



Stoke College

School Rules Rev. August 2018

Rights and Responsibilities

The aims of our school rules are to make each person aware of the value of self-control and to develop a sense of responsibility for their own conduct and for the wellbeing of others. Rules are established as guidelines for behaviour and should lead pupils to be able to distinguish between freedom and license. Within a community, freedom can never mean complete liberty for the individual to do as they please, as they must be aware of the effect of any of their actions on others. Our behaviour management policy is based on an understanding of our expectations of basic rights and responsibilities at Stoke College. This applies to pupils, staff and 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 and avoid creating hazards.
- 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 well-being and that of others.
- We have the right to learn. Therefore it's our responsibility to actively contribute to building the best learning environment for ourselves and others.

We will demonstrate our rights by preserving the ethos, attitude and culture of the school; including:

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 working and learning environment.
5. Demonstrating honesty, patience and understanding towards all members of our community.
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 that belong to the school and others.

RULES

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A. School Uniform

Stoke College pupils should always be dressed to a standard that upholds the history and ethos of the school. The School uniform symbolises what it means to be a pupil at Stoke College and as such should be worn with pride. A pupil should be neatly attired in the correct school uniform as detailed on the school uniform list. Sixth formers should be attired smartly in business dress. Pupils are required to pay special attention to the combing of their hair; the quality of their shoes; and the tucking in of shirts. 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 of school where, especially when in school uniform, every pupil is a representative of Stoke College.

B. Code of Conduct

Proper conduct does not include:

1. Smoking, vaping, 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 (with the exception of small ear studs for pupils with pierced ears), body ornaments, unapproved badges, make-up or nail varnish. Discrete make-up is permitted for those in Year 11 and above, and for others in the Senior School in exceptional circumstances where permission is sought in advance.
8. Bringing improper reading or audio-visual material to school.
9. Using a mobile phone or other communication device such as a smart watch in the school or during an organised school activity; to send or to receive calls, text messages or emails; to check messages or to take pictures or to play games or watch television. Improper use will result in confiscation. Parents will need to collect confiscated phones. Boarders may use their phones at agreed times during boarding hours.
10. Bringing any other electronic (except watch or calculator), photographic or recording device to school without express permission.
11. Bringing laser pointers or lighters to school.
12. Bringing sharp implements to school.
13. Inviting unauthorised visitors onto the school grounds.
14. Leaving the school grounds or organised activity without permission.
15. Making the bathrooms dirty or messy.
16. Leaving money or valuables 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. Boarders must lodge valuables with boarding staff for safe-keeping and keep items of smaller or personal value in their lockable space.

C. 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



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will be notified). In public examinations, any misconduct will be governed by the rules of the examination boards.

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.

D. In the Classroom

Pupils should not:

1. Bring any food or drink (except bottled water) 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.

E. Outside the Classroom

Pupils should not:

1. Jump a queue at the dining hall or at a bus stop or train station.
2. Run along the corridors or up and down stairs.
3. Wear non-sports training shoes in the Sports Hall or Swimming Pool area.
4. Climb slopes, walls, fences or buildings.
5. Tamper with flowers, trees or workmen's tools.
6. Play with or waste water.

F. Out of Bounds

1. The Staff Offices and Staff Common Room
2. The Prep Department without prior permission.
3. The 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.
4. The garages, storerooms, kitchens and Maintenance Team areas.
5. Within 10 metres of the river without a member of staff. The flower beds, any wooded area, areas close to staff houses and all roofs. These areas include the Headmaster's Garden, the area west of the Main House and Walled Garden and the Meadow.



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6. Other classrooms except for official business.
7. Construction sites.
8. Boarding accommodation for all during the school day and at all times for those who are not boarding.

G. Punctuality and Attendance. Pupils are expected to:

1. Arrive at School before 8.50am. Pupils arriving after registration must report to the School Office to sign in.
2. Arrive at every lesson on time and with the correct equipment.
3. In the event of a child's absence parents are asked to inform the school on the first day of absence by telephone before 10.30am and send a note to the form tutor on the day he/she returns. If the absence is more than 2 days, parents must email the school office or 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 prior to the appointment.
5. Not go on family holidays during term time. Permission to do so can only be granted by the Head in exceptional circumstances.
6. If leaving school at 4:00 pm by regular arrangement, the school should be notified through the tutor or classteacher. If leaving by exceptional arrangement, the school office should be notified by the parent/carer.

H. Illness and Dispensary

1. If pupils are ill in school they should tell the subject teacher, Class Teacher or Form Tutor who may refer them to the School Office.
2. If pupils need to take medicine at school it must be left with the School Office at the beginning of the day (in which case written instructions must be supplied to the school.) The only exceptions are if pupils have inhalers for asthma or carry an auto-injector
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.
4. In the case of illness, pupils must only contact parents/guardians via the School Office, to ensure that the School is aware of the situation at all times.

I. 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 the appropriate Assistant Head.
2. Players as well as spectators and officials during sports fixtures or trips must not leave any rubbish behind. This also applied to the school mini-buses.
3. Pupils have to stop playing at the end of break or lunchtime and go promptly to lessons.
4. At the end of the teaching day pupils should attend an extra-curricular activity, homework club or leave the site by 4:15 pm. All pupils on site must be in a supervised activity between 4:15 pm and 5:15 pm. After activities, pupils should leave the grounds by 5:30 pm or report to the boarding staff.
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 School classes or public examinations when in session.

J. 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 fill in the log book provided in the School Office as soon as



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possible. Any pupil claiming an item must sign the log book.

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. IN GENERAL, NO BEHAVIOUR WHICH IS PREJUDICIAL TO GOOD ORDER IN THE SCHOOL IS PERMITTED.