

# SCHOOL RULES AND REGULATIONS 2017-18

## General

The published rules are not intended to be comprehensive. They exist to facilitate the good running of the School for the well-being of the individuals within it and to enable the community of Whitgift School to work together in a positive and harmonious fashion. Pupils are required to display good manners, common sense, honesty and consideration for others at all times and if there is no specific rule covering a particular circumstance, their actions should be governed by these characteristics. At all times the responsibility for a pupil's actions rests with the pupil himself.

School Rules apply:

- throughout School hours;
- on the way to and from School;
- to boys wearing School uniform;
- to boys participating in any School group or activity;
- to boys using the boarding facilities at School.

In addition, boys will be subject to School discipline **at any time** if their behaviour brings the name of the School into disrepute.

Compliance with the School Rules currently in force, together with those amendments which are made from time to time, is a condition of a boy's continued membership of the School. Any action which is prejudicial to the good order, or the good name, of the School, will be regarded as an offence against School discipline.

## Attendance

Every boy is required to be in attendance on all School days unless he is prevented by ill- health or other unavoidable cause. Any request for a boy to have Leave of Absence from School must be made by a parent or guardian in writing in advance. This should be to the Head of Year, who will refer it to the Headmaster for approval. **Term dates are published at least one year in advance, and parents or guardians should not expect permission to be given for family holidays in term-time.**

Leave of Absence may be granted for reasons of health, on compassionate grounds, or on grounds of educational benefit. Parents or guardians are asked to telephone the School Office on the morning of the day of absence to confirm that their son will not be attending. Following absence, due to illness or other unavoidable cause, boys must hand in a note explaining their absence, clearly showing their name and form and signed by a parent or guardian, to their Form Tutor at the earliest opportunity. An email to the Form tutor or the School office will also be acceptable. In the event of absence due to illness, a medical certificate may be required. If a boy is not fit to take a full part in School life and activities, this must be stated clearly in a letter by a parent or guardian.

**All boys are expected to attend punctually; they must be on School premises by 8.25 a.m. at the latest, in readiness to register at 8.30 a.m.** If they are late, they must sign the Late Book situated outside the School Office. No pupil should arrive before 7.30 a.m. unless participating in a supervised school activity. A serious view is taken of repeated lateness.

Boys must attend assemblies, House meetings, and all timetabled periods and other School commitments throughout the term. They are obliged to take part in games and other out- of-School activities, as required by the Headmaster, and to attend for rehearsals, practices, matches, etc., on School days, and on Saturdays, unless specifically exempted by the Heads of Upper or Lower School.

During normal School hours, boys below the Sixth Form may not leave the premises at any time without specific permission from the relevant Head of Year. Sixth Form boys may leave the School premises during the lunch period, between 1.00 and 1.50 p.m., if not required for a lesson or activity. They are required to sign out and back in and may only leave and re-enter the School site by the main entrance. Sixth Form boys may not leave the School premises at any other time during the School day, unless they are involved in organised School activities. This privilege is at the discretion of the Head of Sixth Form and may be removed at any time.

### **After School**

All boys must leave the School grounds by 4.00 p.m. unless they are working in the School Library, in the Sixth Form Centre, in a classroom allocated for the purpose, or taking part in an organised School activity. Boys who return from a School commitment after this time must ensure that their parents or guardians are informed and make arrangements to travel home as quickly as possible.

### **Entering and leaving the School grounds**

Boys must enter and leave the School grounds by the main gates in Nottingham Road. Parents bringing their sons to School in the mornings should drop them outside the School grounds and should not drive up to the School buildings. With the exception of parents or guardians of boys in the Lower First Form, no parent or guardian is permitted to drive into School in the afternoon to collect pupils. Once boys have left School, they should not linger outside the School grounds.

Boys using South Croydon Station must follow the prescribed route which is detailed below. This route is regularly patrolled by the local Police.

Leave the School by the Nottingham Road exit, not Whitgift House.

Exercising *extreme caution*, cross Nottingham Road where the road-calming scheme causes the road to narrow.

Cross the Brighton Road by the designated pedestrian crossing only (observing the crossing signs).

Cross Bartlett Street by the designated pedestrian crossing only and walk up the right side of Bartlett Street, turning right along Selsdon Road to the mini roundabout.

Cross Selsdon Road and St. Peter's Road by the zebra crossings and walk up the right side of St. Peter's Road. Turn right into Blunt Road to South Croydon station.

The following are not permitted:

- Crossing the Brighton Road at the traffic lights on the junction with Nottingham Road.\*
- Walking along Drover's Road.
- Walking along Croham Road.

**\* Crossing the Brighton Road at this point is extremely dangerous and pupils seen doing so may be given a Headmaster's Detention.**

If possible, pupils should walk in groups and should not respond to any provocative comments or behaviour to which they may be subjected. Any pupil having a concern regarding his security should return to School and immediately report to the Porter's desk in North Entrance, to the School office or to a member of staff.

Pupils should, at all times, exercise common sense on the journey to and from School. In particular, they should be aware that the use of mobile phones and other electronic devices in a public place presents an attractive target for thieves.

### **Bounds**

No boy is allowed in the following areas except under the supervision of a member of staff:

The Staff Common Room, staff offices, the Staff Dining Room, the swimming pool, science laboratories, store rooms and preparation rooms, the indoor sports facilities, the all-weather facilities including the tennis courts, the cricket nets, the golf facility, the Coach Park, the Founder's Room, the Old Library and its adjoining classroom A22, the Design and Technology workshops, the Grounds and Maintenance workshops, the area behind the Concert Hall / Old Squash Courts / PAC, the wash down area near the all-weather facility, the Photocopying Room and the steps of the War Memorial and garden area.

Other rooms and areas may be designated as out of bounds from time to time.

The boarding house is out of bounds to all pupils at set times, as advertised, and to non-boarders at all times unless specific permission is given by House Staff.

The Founder's Garden is out of bounds to all pupils unless accessing the Performing Arts Centre, when the highest standards of behaviour are expected. The maze and the area around the Founder's statue are out of bounds.

The Copse and woodland and the grounds of Whitgift House are out of bounds.

The Andrew Quadrangle is out of bounds to members of the Lower School. The Lower School building is out of bounds to members of the Upper School unless on official School business.

The School premises are out of bounds to all pupils overnight unless they are taking part in a school activity supervised by a member of staff. A very serious view will be taken of any pupil in breach of this rule and parents and pupils should be aware that, in a serious case, temporary or permanent exclusion could be imposed.

### **Boarding**

Additional rules and regulations apply to boarders and are outlined in the Boarding Handbook and by House staff as part of the induction process to boarding at Whitgift. Failure to follow normal School Rules or Boarding Rules and Regulations by a boarder can result in School or House sanctions, including the removal of the right to board, as well as temporary and permanent exclusion.

### **Circulation**

Running is forbidden in all corridors and in the Andrew Quadrangle. No boy is permitted to use North Entrance and all boys should keep the steps of North Entrance clear. Boys waiting outside classrooms before lessons should wait in line against the wall. Lower School boys may not use the main corridor bordering Big School unless attending an event in Big School, and should not use the entrance at the top of the Lower School playground in front of the Art department, unless they are attending art lessons.

### **Motor Vehicles**

Sixth Form pupils may drive to School and park nearby. They are not permitted to return to their cars at any time during the school day. There is no parking available for Sixth Form pupils at Whitgift School, except Prefects with the approval of the Assistant Head. No other pupil is permitted access to

the School whilst driving a car at any time, including during the holidays. Permission to ride a motorcycle or moped to School is unlikely to be given due to the safety of this method of transport. The purpose of these rules is to ensure, as far as possible, the safety of boys and of all those who use the School grounds. Any infringement will be regarded as a serious disciplinary offence.

### **Bicycles**

Bicycles are not to be ridden in the School grounds, except when coming to or leaving the School. Bicycles must be left locked in the area allocated. A cycling helmet, which accords with the relevant safety standards, must be worn.

### **Work and Private Study**

Pupils are expected to complete all study tasks and work set by teaching staff to the best of their ability, without recourse to the work of other pupils. It should be their own work and reflect good effort and careful presentation. Plagiarism, the copying of words or presenting of ideas from another source and passing this off by a pupil as his own work, is regarded extremely seriously and will result in a disciplinary sanction. Academic honesty is expected from pupils at all times and, if a pupil is in any doubt, assistance must always be sought from the teacher concerned.

All pupils are expected to demonstrate the highest levels of application and behaviour in the classroom. Poor behaviour in a classroom disrupts the learning of the pupil concerned and of others in the classroom and will not be tolerated. Pupils who do not accord with the highest standards of behaviour will face disciplinary sanctions. **Persistent disruption will call into question a pupil's right to continue his education at Whitgift.**

Arrangements for private study are published by the Head of Sixth Form or the relevant Head of Year.

During private study periods, Sixth Form boys should be in the Library, a designated classroom, or else working or reading quietly in the Sixth Form Common Room where a high standard of behaviour is expected at all times. Boys may also work in Sixth Form areas designated by the Head of Year, or by individual departments. Boys who are failing to keep up with their work, or whose work or behaviour is unsatisfactory, may be listed for specific private study.

Sixth Form pupils may not leave the School buildings during any private study periods unless they have specific permission from the Head of Sixth Form.

### **Exams**

The School issues complete instructions for all internal and public examinations. These must be strictly adhered to and the instructions of the Examinations Officer must be obeyed at all times.

### **Libraries**

Particular regulations for the use of School Libraries are published by the School Librarian and must be adhered to at all times.

### **Noticeboards**

Pupils have a responsibility to consult relevant noticeboards and the plasma screens and act upon notices from staff. In particular, pupils are required to check the Head of Year noticeboard on a daily basis.

Notices may be placed only on the boards provided and only by those boys authorised to use them. All notices are to be sensibly worded and in accordance with conventional "norms" of good taste, and must be signed by the member of staff in charge of the relevant activity before posting.

## **Property**

Respect for the individual and for individual property is a prerequisite of attendance at Whitgift School. Theft is a very serious offence and the School will not hesitate to inform the police if necessary. **Any boy engaging in theft cannot expect to remain a member of the School community.**

All property must be clearly marked with the owner's name. Lockers are to be kept locked and all reasonable steps taken to secure belongings. The School does not accept responsibility for loss or damage to a boy's property, and parents or guardians are advised to include any valuable items as an all-risks extension to their household insurance policy.

Items of lost property will be placed in the Pound, the times of opening and regulations for which are posted. All unmarked and unclaimed articles will be disposed of at the end of each term. The loss or discovery of any money or valuables is to be reported to the Assistant Head or to a Head of Year or, if they are not available, to a member of staff. Valuables found lying about are to be handed in to the School Office for safe-keeping. The borrowing of any property is forbidden, unless the owner has given his prior permission. All boys are expected to co-operate in the prevention of theft, not least by safeguarding their own belongings. Items of significant value or large cash amounts should not be brought to School. It is recommended that expensive phones, laptops or other items should not be brought to school unless it is necessary. It is essential that expensive items are looked after by the individual and in particular are not left in bags around the school.

During P.E., Games, House activities and turnouts any valuables should be handed to the member of staff in charge of that activity and collected at the end of the session. Staff are only permitted to accept valuables from pupils if they are contained within a *named* valuables bag, which is available from the School Shop.

All School property should be treated with the utmost respect at all times. Any damage whatsoever should be reported immediately to the nearest member of staff.

## **Mobile Devices**

The carrying of mobile phones is permitted at Whitgift School but they may only be used under tightly controlled conditions as set out in the Mobile Devices Acceptable Use Policy.

Mobile phones are brought to Whitgift entirely at the owner's risk. The School does not accept responsibility for mobile phones and parents or guardians should consider adding mobile phones to their house insurance in case of loss. It is also recommended that expensive phones should not be brought in to school.

Parents or guardians should be aware that the misuse of mobile phones will result in the confiscation of the phone for a period of time. Alternative arrangements should be made by parents or guardians to cover for such an eventuality.

**The sending of offensive voicemail, text messages or images by mobile phone constitutes bullying and will lead to disciplinary sanctions.**

## **Miscellaneous**

Laser pens, computer games and other electrical devices are not to be brought to or used at School.

Chewing gum should not be brought or used whilst under School discipline.

Any form of gambling is forbidden.

Buying and selling are forbidden, except with the authority of the relevant Head of Year or as authorised by the Headmaster. Any boy engaging in selling on stolen items either to another pupil or to

someone outside the School cannot expect to remain a part of the School community. This is a serious offence and the police will be informed if necessary.

The possession or distribution of pornographic material is strictly forbidden at all times and on all occasions when School Rules apply.

No boy is allowed to visit a Public House either during School hours, on the way home from School or whilst under School discipline.

Exemplary behaviour on public transport and in public places is expected. It is particularly important that exemplary behaviour is shown at South Croydon Station where a large number of pupils take the train along with members of the public. **Poor behaviour to and from school will be dealt with disciplinary sanctions.**

Boys should not consume take-away food in the street while in School uniform. Boys may only eat in the Dining Hall or in the case of Sixth Formers in the Sixth Form Common Room. It is not permitted to consume food or drink in classrooms or the corridors.

Because of the detrimental effect that evening or weekend jobs may have on a boy's work, or ability to complete homework, etc., all boys are required to seek their Head of Year's permission before accepting any paid employment. Permission for jobs on weekday evenings will only be given as an exception. In general, employment should be taken between Friday evening and Sunday evening and should not involve more than eight hours work.

The animals kept at the School should not be fed at any time.

## **Bullying**

Bullying of any kind is unacceptable and will not be tolerated. Pupils must be aware that bullying is behaviour which is unwanted, unwarranted and causes distress. The following forms of behaviour are included in the definition of bullying:

- physical assault
- verbal abuse or aggression
- deliberate exclusion from a peer group by rejection and isolation
- aggressive or insulting gestures
- extortion or coercion by means of intimidation

The School will aim to provide prompt and appropriate action and support to persons involved. All members of the School community are encouraged to report any case of bullying to a member of staff. **Any pupil who continues to bully cannot expect to remain a member of the School community.**

## **Cyberbullying**

Cyberbullying is the use of information and communication technology, particularly mobile phones and the internet deliberately to upset someone else. Its particular forms are:

- harassment or "cyber stalking"
- defamation/vilification
- impersonation/unauthorised publication of private images
- manipulation
- peer rejection

**Any pupil involved in cyberbullying can expect to face School sanctions, whether the cyberbullying occurs inside or outside School.**

## **Internet**

It is important that individual users of the Internet understand that they are responsible for any sites which they view and for any e-mail or other message which they send or post. Boys must always act in accordance with the ICT Acceptable Use Policy.

- Access must only be made via the user's authorised account and password, which should never be disclosed to any other person. Boys must log out on completion of an activity at a workstation.
- Boys should not attempt to access inappropriate sites, e.g. material which is discriminatory, offensive, uses strong language, or depicts images of abuse or of a pornographic nature.
- If boys accidentally access a site with inappropriate images, text or themes, they must exit that site immediately.
- Boys must not send any material which may cause offence to any person. Circulating any material about a member of staff over the Internet is a serious offence and is likely to result in exclusion from school. Boys must be particularly careful when texting, sending e-mails or communicating through social network sites to ensure that they operate safely and within the law of the land and the School Rules. The School has the right to impose a school sanction on any misuse of the Internet or misuse of an electronic device, whether it is used inside or outside school, if the use affects other pupils from Whitgift, pupils from other schools or brings the School into disrepute.
- Taking photographs or film in school using a camera, smartphone or any other electronic device is not permitted except with the specific permission of a member of staff.
- Obtaining information about another pupil, member of staff or about the School by deception, including through electronic communication, is extremely serious and is likely to result in exclusion.

Irresponsible use of the Internet, including e-mail, Facebook and any other social networking sites or profiles may, at the very least, result in the withdrawal of the privilege of Internet access at School and could result in further sanctions including exclusion. It is expected that no information or material is kept on School premises which would be considered inappropriate.

## **Health and Safety**

Games may not be played on the Terrace, in the Andrew Quadrangle, in the Founder's Garden, near the Concert Hall or within twenty metres of the indoor sports facilities.

Games, including all ball games, are not to be played on the sloping ground above North Field, or on the bank above South Field, in the region of the War Memorial, in the vicinity of the School buildings, within the School itself other than in a designated area, on the Terrace, the car-parking areas, the Andrew Quadrangle, the Founder's Garden, near the Concert Hall or within twenty metres of the indoor sports facilities.

All games should only be played in those areas designated by staff. Ball games are only permitted in the Lower School playground using sponge balls.

Snowballing is not permitted.

The following are not to be brought to School, nor are they to be brought or acquired on any occasion when School Rules apply:

- Fireworks, matches, cigarette lighters and aerosol sprays;
- Knives, guns, catapults and similar offensive weapons;
- Cigarettes and other smoking materials.

Smoking is forbidden at all times whilst under School discipline. For the purposes of school policy, electronic cigarettes and all other 'smoking' devices (e.g. Shisha cigarettes and other flavoured chemical devices) should be treated the same as tobacco in the enforcement of School Rules. The purchase, sale, use or possession of such devices is prohibited at school, when travelling to and from school and on school trips or activities.

No boy may bring alcoholic drinks onto the School premises. No alcoholic drink may be consumed on School premises, unless, in the case of certain events involving members of the Sixth Form, the member of staff responsible has obtained specific prior authority from the Headmaster.

### **Indoor Sports Facilities**

Regulations governing the use of these facilities are published separately and must be adhered to at all times.

### **Illegal substances**

Any drug-related offence, including the possession or distribution of illegal substances, is regarded extremely seriously and the School will always inform the Police of any drug-related incident. The individuals who make up the School community must be protected and **any boy who disregards the law of the land or the well-being of himself and the community by such offences cannot expect to continue his education at Whitgift.** Please refer to the Substance Use and Misuse Policy for more details.

### **Sickness, Accident or Emergency**

Boys injured in any way, or who become ill while at School, are to report firstly to the member of staff in charge of their class or activity, and then to the Medical Centre. No boy may leave the School to go home, because of accident or illness, unless he has been given permission to do so by a School Nurse or his Head of Year. Boys must follow the instructions of Medical Staff or the designated member of staff in relation to any sickness or injury.

In the event of an emergency, boys should immediately contact the nearest member of staff, the School Office or a Porter.

### **Fire Regulations**

Fire regulations are published separately. In the event of a fire being discovered, a member of staff must immediately be informed, and the nearest alarm sounded. If the alarm sounds, boys are immediately to leave the building in which they are being taught, using the nearest exit, and walk quietly to the assembly area on Little Side where they should assemble in Forms. Activation of the fire alarm automatically calls the Fire Service to the School. Misuse of the fire alarm causes disruption both to the Fire Service and the whole School community and is deemed a serious disciplinary matter.

### **Litter**

It is a breach of School Rules to drop litter. Litter must be placed in the bins provided and boys are expected to assist in keeping the grounds and all areas of the School tidy and litter free.

## **Dress and Appearance**

The School uniform regulations are published separately in the Pastoral Handbook. Suitable dress and appearance are an essential prerequisite of membership of the School. Boys are expected to be smartly turned out at all times with clothes and shoes clean and according with the uniform regulations. Hair must be kept clean and tidy, off the collar, and should not be long enough to draw attention. Hair should not be cut or dressed in any extreme or conspicuous fashion including too short. Boys should not use excessive amounts of hair gel, and must be clean-shaven. Dyed hair is not permitted. In all matters of dress and appearance, the arbiter of what is acceptable is the Headmaster. A boy whose dress or appearance is unsatisfactory may be sent home.

No jewellery or other ornaments may be worn.

During term-time, members of the School are to wear regulation School attire when attending School and while travelling to and from it, and on all School occasions, unless special permission is given to the contrary in advance.

Boys playing in inter-School fixtures, or taking part in School activities, whether during the normal School week or on Saturdays, must attend in School attire, whether the fixture is at home or away, unless specific instructions to the contrary have been issued. All items of clothing must be clearly marked with the pupil's name.

For safety reasons, all pupils must ensure that they can be identified at any time. The wearing of masks is prohibited as are any items which cover the face. The wearing of costumes or fancy dress is also prohibited except with the permission of a member of staff (e.g. for a school play or for a charity event).

## **Sanctions**

- (a) Instances of poor work or behaviour will usually be dealt with by the member of staff responsible for the lesson or activity. More serious breaches of School Rules may be referred by a member of staff to the Form Tutor, or to the Head of Year, or to the Assistant Head, or to the Second Master, who may wish to bring the matter to the attention of the Headmaster. Year group detentions, School Duty or School Service may be required of a boy for an unacceptable standard of work or behaviour.
- (b) In the case of a serious breach of School Rules, a boy may be placed in a Headmaster's Detention, when the boy's presence, in School uniform, will be required on a Saturday morning.
- (c) In addition, the Headmaster may exclude any boy from School or may require the permanent removal of any boy for the following reasons:
  - for a major breach of the School Rules;
  - for exercising a harmful influence in any way;
  - for failing to make proper use of the education provided at the School, including where this failure is to the detriment of other members of the School;
  - for any other good or necessary reason.

Should permanent exclusion occur the Governors have laid down procedures which include a mechanism for review.

- (d) Boys should always have regard for the good name of the School and their behaviour should not bring that name into disrepute.

## **Disciplinary Points System**

Pupils who persistently disregard School rules cause disruption to their own education and to that of their peers as well as being a negative influence on the School community as a whole. The following Disciplinary Points System seeks to reinforce to all pupils and parents or guardians that poor discipline at Whitgift is unacceptable and that persistent flouting of the School rules will lead to the application of severe sanctions.

Serious disciplinary offences at Whitgift are punished by the imposition of Headmaster's Detentions or by temporary or permanent exclusion. These sanctions are not given lightly. Headmaster's Detentions are imposed only by the Headmaster, the Second Master or the Deputy Headmaster and exclusions are only imposed by the Headmaster after discussion with senior members of staff. There are also Lower/Upper School Detentions which may be given as appropriate. These punishments carry a tariff which will be cumulative over a 12 month period.

The tariff is as follows:

|                              |   |
|------------------------------|---|
| Temporary Exclusion          | 6 disciplinary points   |
| Headmaster's Detention       | up to a maximum of 4 disciplinary points<br>depending on the seriousness of the offence |
| Lower/Upper School Detention | up to a maximum of 2 disciplinary points<br>depending on the seriousness of the offence |

Any pupil acquiring 12 disciplinary points in a 12 month period cannot expect to continue his education at Whitgift. Any pupil acquiring more than 12 disciplinary points in a 12 month period should expect to be required to leave the School. Once the 12 point limit has been reached or exceeded a review of the pupil's disciplinary record will be undertaken by the Headmaster in discussions with parents or guardians and senior staff. A decision will then be taken as to whether the pupil concerned should be allowed to retain his place at Whitgift.

10 or more points acquired by a pupil in the 12 month period before he is due to enter the Lower Sixth will call into question his automatic entry into the Sixth Form.

In certain circumstances, where a pupil has a diagnosed learning difficulty which is the cause of poor disciplinary behaviour, the Points System may be replaced in part by other measures designed to address the poor behaviour while taking account of this difficulty. This is entirely at the discretion of the Headmaster.

A record will be kept in a pupil's School file of every occasion that a temporary exclusion, Headmaster's Detention, Lower/Upper School Detention is used as a sanction. Only those issued within the past 12 months will contribute to a pupil's disciplinary points total. Sanctions prior to the 12 month time period will be disregarded with regard to the points total but will remain on file and could be referred to when a disciplinary review is being undertaken.

**C.D. Ramsey**  
Headmaster

September 2017

Ref: School Rules 9