

SCHOOL RULES

Camp Hill is large enough to be diverse and interesting, whilst, at the same time, small enough for us all to know one another. We foster this sense of a close-knit community by promoting the attitudes of tolerance, honesty, politeness and a concern for the well-being of others. Specific rules are needed if the school is to be an orderly and suitable place in which we can all work and receive visitors. These rules are designed to protect the interests of the individual and to maintain the well-being of the school community as a whole. Everyone is expected to know, understand and abide by these rules.

ATTENDANCE

Staff are responsible for the welfare of pupils during school and at school functions, so it is very important for them to know where pupils are at these times.

Pupils are required to attend school and participate in all classes and games unless prevented by illness. Permission for absence should be granted beforehand in response to a **written request** from parents to the Headmaster or a Deputy Head. (Medical appointments need only be referred to the Form Teacher.) In the event of a brief illness, a note of explanation must be brought on return to school. If the absence is likely to extend for more than three days, parents should telephone or email (absence@camphillboys.bham.sch.uk) the school to give the reason for absence.

As a matter of courtesy, pupils who know that they will be absent from school should inform the teachers whose lessons they will miss and make arrangements to catch up on their work. If a pupil feels unwell at school he should report to the school office. Any pupil who needs to leave the premises during school hours, for whatever reason, **must** report to the school office.

PUNCTUALITY

Pupils who are late for registration must report to the school office **immediately on arrival** and sign the Late Book. Late pupils who fail to sign the book will be given a school detention. Prompt attendance at all classes, games and school functions is required.

BOUNDS

Everyone should make themselves familiar with regulations prescribing times and occasions at which various parts of the building and grounds may or may not be used.

- Before 8.40 a.m., at morning break and at lunch time, pupils may use only the Cloakroom and, in wet weather, other rooms as directed. They are not allowed inside school buildings, including the Hall, except:
 - for a recognised school activity (House meetings, lunch, chess, library etc.) in a specified room;
 - with the permission of the Headmaster, Deputy Heads or the Teacher on Duty;

- to bring notes to the Headmaster, school office or to report to a member of staff;
 - Sixth Form pupils, who may also use the Sixth Form Centre as directed by the Head of 6th Form.
- Pupils should leave rooms quickly and quietly after afternoon school and leave the premises **before 3.45 p.m.** unless they are participating in a recognised school activity.
 - Pupils other than Sixth Formers must not leave the premises at lunch time unless a concession has been granted by the Headmaster.
 - Boys in Year 10 and below must not leave the premises during the school day unless a concession has been granted by the Headmaster. Boys in Year 11 who have chosen an off-site games option may leave site on a Wednesday afternoon to pursue that option. Those whose options take place on site must stay on the premises at lunchtime. With this exception, Year 11 “bound rules” are as for Years 7 to 10. Any boy leaving the premises during the school day **must sign out** including Y11s on an offsite games afternoon.
 - Pupils should walk quietly at all times about the buildings, keeping to the **LEFT** on staircases and corridors. Quiet is to be observed in moving to, and being seated for, morning assembly.
 - Pupils may only enter rooms **as instructed by a member of staff.**
 - **All parts of the school and grounds should be kept tidy and clear of litter.**
 - Pupils may not use the grounds between the front of the main buildings and Vicarage Road other than for authorised games commitments. The wooded area either side of the path is out of bounds at all times.
 - Pupils should use the drive adjacent to Kings Heath Park or the Cartland Road entrance; they may only use the main front drive with permission, or when returning to school for an evening function.
 - When playing ball games on the playground, due regard must be taken for the safety of other pupils and windows. Ball games are not allowed between the railings and the Sixth Form Centre. Only small soft balls may be used for games on the playground. The use of cricket bats is not allowed in the yard outside games lessons.
 - For their own safety, pupils must not climb on any roofs. Offenders will incur Headmaster's detention. Articles that become lost on a roof should be reported to a Deputy Head, who may arrange for their retrieval.
 - The Tennis Courts are out of bounds at all times, except for authorised games.

- The grass banks and fields are to be used only for organised school games, unless the Headmaster announces otherwise. **The bank down to the railway line is out of bounds at all times.**
- No pupil may enter the Swimming Pool building in the absence of a member of the teaching staff.
- Boys entering the Girls' School for classes, rehearsals and society meetings should use only the main entrance or the rear entrance by the Art staircase.
- The girls' playground and kitchen area are out of bounds.
- Pupils may not cycle or skate anywhere on school premises. Cycles should be stored securely outside the Food Technology building. All pupils who cycle to school should wear a helmet. Skateboards and roller blades are not permitted on the school site.
- **Cars and motor cycles** may not be brought on to the school site.
- **The Library**
 - The Library is open for book loans at the following times:
before school (8.00 to 8.45 am)
lunchtime (12.35 pm – 1.35 pm)
after school (3.35 to 4.45 pm Monday to Thursday, and 4.00 pm on Friday)
 - Books may be returned to the library desk at any time. Books should not be returned to shelves by borrowers.
 - **Silence should be observed at all times.**
 - No bags should be taken into the Library at any time.
 - A maximum of four books may be borrowed for up to a fortnight for each loan. Requests for renewals or increased loans should be referred to the Librarian.

EATING AND DRINKING

Consumption of food in school should be restricted to break and lunchtimes only. It is unacceptable to eat during or between lessons. With the exception of the Dining Hall and Pavilion, **food and drink (including sweets) must not be consumed on school premises.** Items purchased in the Dining Hall must be consumed in the Dining Hall. Pupils are allowed to bring a 500 ml plastic bottle of water to school which can be drunk during any lesson apart from Science and Design Technology. The bottle must be kept in the pupil's bag unless he is drinking.

PERSONAL PROPERTY

Pupils should do their utmost to care for their own property, that of others, and of the school. **All personal property should be clearly marked with the owner's name.** Loss of personal property should be reported promptly and any property found taken, as soon as possible, to the Administration Office.

Bags should be kept in form rooms before assembly and at lunchtime; bags that are left to obstruct corridors or at the foot of any staircase cause a health and safety hazard and are liable to be removed.

Expensive equipment and valuables should not be brought to school. If special circumstances make it necessary for such items to be brought and they cannot be secured in a personal locker, the items should be handed to a member of staff for safe keeping. **It is to be clearly understood that such items are brought at the owner's risk.**

Valuable items must be placed in the valuables box before a pupil commences a PE or Games activity.

FORBIDDEN ARTICLES

No pupil may bring to school immoral or obscene materials, drugs, controlled or illegal substances, solvents, fireworks, cigarettes, alcohol, trading cards, articles for sale, matches or lighters, knives, laser pens, chewing gum or any substance or article of potential danger to himself or another pupil. The use of MP3 players, Ipods etc is not allowed except in the 6th Form Block.

DRUGS

The possession or sale of drugs, substances passed off as drugs or psychoactive substances is strictly forbidden.

SMOKING

Smoking is strictly forbidden at school or on any occasion when a pupil is associated with the school by reason of his uniform or the function he is attending.

DRINKING ALCOHOL

Pupils may not drink alcohol anywhere between the hours of 8:35 and 3:35 on a school day, whether or not they have signed out of school (and whether or not they are over 18).

Pupils may not go to a Public House during the school day whether or not they are drinking alcohol and whether or not they have signed out.

GAMBLING

Gambling is not permitted on school premises or during school visits.

SCHOOL PROPERTY

Damage of any kind should be reported immediately to a member of staff.

Movable equipment in the Sports Hall may only be used in the presence of a member of staff. Boys may only use equipment in the workshops and laboratories in the presence of a member of staff.

USE OF ICT FACILITIES

ICT facilities are provided for the use of all students. They should be used responsibly to ensure that nothing is done which might cause problems for other users. This includes adjusting any settings on hardware or software, especially within the operating system.

Internet and e-mail access must also be used responsibly. All outgoing mail is subject to scrutiny and must be appropriate; the school will not tolerate the sending of any inappropriate or offensive material from this site. All incoming materials must not contain any offensive, pornographic or other inappropriate content.

Software must not be introduced onto the school system under any circumstances, nor is it permissible to copy or remove software from the system. The introduction of viruses or other unsuitable materials is a serious matter and will be dealt with severely. There are several, free of charge, anti-virus packages available on the Internet.

The Information Technology service reserves the right to suspend student access to the system at any time for an indefinite period. This is in addition to any other school sanction which might be applied.

Passwords must be kept secure and not shared.

MOBILE PHONE POLICY

In the interests of safety and convenience, pupils may bring mobile phones and similar devices to school. However, we strongly recommend that they should be:

- marked appropriately
- handed in to the School Office or
- kept in lockers

to deter theft and abuse of the privilege.

Should a pupil retain his phone during the day (contrary to our advice), it should:

- be switched off to avoid disruption of lessons

- under no circumstances be used (to text or take photographs, for instance) at any time during the school day, unless with the explicit permission of a member of staff.

Failure to abide by this will result in sanctions being applied.

Any pupil caught using a mobile phone in examinations or assessments (internal or external) will face disciplinary action as sanctioned by the Headmaster, Examinations Officer and Exam Board. Pupils must be aware of the severe penalties likely to be applied in these situations. The mere possession of a mobile phone in a public examination will result in, at the very least, the cancellation of that paper. Further penalties could ensue.

If a phone (or similar device) is brought onto the premises, the school accepts no responsibility for loss of, or damage to, the phone.

Mobile phone policy applies to all school activities whether they occur in or out of school time. This includes, for example, educational visits and sporting fixtures.

Please consult the school website for a full copy of the policy.

SCHOOL VISITS AND REPRESENTATIVE MATCHES

The main elements of School Rules also apply to school visits, especially those relating to Personal Property, Forbidden Articles, Drugs, Smoking and Gambling. Pupils should wear full school uniform unless a concession has been granted beforehand by a member of staff. Mobile phone policy will be clearly determined and established by the trip leader.

If transport is involved, pupils should behave in an orderly manner for the duration of the journey and show due respect to any other adult involved in the organisation or presentation of the visit. When travelling in school minibuses, pupils must wear seatbelts and remain seated at all times.

Pupils' games kit should be as prescribed and should be clean and in good condition.

Etiquette on the games field must be meticulously observed by all pupils at all times. Verbal and physical abuse of the opposition must be avoided and, whatever the circumstances, the referee's/umpire's decision must be accepted as final.

SANCTIONS

The breaking of School Rules is punishable by school detention or, in exceptional circumstances, pupils may be required to attend Headmaster's Detention.

Detention is held in Meeting Room 1 on Thursdays, 3.40 - 4.40 pm. A Headmaster's Detention is two hours long. It will be preceded by a letter to the parents/guardians stating when it will be served. Pupils attending detention must present the detention card, signed by a parent/guardian and the Form Teacher. At least twenty four hours' notice of detention will be given. Permission for absence must be requested, in writing, beforehand from a Deputy Head.

Exclusion is a serious matter for the pupil and for the school. A pupil will normally only be excluded when other approaches and sanctions have failed or when the offence is so serious that the normal range of sanctions does not convey to the pupil the unacceptability of the misdemeanour.

It is not possible or desirable to list all the circumstances in which exclusion may be considered. The length will be influenced by the age of the pupil, the severity of the behaviour, and the history of the pupil. Instances of bullying, violence, theft, vandalism, the possession or sale of drugs or substances passed off as drugs, are circumstances in which exclusion is very likely to apply.

PERMANENT EXCLUSIONS

Pupils must be aware that those involved in very serious incidents or facing a second temporary/fixed period exclusion may well be permanently excluded.

REMEMBER - any action or behaviour which causes unnecessary offence, inconvenience or distress to another member of the school community may be considered a breach of these rules.

UNIFORM (see uniform list for details)

The reputation of the school in the wider community is a good one, of which we are justly proud. Fairly, or unfairly, this reputation depends in part on the behaviour and appearance of pupils, both in and outside school. For the individual, the wearing of school uniform promotes tidiness and helps to engender a feeling of preparedness for work; it also creates a business-like atmosphere in the school as a whole.

Rules concerning uniform are not meant to be repressive and they will be applied with regard to acceptable codes of tidiness, cleanliness and what is normal within the workplace. For example: studs, earrings and outrageous hairstyles will not be accepted at Camp Hill.

Full school uniform is to be worn for all school attendances, functions, when travelling to and from school and for all home and away representative matches.

Any pupil who is unable to wear any item of uniform must bring a note of explanation, signed
by a parent/guardian, to the Headmaster or a Deputy Head.

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