



POOLE GRAMMAR SCHOOL SCHOOL RULES AND ROUTINES

2018-19

The following School Rules are intended to provide helpful information on daily routines and procedures for students and their parents. They also form part of the framework for behaviour and discipline at the school. The prime purpose is to enable the school to function smoothly to the maximum benefit and convenience of all its members. Observance of these rules is essential, and **is a condition of membership of the school, deemed to have been accepted as such by all parents/carers who send their sons to the school.** Every student is expected to familiarise himself with them and to co-operate positively with their spirit and intention.

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 regulations);
- 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’.

Headteacher's Notes

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.
These expectations are clearly outlined in the 'Travel to and From Poole Grammar School' document that should be signed by both pupils and their parents and adhered to.
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 and Harassment Policy (available on Moodle and the school website), departmental rules and safety procedures as outlined to them by staff and adhere to this guidance.
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.
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 the teaching staff.
5. Staff and school prefects have various duties in connection with the day-to-day conduct of the school and exercise authority delegated directly from the Headteacher.
6. The Headteacher will determine the interpretation of these rules. They will be reviewed periodically to reflect changes in school routine and practice.

1. APPEARANCE

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 reflect upon the whole school community.

Regulations for students in the Main School are as follows:-

Jackets	All members of Years 7-11 must wear the approved blazer.
Trousers	Formal 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 are permitted as part of the summer uniform only, provided they are formal in appearance.
Shirt	A white collared shirt designed for wear with a tie. The shirt must be worn tucked in with the top button done up.
Tie	The school tie must be tied up to the neck over a fully buttoned shirt. The designs for Years 7 & 8 (dolphin/no lines) and Years 9, 10 & 11 (dolphin with lines) differ slightly and are used to differentiate between students from each of these areas of the school.
Footwear	Formal black or brown shoes of leather or leather appearance (not suede), appropriate for wear with school uniform and devoid of studs, steel tips, etc. that might cause damage to floors, must be worn. Heavy boots are not permitted. Training shoes or any other footwear designed for PE or Games may not be worn on journeys to and from school (except by cyclists), but may be worn for recreational purposes when outside the buildings
Pullover	Pullovers are not compulsory. If worn they must be the official school design. In Years 7-11 they must be worn under the blazer with the tie clearly visible.
Headgear	Normally, no headgear may be worn (in very cold weather this rule may be relaxed). Cyclists are strongly advised to wear helmets 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 not permitted and must not replace the blazer.
Hair	Hair (including facial hair) should be neat and natural in colour. Extremes of fashion in terms of styling are not permitted.
Badges	Discreet badges indicating involvement with an approved organisation or activity may be worn, e.g. D of E, Student Leadership etc.
Jewellery	The wearing of unobtrusive jewellery is permissible which must be removed for Games and other activities as directed by teaching staff as necessary. However, earrings (including studs or sleepers) and other visible jewellery involving body piercing may not be worn. Students should specifically avoid having piercings made during the school year which could lead to such jewellery being in place contrary to these rules. If they do so, then the items must be removed when they are at or travelling to/from school

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 son to change his appearance in any way that may be incompatible with him being a student at the school.** Definitions of all terms and descriptions used will be the Headteacher's and will be final.

The following kit must be worn for the activities shown:-

- (a) Gym activities, athletics and summer term Games
Training shoes, white socks (if worn), plain black sports shorts, plain white t-shirt.
- (b) Cricket
White shirt worn with normal school trousers for form games.

White cricket trousers are essential for a student chosen to represent the school in matches against other schools.

(c) Games

Football boots, black shorts, bottle green socks, school reversible top - bottle green and yellow. Students are encouraged to wear shin guards and mouth guards for the appropriate activities.

(d) Laboratory and workshop activities

Flame resistant protective white laboratory coat. The student's name must be clearly marked above the breast pocket.

In the Sixth Form, students are expected to wear smart business attire and abide by the published Sixth Form dress code. **Additional guidance is given by the Deputy Headteacher (Sixth Form) if required.** 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. TRAVEL

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. 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.

(a) 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.

(b) Cars driven other than by members of the school

Drivers are requested to observe the following:

For safety reasons cars are not permitted to enter the school site 8.10-8.40am and 3.15-3.45pm

Bringing a student to school we advise the following:

From Wimborne direction: Pull into the lay-by past main entrance and put pupil down by the pedestrian entrance.

From Poole direction: Turn off Gravel Hill into Steepleton Road and unload there. Students must then cross Gravel Hill using the crossing when the lights show green for pedestrians.

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.

(c) 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 sign the 'Travel to and From School' document and abide by its contents including:

- (i) At all times be courteous and show consideration towards others, especially the driver, remaining seated throughout their journey.
- (ii) Refrain from any form of anti-social behaviour that would negatively impact on other travellers either personally or in terms of their possessions.
- (iii) Make themselves conversant with the current published information on routes, timings and picking-up points.
- (iv) Take great care of issued bus passes and report losses immediately to the relevant bus company.
- (v) Remember at all times when travelling that you are representing the school and act accordingly.
- (vi) 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.

(d) BICYCLES

Cyclists must dismount and cycles be pushed on the school site. 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.

Those arriving along Gravel Hill should use the cycle path and cross the road via the controlled crossing. **For the safety of both cyclists and pedestrians, cycles should be pushed, not ridden, at all times on the school site.**

N.B. It is the responsibility of students and their parents to ensure that cycles are properly maintained and have working lights when needed. Bikes should be secured with an appropriate lock.

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

(e) ON FOOT

- (i) Pedestrian access to the school is only through either the pedestrian gate leading to Gravel Hill or the gate leading to Tollerford Road.
- (ii) 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.
- (iii) Use pedestrian walkways on the school site and avoid the main drive, bus and vehicle parking areas.

3. 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.

- (a) The school accepts **no responsibility** for students who arrive on the premises before 8.10am (unless they are using the Library, CR5 or the Breakfast Club which are supervised from 7.45am). Similarly, students must leave the premises promptly at the end of the day unless they are staying for an organised after-school activity.
- (b) Late arrivals: Students should arrive at their tutor room by 8.30am and their p.5 lesson by 2.30pm promptly to ensure that they are registered for the morning and afternoon sessions. Students arriving after these times must first report to the office and then go at once to their appropriate assembly point or lesson. **Repeated late arrival will result in sanctions applied by the tutor/Year Head in the first instance.**
- (c) Mid-morning break: All members of the school must remain on the premises during mid-morning break.
- (d) Lunch break: Sixth Formers **only** may be allowed off the school premises during the lunch break subject to written parental approval. Students leaving the site at lunchtime should sign out for fire safety reasons.
- (e) Absence: **The school should be informed of the reason for a student's absence by telephone via the Absence Line or via the Report an Absence button on the school website. 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.
- (f) Leave of absence: Permission for absence other than that caused by illness 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. The granting of leave for family holidays is not permitted under the current legislation.

- (g) Leaving premises: Any student wishing to leave the premises during the normal school day (e.g. for hospital appointments) must have a note from parents or an appointment card. He must first seek permission from his Form Tutor, who may refer him on to the appropriate Year Head/Deputy Head. He must report to the office and sign in/out immediately prior to departure and on return.
- (h) Excused Games/PE: A student may be excused from participation in Games and PE only on grounds of injury or illness. A parent's note based on such grounds will suffice for a short period but, if continuing exemption is sought, a medical certificate is needed and should be given to the Head of Games. **Kit should be brought regardless of whether or not the student will be taking an active part in the activities.**

A student in a school squad 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. **This includes Saturday fixtures.**

4. MOVEMENT ABOUT THE SCHOOL

- (a) The main entrance is for the use of staff and visitors and can also be used by the Sixth Form. Main School students may not use this main entrance.
- (b) Movement about the school will 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.
- (c) The corridor through the administration block is **not** a thoroughfare. The route between the main teaching block and the school office is via the first floor corridor.
- (d) The administration block terrace in the quad outside the

Head's office and staffroom is out of bounds.

- (e) Ball games must **not** be played close to the school buildings.

- (f) The following areas are out of bounds:-
 - (i) All areas where vehicles are parked.
 - (ii) Bicycle racks except when arriving and departing from school.
 - (ii) The school playing field during the autumn and spring terms except for organised games practices when in kit and organised by a member of staff.
 - (iii) The wooded area at the western edge of the school grounds.
 - (iii) The stage area (including under the stage), the science preparation rooms and the administration offices.

- (g) The simple courtesies of opening doors for each other, particularly if carrying items, should be observed by all members of the school community.

5. USE OF PREMISES

- (a) 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.

- (b) Each form 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 the form captain must at once report to his form teacher anything amiss as the result of the use of the room by another class.

- (c) At the end of the school day, chairs and stools must be placed on desks and benches and any litter placed in bins. Paper, can and plastic bottles should be put in recycling bins.
- (d) 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.**
- (e) Forms in Years 7 & 8 may not use their form rooms at break and lunchtime – they should go to their respective playgrounds or get themselves involved in an organised activity.

Forms in Years 9 - 11 may normally use their own form rooms for work and socialising at lunchtime on the strict understanding that the room is respected/left tidy and that behaviour is as would be expected when directly supervised in a lesson. In line with the published school procedures, mobile phones must not be used in these rooms at any time.

(f) Laboratories and Workshops:

- (i) **Students must not be in a laboratory or workshop unless a member of the teaching staff is present,** except that Sixth Formers with express permission may use certain laboratories.
- (ii) Main School forms must line up and wait until a member of the teaching staff instructs them to enter a laboratory or workshop.

Apparatus and materials may be used only on the instructions of a member of the teaching staff.

(g) Library

During lesson 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.

The library is open from 1.20pm to 2.20pm for private study

and for the issue of books for all members of the school, plus before and after school at the published times.

(h) Gymnasia:

- (i) Training shoes and gym kit must be worn by all pupils in the gymnasia.
- (ii) Apparatus must only be used on the instructions of a teacher.

The gymnasia may be used outside school hours only by permission of the Head of PE in conjunction with staff supervising practices.

6. DINING

- (a) At break and lunchtime students must arrive in the dining hall at the prescribed time, all Main School students entering via the lower hall doors. Currently Years 7 & 8 have priority on Tuesdays and Thursdays.
- (b) Students in Years 7 & 8 who bring a packed mid-day meal will eat it in the Lower Hall. Years 9, 10 & 11 may eat in their own form room if they wish (unless it is a laboratory), provided appropriate standards of conduct and tidiness are maintained.
- (c) Sixth Formers may eat their packed meal in any available tutor room with the exception of laboratories. Unwrapped food purchased in the dining hall must be consumed there or in the public areas of the Ashley Thorne building. **Food and drink must not be consumed in the Common Room.**
- (d) Cutlery and crockery may not be taken from the Hall.

7. CONSUMPTION OF FOOD PURCHASED FROM CANTEEN OR VENDING MACHINES

- (a) All hot food purchased from the canteen at either break or lunchtime must be consumed in the Hall as must any wrapped items of food/drink.

- (b) All cold food/drink purchased from the canteen/vending machines, 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 Hall. Sixth Formers may eat purchased food in the Street or balcony areas but not the Common Room.
- (c) Litter bins must be used for the disposal of all rubbish, whether that be food related or otherwise.
- (d) Chewing gum is not permitted in school due to its incompatibility with students being taught 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.

8. VENDING MACHINES

Main School students may only use vending machines and water fountains during recreation times.

Papers, wrappings, empty packets, drink containers, etc., must be deposited in litter bins.

9. PLANNERS AND HOMEWORK (MAIN SCHOOL)

Homework is an integral part of the work of the school. It is compulsory and must be recorded in the students' planners.

- (a) ALL students to be in possession of their planners at all timetabled lessons.
- (b) ALL personal details to be entered fully in the planners.
- (c) Planners must be signed weekly by a parent/guardian. Form tutors check regularly and sanctions will be used in the event of persistent failure to ensure signing.

The student planner is an essential part of the school communication system in its fullest sense. It is the responsibility of all students to pay due care and attention to their planners and to use them in an appropriate manner for noting not only set work but activities, deadlines for work completion and handing in etc. Replacements for planners wilfully damaged, graffiti-ed or used inappropriately will be charged for.

10. SIXTH FORM PRIVATE STUDY FACILITIES

Library	Silent Study
Computer Rooms	Access to computers during private study when not in use.
Available classrooms, Ashley Thorne building upper balcony and School Hall	Quiet study.
Sixth Form Centre	Study, conversation and relaxation.

11. ASSEMBLIES

The pattern of assemblies is published separately. Students who have permission to be absent from the religious part of the assemblies must wait outside, where they will hear the general notices only.

12. DETENTION

After-school detentions will be held on Thursdays and be supervised by a senior member of staff.

Departmental or pastoral detentions may be given on other days at the discretion of teachers. **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, unless parents have been contacted by phone on the relevant day. In either case the length of the detention and the reason will be stated. Lunchtime detentions may be for a range of reasons that will be written into the student's diary along with the time and location to attend.

13. SMOKING, DRINKING, GAMBLING

- (a) 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 acceptable in school.
- (b) No member of the school may consume or purchase any alcoholic drink or enter licensed premises during the hours between the start and end of the normal school day.
- (c) Students are forbidden to be in possession of tobacco or alcoholic drinks in school or on school activities or trips.
- (d) Gambling in any form is not permitted on the school premises.
- (e) Card playing is only permitted as a social activity at break and lunchtime. At all other times, and during non-timetabled periods for Sixth Form in particular, students should apply themselves to effective study. This includes use of mobile phones for legitimate study purposes only.
- (f) The selling of any items for personal gain by students to other members of the school community is not permitted.

14. DRUGS

The School seeks to:-

- Discourage the use of controlled drugs vigorously, through drugs education, pastoral care and through firm disciplinary procedures which treat the possession, supply and use of drugs as very serious breaches of the School Behaviour Policy;
- Maintain an environment that is as free as we can make it of controlled drugs and of the paraphernalia, culture and temptation to use drugs and other harmful substances;
- Ensure compliance with the 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 Safe Schools and Communities Team as appropriate.

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 exclusion.**

15. SCHOOL COMPUTERS

- (a) 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 Behaviour Policy.
- (b) 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 exclusion issue.
- (c) ICT is a powerful tool for good teaching and learning, but can be abused which leads to potential distress to other pupils, for example the uploading of images/videos onto social networking sites which identifies individuals can have repercussions both in and beyond the school community. Students should not upload images from any computer or device which can identify other students, is harmful to them in any way or puts the school's good name at risk in this public domain.

16. MOBILE TECHNOLOGIES

While mobile phones have become ubiquitous, their possible use in the school context is very restricted. There may occasionally be times when under teacher direction the functions on a phone/mobile device may be used in Years 9-11 or Sixth Form for enhancement of study, but outside of these contexts phones are not to be seen in school.

- a) Students in Years 7 and 8 may not have any mobile device

such as a smartphones, tablet or iPod which has the capacity to take photographs/record video, log onto the internet or access websites of any kind. Regardless of the circumstances, such items will be confiscated and retained in school until collected by a parent in line with the signed Use of Technologies on p.11 of the school diary.

- b) Students in Years 9-13 may have smartphones in school and they can use them on the journeys to and from it, but they must not be used to take pictures, video 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 the utmost seriousness in the context of the Behaviour Management Policy.
- c) For all year groups, students may use their phone to take calls/send or receive texts outside the buildings and during leisure time only. Devices may only be used in lessons with the express permission of the teacher – for example undertaking searches for information, photographing work from the board or to provide a visual record of DT coursework. Other than on these occasions, phones should be switched off – accessing video games or social media during the school day is expressly forbidden. At leisure times students should socialise with their peers, go to the playground outside, take part in the offered organised sports and club activities or use the school library.
- d) Phones should not be used, or even be 'out', once inside the main school buildings. Earpieces should not be worn or be visible at all whilst a student is within the main school buildings. Sixth Form students may use their phones in the Common Room and for study whilst in the Ashley Thorne Building only.
- e) Misuse of a permitted phone/mobile device will result in confiscation of the phone/mobile device till 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 repeated misuse, the phone/mobile device will be confiscated for a week.

f) Examples of 'misuse' in school are as given below (this list is not exhaustive):

- disrupting a lesson or educational activity with the phone/mobile device (e.g. phone ringing because not switched off)
- having the phone/mobile device out in a lesson unless directed by a teacher
- having the phone out inside of the school buildings unless specifically directed by a teacher for an educational purpose
- 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 sanctions being applied.

g) Smartwatches are unnecessary for school and should be left at home – if students need to tell the time a traditional watch is perfectly sufficient.

h) 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

1. Once allocated, lockers and keys will be the responsibility of the individual student for the whole school year.
2. If a key is lost, a replacement key can be purchased from the office at the cost of £5.
3. If a student forgets/loses his locker key and needs access to his locker, his locker 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 his 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.

4. Any damage to lockers or other school property needs to be reported to the Deputy Head for investigation.

18. PROPERTY

- (a) The school takes reasonable precautions to safeguard personal property, but cannot accept responsibility for loss or damage. This lies with the owner and students should take every effort to keep their property safe at all times. Items such as kit should not be left in the public areas of the school buildings.
- (b) All articles of personal property, including clothing, must be clearly and indelibly marked with the owner's name.
- (c) In recent years it has become more common for students to bring items such as smartphones to school. These have a disproportionate value to their potential use in school. It must be understood and accepted by both students and parents that bringing such an item to school carries and 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.
- (d) No student may open another's locker except on the explicit instructions of a member of the teaching staff.
- (e) 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 deposited with the teacher in charge for safe-keeping.

- (f) Games kit and lab coats should be taken home each weekend and lockers cleared at the end of term.
- (g) Students finding mislaid property about the school should hand it in at the school office reception.
- (h) 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.
- (i) 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 and Pastoral Assistant aware of what they have lost at the earliest opportunity.
- (j) 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, or students, responsible. An immediate report of all damage and breakages must be made to the appropriate member of staff.
- (k) No school apparatus, whether it be in the classrooms, the gymnasias, 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 the teaching staff.
- (l) Students are forbidden to bring the following objects to school or to be in possession of them during the school day, except where specific permission has been given:-

Any devices for projecting missiles of any kind, e.g. darts, knives, fireworks or any other form of explosive, lighters, matches, 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 or disturbance. The latter includes any water

bottles/dispensers exceeding 500 ml in volume.

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. SAFETY

- a) 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.
- b) Any instances of injury or damage to property to be reported immediately to the nearest member of staff.
- c) 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.
- d) Students should familiarise themselves with the safeguarding notices around the school and report any concerns for their own welfare or that of others to the relevant staff immediately.

20. ILLNESS, ACCIDENTS AND EMERGENCIES

Any student feeling too ill to continue normal lessons or activities must report the fact to the nearest member of the teaching staff, or failing that to the school office.

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 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 in school, on the journey to and from school and whilst 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 parents.

A J Baker - Headteacher