



HYMERS
COLLEGE

JUNIOR SCHOOL RULES (2024)

(A "Handbook for Parents and New Pupils" containing full details will be available on the School Intranet under 'Policies' at the beginning of the new academic year).

SCHOOL RULES

Pupils are expected to behave sensibly, to work to the best of their ability and, when asked, to represent the school. Pupils are expected at all times to be a credit to the School. Politeness, consideration and respect for others are considered to be of great importance by the School. Any action, physical, verbal or psychological, that is designed to hurt another person is unacceptable. Pupils or parents should report any such behaviour to a member of staff and it will be taken seriously. Some of the specific rules of behaviour appear below.

PERSONAL APPEARANCE

All pupils should remember that their personal appearance can bring credit or discredit to the School and its members. All benefit when a good impression is created.

All pupils should:

- maintain a neat and tidy appearance;
- wear clean, named school uniform;
- not wear non-uniform pullovers and ties other than those specifically designated;
- not wear jewellery, except one discreet stud in each earlobe;
- not use make-up, hair gel, or dye hair.

DRESS REGULATIONS

Please see the list for Uniform and Sports Wear.

OUT OF BOUNDS

Under normal circumstances, the following are out of bounds:

- wooded areas around the fields;
- the lake and its surrounding area;
- all planted areas;
- the trim trail and loose parts play area, unless given permission by a member of staff.

Pupils should not enter the School buildings:

- before the morning bell, except in bad weather;
- between 12.10 and 1.25 pm unless they have been given permission by a member of staff or have an activity.

During bad weather, pupils should be in their own classroom unless the teacher on duty decides to take all pupils into the Hall.

Pupils should avoid the East Car Park during the day. The walkway between Number 83 and the Sports Hall is also off-limits to all pupils.

ABSENCES

Appointments for medical, dental or eye treatment should be made out of school hours if possible, otherwise a note should be given, or e-mail sent (copied to JSOffice@hymers.org), to the Form Teacher before the appointment.

No pupil may leave school at lunchtime without permission from their Form Teacher or a senior member of staff. Pupils must be signed out/in on collection and return.

No pupil may leave school because of illness without first seeing their Form Teacher, a senior member of staff, the Head of the Junior School or the School Nurse. They must be signed out on collection.

Holidays: to avoid disruption of teaching, parents are asked not to book holidays for their children during school time.

Parents/Carers should telephone the Junior School Office (between 8.30-9:00am), or e-mail JSOffice@hymers.org, on the first day of an absence.

BUILDINGS AND PROPERTY

The fabric of the buildings, furniture and all school property should be treated with care.

Damage must be reported immediately to a member of staff. Deliberate damage will be charged for, through the Finance Department.

Pupils should walk, not run, inside buildings and keep to the left on the stairs and in the corridors.

Ball games must not take place in or near buildings.

Specific equipment is allowed on the Junior Playground.

Pupils must not sell play items to each other.

The buildings and playing areas should be kept free of litter.

Doors should be held open for others.

All books, clothing and personal property must be clearly marked with the name of the owner.

Valuable items should not be brought into School; if this is unavoidable they should be left with the Form Teacher.

Junior School pupils must hand their mobile phones in to their Form Teacher at registration.

Whilst every effort will be made to assist in the recovery of lost items, the School has no responsibility for personal items that are lost.

Chewing gum is not permitted.

MOBILE PHONES

Mobile phones are the responsibility of the pupils who own them. The School can accept no responsibility for loss or damage to mobile phones. Junior School pupils must hand their mobile phones in to their Form Teacher at morning registration for the duration of the school day. Contact with home during the school day must be made through the Junior School Office (unless express permission is given by the teacher).

The owner will be held responsible for all calls, text messages and other usage of their phone. The abuse of a mobile phone camera in school will be dealt with severely.

Pupils who do not follow these rules are likely to have their mobile phones confiscated in the first instance and ultimately banned from bringing a mobile phone into school.

Making abusive calls or sending abusive messages is a criminal offence and the School will treat any instances of this as a very serious breach of school rules. This may involve informing the Police and could lead to temporary or permanent exclusion.

ACCEPTABLE COMPUTER/INTERNET USE

The computer system is owned by the school (Hymers College). The Computer/Internet Use policy helps to protect students, staff and the school by clearly stating what use of the computer resources is acceptable and what is not.

Irresponsible use may result in the loss of Internet access.

Network access must be made via the user's authorised account and password, which must not be given to any other person. You are responsible for any material produced on your account and/or held in your personal storage area on the network.

School computer and Internet use must be appropriate to the pupil's education.

Copyright and intellectual property rights must be respected.

E-mail should be written carefully and politely, particularly as messages may be forwarded or printed and be seen by unintended persons.

Users are responsible for e-mail they send and for contacts made.

Anonymous messages and chain letters are not permitted.

The use of chat rooms and social networking forums are not allowed.

The school's ICT systems may not be used for private purposes unless your teacher has given permission for that use.

Use for personal financial gain, gambling, political purposes or advertising is not permitted.

ICT system security must be respected, and it may be a criminal offence to breach any of the school's ICT security measures.

The school may exercise its right to monitor the use of the school's computer systems, including access to websites, the interception of e-mail and to delete inappropriate materials where it believes unauthorised use of the school's computer system is or may be taking place, or the system is or may be being used for criminal purposes or for storing unauthorised or unlawful text, imagery or sound.

Reviewed Jan 2023 - PCD