

## SCHOOL RULES

At Camp Hill, students are expected to Be Ready, Be Respectful and Be Responsible. Specific rules are needed if the school is to be an orderly and suitable place in which we can all work and receive visitors, and for the students to meet these reasonable expectations.

### BOUNDS

- Before 8.40 am students should not be inside the main school buildings, except:
  - for a recognised school activity in a specified room;
  - with the permission of a member of staff;
  - to bring notes to the school office;
  - Year 12 and Year 13 may use the Sixth Form Centre as directed by the Head of 6th Form.
- During break time and lunch students should not be running around inside the school building
- At the end of the school day all students should leave the school premises by 3.50 pm unless they are participating in a recognised school activity
- Students should not use any of the lifts unless given explicit permission from a member of staff
- Students must not leave the premises during the school day unless a concession has been granted by the Head Teacher or for a pre-arranged activity by a member of staff. Year 12 and Year 13 will be instructed by the Sixth Form team about when they can leave the premises
- Students should use the drive adjacent to Kings Heath Park or the Cartland Road entrance; they may only use the main front drive with permission
- Students should not use the front entrance by the office at any point except when being picked up for an appointment, or when entering the Girls' School for classes, rehearsals and society meetings
- Students must not climb on any roofs. Offenders will incur a suitable sanction
- The Tennis Courts are to be used by Year 7 and Year 8 only during break time and lunch. Other year groups should use the playground during these times
- Grass areas should only be used if instructed by a member of staff
- The bank down to the railway line is out of bounds at all times
- No student may enter the Swimming Pool building in the absence of a member of the teaching staff.
- Students should not cycle or skate anywhere on school premises. Cycles should be stored securely in the Bike Shed.
- Cars and motorcycles may not be brought on to the school site.

### MOVEMENT BETWEEN LESSONS AND AROUND SCHOOL

- Students should walk quietly at all times around the school building, keeping to the left on staircases and corridors. Quiet should be observed in moving to, and being seated for, assembly
- During lesson changeovers, students should move sensibly and swiftly between rooms, adhering to any one-way system in use
- During lesson changeovers, students should not be using lockers in corridors
- If students are needing to line up outside a classroom they should do so sensibly and quietly, leaving plenty of room for other students and staff to get past
- Students should head straight to their next lesson
- Students should be in their form room by 8.50 am for morning registration. Students in Years 7 to 11 who are late for registration must report to the school office immediately on arrival and sign the Late Book. Students in Years 12 and 13 should sign in at the Sixth Form Centre

- Students should be in their Period 2 lesson by 10.35 am (Break time finishes at 10.30 am) and Period 4 lesson by 1.35 pm (lunch finishes at 1.30 pm)

## SCHOOL UNIFORM

- Navy blue blazer with the school badge on the pocket.
- Plain grey or black trousers. Jeans or denim trousers are not acceptable.
- Plain white or pale blue shirt.
- School tie in their House colour.
- Plain black, grey or navy blue socks - not white socks.
- Plain black shoes (but not coloured laces or flashes). Trainers are not allowed. Shoes should be able to be polished and not have sports branding (Nike, Adidas, Puma, etc do not make school shoes).
- Plain black or navy V-necked pullover. (This may have the school crest embroidered on)
- Cardigans, crew neck, zipped front/neck, roll neck sweaters, branded jumpers or hoodies are not acceptable.
- Baseball caps may not be worn on school premises.
- Coats, scarves, gloves, and the other unacceptable items noted above, should not be worn in the school buildings, except when heading to registration, and leaving at the end of the school day (3.35 pm) Please consult school website for the [Uniform Policy](#)
- Hair must be a natural colour and not radically styled (e.g. too short, too long or with patterns).
- No jewellery/ rings/ chains/ earrings.
- Items of clothing or appearance should not denote affiliation to any politically motivated group or denote extreme views and must not cause offense - this includes coats, jackets and bags.

## EATING AND DRINKING

- Food and drink should not be consumed in the school buildings with the exception of the Dining Room and the 'Goldfish Bowl' in the cloakroom
- Only wrapped food and unopened drinks can be taken out of the dining room
- Food purchased from the outside counter should be consumed outside
- All rubbish should be appropriately disposed of using the bins provided
- Takeaway food should not be brought back onto the school site (Sixth Form)

## SCHOOL PROPERTY

- Damage of any kind should be reported immediately to a member of staff
- Any deliberate damage to the school building or property will be treated as vandalism
- Any equipment in classrooms, the sportshall, labs and workshops must not be used or taken unless instructed to by a member of staff

## USE OF ICT FACILITIES

- Students should be aware that school devices and emails are monitored by Safeguarding Software
- Software must not be introduced onto the school system under any circumstances, nor is it permissible to copy or remove software from the system

- Passwords must be kept secure and not shared MOBILE PHONE AND SMART TECHNOLOGY

#### Summary of the Mobile phone and Smart Technology Policy

- Mobile phones and Smart watches should not be seen or heard
- If students bring them into school, they should be switched off during the school day and preferably placed in their school bag
- Students may use their phones before and after school once they have left the school building
- Year 12 and Year 13 may use them in the Sixth Form common rooms and canteen
- No photos or recordings should be taken of members of the school community on the school premises on any occasion when a pupil is associated with the school by reason of his uniform or the function he is attending, unless with the explicit permission of a member of staff

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

#### SCHOOL VISITS AND REPRESENTATIVE MATCHES

- School rules will apply for school visits or representative matches, especially those relating to Forbidden Articles, Drugs, Smoking/Vaping and Gambling
- Certain concessions will be applied by the trip leader or the member of staff involved in the representative match. These will be clearly given in advance
- If transport is involved, students are expected to Be Respectful and Be Responsible for the duration of the journey and be respectful to any other adult involved in the organisation or presentation of the visit
- When travelling in school minibuses, students must wear seatbelts and remain seated 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

#### FORBIDDEN ARTICLES

- No student may bring to school immoral or obscene materials, drugs, controlled or illegal substances, solvents, fireworks, cigarettes/vapes, alcohol, trading cards, articles for sale, matches or lighters, knives, laser pens, chewing gum or any other substance or article of potential danger or cause damage to themselves or another member of the school community

#### DRUGS

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

#### SMOKING/VAPING

- Smoking or vaping is strictly forbidden on the school premises 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, including online gambling

#### SANCTIONS

- If a student breaks any of the school rules, then a sanction may be given
- See the Relational Behaviour Policy on the school website for potential sanctions depending on severity of offence

#### 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.