grounds.
  - 5.5.4. The stage area (including under the stage), the science preparation rooms and any staff offices.
- 5.6. The simple courtesy of opening doors for each other, particularly if carrying items, should be observed by all members of the school community.

## 6. Use of premises

- 6.1. If the member of staff due to take a lesson has not arrived within **5 minutes** of the bell at the beginning of a period and no other member of staff has come, a member of the teaching group must report the fact to the school office.





- 6.2. Each tutor-group is responsible for the tidiness and care of furniture and display work in its own form room. Classes being taught in those rooms are responsible for leaving the room tidy and any member of the tutor group must report at once to their form teacher anything amiss, such as graffiti or broken items as the result of the use of the room by another class.
- 6.3. At the end of the school day, chairs and stools must be placed on desks and benches and any litter placed in bins. Paper, cans and plastic bottles should be put in recycling bins.
- 6.4. Students engaged in after school activities or due to return late from outside visits or away fixtures, must ensure that they take with them all books etc. which they will need. They will not be able to re-enter the school after their activity, beyond the end of the school day.
- 6.5. All students are expected to be outside at break and lunchtimes in the designated areas in the school grounds. Exceptions include when students are taking part in organised break or lunchtime activities, or in the event of wet weather.
- 6.6. If tutor rooms need to be used in the event of wet weather at break or lunchtime, students are expected to ensure that the room is respected, left tidy and that behaviour is as would be expected when directly supervised in a lesson. Students must not use the teachers computer or desk/chair.
- 6.7. Laboratories and Workshops:
  - 6.7.1. Students must not be in a laboratory or workshop unless a member of teaching staff is present.
  - 6.7.2. Students must line up and wait until a member of staff instructs them to enter a laboratory or workshop.
  - 6.7.3. Apparatus and materials may be used only on the instructions of a member of staff.
- 6.8. Library
  - 6.8.1. During study periods the Library may be used for private study by Sixth Form students. Appropriate noise levels must be observed at these times along with the other posted regulations.
  - 6.8.2. The library is open during break and from 1.20pm to 2.20pm for private study and for the issue of books to all members of the school, plus before and after school at the published times.

## **7. Dining**

- 7.1. At break and lunchtime students must arrive in the canteen at the prescribed time. All Main School students should enter via the quadrangle on the direction of a member of staff or a prefect.
- 7.2. Main school students who bring a packed mid-day meal must eat their food outside the main school building unless it is a designated wet break. If this is the case they should eat in their designated wet break form room. Appropriate standards of conduct and tidiness are expected.
- 7.3. Sixth Formers may eat their packed meal in any available sixth form tutor room, with the exception of laboratories. Unwrapped food purchased in The Street or canteen must be



consumed there or in the public areas of the Ashley Thorne building. No food or drink (except water) must be consumed in the Lower Sixth Form Study.

## 8. Consumption of food purchased from canteen

- 8.1. All hot food purchased from the canteen at either break or lunchtime must be consumed in the Main Hall.
- 8.2. All cold food/drink purchased from the canteen or brought into school must be consumed in the canteen, form room or outside the buildings. No food or drink may be consumed in corridors. If Main School students wish to take cold food/drinks to their form room/outside, it must be of a pre-wrapped type and should remain unopened until the student reaches their chosen venue, otherwise it must be consumed in the Main Hall. Sixth Formers may eat purchased food in The Street but not the Sixth Form Study.
- 8.3. Litter bins must be used for the disposal of all rubbish, whether that be food related or otherwise.
- 8.4. Chewing gum is not permitted in school due to it being distracting in lessons and the issues surrounding its disposal, which have historically caused major problems for site staff around the buildings and playground in respect of it being cleaned from surfaces.

## 9. Homework (Main School)

- 9.1. Homework is an integral part of the work of the school. It is compulsory and can be viewed by parents/students on SIMS.

## 10. Sixth form private study facilities

Library and Sixth Form Study*	Private study
Computer Rooms	Access to computers during private study, when not in use.
Available classrooms, Ashley Thorne building (The Street) and Main School Hall	Quiet study.
Study Centre* – by agreement with the member of staff in charge	Quiet supervised study.

\*phones are only permitted to be used by sixth form students for study purposes in these (\*) venues

## 11. Assemblies

- 11.1. The pattern of assemblies is published separately. Students who have permission to be absent from the religious part of the assemblies must wait in The Hub for these parts of the assembly.



## 12. Detention

- 12.1. After-school detentions will be held on Tuesdays, Wednesdays and Thursdays from 3:35pm to 4:30pm and will be supervised by a senior member of staff in The Hub.
- 12.2. Academic or pastoral detentions may be given at the discretion of any member of staff. Detention takes priority over any other commitment and must be served on the day appointed; at least 24 hours' notice is given if the detention is to be served after 3.30pm, and will be communicate via the SIMS parent app. The length of the detention and the reason will be stated on SIMS. Lunchtime detentions may be for a range of reasons and will be recorded on SIMS

## 13. Smoking, drinking and gambling

- 13.1. Smoking is not permitted on the way to and from school, at any time on the school premises, or on any school activities. E-cigarettes/vaping also come under this category and are not permitted in school.
- 13.2. No member of the school may consume or purchase any alcoholic drink or drugs or enter licensed premises between the hours of 8:30am to 3:30pm on a school day.
- 13.3. Students are forbidden to be in possession of lighters, tobacco, e-cigarettes, vapes, drugs or alcoholic drinks in school or on school activities or trips.
- 13.4. Gambling in any form is not permitted on the school premises or in any school related activity.
- 13.5. The selling of any items for personal gain by students to other members of the school community is not permitted.

## 14. Drugs

- 14.1. The School seeks to:
  - 14.1.1. Vigorously discourage the use of controlled drugs through drugs education, pastoral care and through firm disciplinary procedures that treat the possession, supply and use of drugs as very serious breaches of the School Behaviour Policy;
  - 14.1.2. Maintain an environment that is free of controlled drugs and of the paraphernalia, culture and temptation to use drugs and other harmful substances;
  - 14.1.3. Ensure compliance with criminal law under which it is an offence for any person to possess, use, supply or sell controlled drugs or for the School to allow its premises to be used for those purposes. The School will liaise with the Police Safer Schools and Communities Team, as appropriate.
- 14.2. This policy applies whenever a student is in the care of the School, including on school activities or trips. It is absolutely forbidden for these substances to be brought onto the school premises or to any school activities including trips. Any such act or involvement will always result in suspension and likely involve the police.



## 15. School computers

- 15.1. School computers may only be used for approved educational purposes. The introduction or use of inappropriate and offensive, illegal or discriminatory material will be punished in line with the published Sanctions, Behaviour and eSafety policies ([link](#)).
- 15.2. The deliberate introduction of any computer virus or other destructive software will be met with the severest penalty and will be treated as a potential permanent exclusion issue. It may also lead to police involvement.
- 15.3. ICT is a powerful tool for good teaching and learning, but can be abused. This can lead to potential distress to other students, for example the uploading of images/videos onto social networking sites that identifies individuals can have repercussions both in and beyond the school community. Students should not take images, upload, nor share such images, that can identify other students or members of school staff, is harmful to them in any way or puts the school's good name at risk.

## 16. Mobile technologies

- 16.1. While mobile phones have become ubiquitous, their use in the school context is forbidden. No student's mobile phone should be seen at all during the school day. The only exception is for those students who have a medical need to use their mobile phone.
  - 16.1.1. Students in Years 7 to 11 may have smartphones in school. However, phones must be turned off and inside school bags at all times.
  - 16.1.2. Students can use their phones only to access their bus pass at the end of the school day. On the school bus, phones must not be used to take pictures, videos or to take part in any form of live streaming. Any misuse of social media, including use outside school, that harms any member of the school community or potentially brings the school into disrepute will be dealt with in the utmost seriousness in the context of the Behaviour Policy.
  - 16.1.3. Phones should not be 'out', once inside the main school buildings. Earpieces should not be worn or be visible at all. This applies to all students in years 7-13
  - 16.1.4. Sixth Form students may use their phones in the Lower Sixth Form Study only, or with permission, in the Study Centre.
  - 16.1.5. Misuse of a permitted phone/smart watch or mobile device will result in confiscation of the phone/smart watch/mobile device until the end of the day in the first instance. If a phone/mobile device is confiscated, a letter will be sent home to parents and the incident noted on SIMS. In the event of further misuse, the phone/mobile device will be confiscated during the school day for one school week, handed in at 08:30 and collected at 15:30. Further misuse will result in a two school week confiscation during the school day. Examples of 'misuse' in school are as given below (this list is not exhaustive):
    - 16.1.5.1. disrupting a lesson or educational activity with the phone/mobile device;
    - 16.1.5.2. having the phone/mobile device out in a lesson;



- 16.1.5.3. having the phone out in the corridor, hall, canteen or inside the school buildings, unless specifically directed by a teacher for an educational purpose;
  - 16.1.5.4. using the camera on the phone or similar device, either to photograph / film / record any member of the school community, do any form of live streaming or to show to others the photos / videos / audio recordings already on the phone whether on the school site or on the journey to and from school. Discovery of any uploads to social media platforms made during the school day will result in serious sanctions being applied.
- 16.2. Mobile phones/mobile devices including smart watches are not permitted in examination rooms. The school will take no responsibility for the phone/mobile device in these circumstances. Candidates in possession of phones/mobile devices will not be admitted to GCSE or A-level exams.

## 17. Lockers

- 17.1. Once allocated, lockers and keys will be the responsibility of the individual student for the whole school year.
- 17.2. If a key is lost, a replacement key can be purchased from the office at the cost of £5.
- 17.3. If a student forgets / loses their locker key and needs access to their locker, it will be unlocked by a member of staff and all contents required for that day will need to be removed. No further access will be granted on that day. Access will be granted for a further 2 days, at staff discretion. If a student has a padlock locker and has lost/forgotten their key, a member of the Premises team will be able to use bolt cutters to remove the padlock and the student will then need to purchase a new padlock and key from the school office.
- 17.4. Any damage to lockers or other school property needs to be reported to the appropriate Year Head for investigation.

## 18. Property

- 18.1. The school takes reasonable precautions to safeguard personal property, but cannot accept responsibility for loss or any damage. This lies with the owner and students should take every effort to keep their property safe at all times. Items should not be left in the public areas of the school buildings.
- 18.2. All articles of personal property, including clothing, must be clearly and indelibly marked with the owner's name.
- 18.3. It has become common for students to bring items such as smartphones and headphones/earphones to school. These have a disproportionate value to any benefit they have being on their person for school as the use of mobile phones and headphones/earphones is prohibited in school. It must be understood and accepted by both students and parents that bringing such an item to school carries an inherent risk of financial loss should the device be lost or damaged. Students are therefore discouraged from bringing



any such high-cost items to school unless absolutely necessary, for example where bus passes are on an app on a smart phone.

- 18.4. No student may open another's locker.
- 18.5. Students are advised that no money or valuables should be left unattended in the cloakrooms or in clothing pockets when changed for sports activities or DT. During PE lessons and Games, money or valuables should be kept in lockers or deposited with the teacher in charge for safe-keeping.
- 18.6. Lab coats should be taken home each weekend and lockers cleared at the end of term.
- 18.7. Students finding mislaid property about the school should hand it in at the school office reception.
- 18.8. If they lose any items, the onus is on the student in the first instance to do all they can to find their property. If handed in, named property will be returned by the office via the form tutor. Unnamed property will be held for 3-4 weeks after which it will be disposed of.
- 18.9. Students wishing to reclaim lost property should call at the school office to see if the item has been handed in and make their Tutor aware of what they have lost at the earliest opportunity.
- 18.10. Every care must be taken of school property. Books and apparatus on loan must not be defaced in any way. Losses of, or avoidable damage to, books or other loaned property must be made good at the student's expense. Breakage of windows, etc., or other damage to the school premises, except as the result of unavoidable accident, must be paid for by the student(s) responsible. An immediate report of all damage and breakages must be made to a member of staff.
- 18.11. No school apparatus, whether it be in the classrooms, the science laboratories, the workshops, on the stage, or playing fields, or elsewhere, may be moved or used except upon the instructions of a member of staff.
- 18.12. Students are forbidden to bring the following objects to school or to be in possession of them during the school day. Any devices for projecting missiles of any kind, e.g. darts, knives, fireworks or any other form of explosive, lighters, matches, cigarettes, tobacco, cigarette papers, e-cigarettes or vapes, any 'nuisance' device, aerosol sprays, laser pens, offensive material of any kind either digital or physical, and in general anything likely to cause injury, offense, disturbance or that could be used to commit an offence.  
This list is not exhaustive and if there are any doubts as to what is acceptable the Head of Year should be consulted. A 'common sense' approach should be adopted both to the bringing of items into school and their use, with at all times due consideration given to others in the school community and their safety.

## 19. Searching and confiscation

Searching students is a vital measure to safeguard and promote staff and pupil welfare, and to maintain high standards of behaviour through which pupils can learn and thrive in an educational context.



- 19.1. Students, their possessions and lockers can be searched where there is reasonable grounds to suspect they may have a prohibited item listed under section 19.12 including knives and weapons, alcohol, illegal drugs, stolen items, tobacco, cigarette papers, cigarettes, e-cigarettes or vapes, pornographic images, fireworks, or any article that a member of staff reasonably suspects has been, or is likely to be used: to commit an offence, or to cause personal injury to, or damage to property of; any person including the student themselves.
- 19.2. Any item that it is suspected to pose a risk to staff or students; is prohibited in school or is evidence in relation to an offence can be confiscated.
- 19.3. Alcohol, tobacco, cigarette papers, cigarettes, e-cigarettes, vapes or fireworks will not be returned to students and will be retained by the school or disposed of.
- 19.4. Confiscated items will be passed to the police where necessary or appropriate.
- 19.5. Mobile devices will be examined where there is suspicion that the device has been, or could be used, to cause harm, undermine the safe environment of the school, disrupt teaching or be used to commit an offence.

## **20. Safety**

- 20.1. Students should ensure that their behaviour does nothing to hurt or endanger themselves or other members of the school community whilst on the school site, travelling to and from school, or on any trip or activity.
- 20.2. Any instances of injury or damage to property must be reported immediately to the nearest member of staff.
- 20.3. Students must acquaint themselves with the fire drill regulations. If a fire bell rings then individuals should exit the building in silence and assemble at the assigned point on the playground. Regular practices are held.
- 20.4. Students should familiarise themselves with the safeguarding notices around the school and report any concerns for their own welfare, or for that of others, to the relevant staff immediately.

## **21. Illness, accidents and emergencies**

- 21.1. Any student feeling too ill to continue normal lessons or activities must report the fact to the nearest member of staff, or failing that to the school office.
- 21.2. All accidents and injuries must be reported IMMEDIATELY to the nearest member of staff or, failing that, to the school office. Sick and injured students are cared for in the medical room; if deemed okay, they are then sent back to lessons.
- 21.3. If a general emergency such as a fire should occur, students must act in accordance with the practised emergency procedures.



**Students are required to follow staff instructions and to accept the authority of the School whilst in school, on the journey to and from school and when taking part in school activities off site.**

**Poole Grammar School cannot carry out its duty of care unless this key expectation is accepted by students and their parent/carers.**

**Dr A. J. Smith  
Headteacher**





## Appendix 1: Equality Impact Assessment (EQIA)

### Equality Impact Assessment (EQIA)

Document Name: School rules

#### Evidence:

What evidence have you considered?	
Disability	Students with SEND will be considered. We recognise that a different approach may be necessary. This will be dealt with on a case by case basis.
Sex	Has no impact on this policy.
Race	The school monitors and is mindful of race when analysing behaviour data.
Age	This policy will be applied in an age appropriate way.
Gender Reassignment	In general this will have no impact on this policy. However, the school will be mindful of any mental health or SEND needs that students may have.
Sexual Orientation	Has no impact on this policy.
Religion or Belief	The school monitors and is mindful of religion and beliefs when analysing behaviour data.
Pregnancy or Maternity	Has no impact on this policy.
Carers	Has no impact on this policy. However, the school will be mindful of any mental health or SEND needs that students may have.
Socio-economic	The school monitors and is mindful of pupil premium students when analysing behaviour data.

#### Engagement and Involvement

If appropriate, we have consulted:

	<input checked="" type="checkbox"/> or <input checked="" type="checkbox"/>	Comments
Trustees	<input checked="" type="checkbox"/>	<i>Pending Full Governing Board ratification</i>
Parents	<input checked="" type="checkbox"/>	Individual parent feedback
Students	<input checked="" type="checkbox"/>	Focus groups
Staff	<input checked="" type="checkbox"/>	Led by pastoral team
Other	<input checked="" type="checkbox"/>	N/a

Overall impact	Whole school
Action to be taken	New policy implemented 2023.

**Assessment undertaken by:** Mrs Katie Etheridge  
**Position:** Deputy Headteacher - pastoral  
**Date assessment undertaken:** September 2023