



HYMERS
COLLEGE

SENIOR SCHOOL AND SIXTH FORM RULES (2024)

(A "Handbook for Parents and New Pupils" containing full details will be available on the School Intranet 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. Pupils are expected to maintain a neat and tidy appearance. Below Year 12 no jewellery is to be worn, except for one discreet ear stud in each earlobe; in Years 12 and 13 a small amount of discreet jewellery may be worn. Hair should be of an acceptable length and style; obvious dyeing of hair is not permitted.

DRESS REGULATIONS

Please see the list for Uniform and Sports Wear. All clothing must be neat, tidy, clean and named. **Non-uniform pullovers, ties etc. are not allowed.**

OUT OF BOUNDS

These areas are out of bounds under normal circumstances: The external West Door of the Main Building; School buildings to Years 7 to 11 at lunchtime other than the allocated social (Gore and the ground floor of the LRC) and study rooms (middle floor of the LRC, and the LRT for Year 13) unless the Headmaster announces otherwise; and the wooded areas around the fields, the lake and its surrounding area and any planted areas. 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 outside of school hours if possible, otherwise, an email should be sent to the General Office Staff at generalofficestaff@hymers.org before the appointment.

Years 12 and 13: Pupils are allowed out at lunchtime provided a letter of agreement from parents has been received by the Form Teacher at the beginning of the year.

In case of illness whilst at school, pupils must see the School Nurse, the Form Tutor or a senior member of staff. They must not phone home until told to do so by a member of staff.

Holidays: to avoid disruption of learning, parents are asked not to book holidays for their children during school time. Parents are asked to contact the school on each day of an absence by email to both the Form Tutor and absence@hymers.org from a parental contact email address.

SCHOOL BUILDINGS AND PROPERTY

Running in the buildings is forbidden;

Games played with a ball must not take place in or near buildings;

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 – charges will be made for damaged property;

Pupils must move quietly inside the school buildings and keep to the left on the stairs and in the corridors;

Food and drink must not be consumed in school buildings (except the Dining Room and JCR) or on the field;

Litter must not be left around the School or on the field.

Pupils in the Senior School are provided with a Chromebook, charger, earphones and carry case to support their learning.

The following rules written to the pupils must be followed to ensure that their device stays in the best possible condition and working order:

- Your Chromebook must be stored in the case provided – you must not use an alternative case.
- When not in your possession, **your ICT Equipment must be stored in your locker and this must be locked.**

Please note:

- i. It is your responsibility to ensure that your locker is tidy so that its door can be locked. Sports bags should be kept on the tops of lockers, or in the bag store in your Form Room to help facilitate this.
- ii. If the lock in your locker is not working correctly, you must report this immediately to the Maintenance Department by emailing maintenancedept@hymers.org and including your locker number and its location in the email.

- iii. If, and only if, your locker is out of order, then you may take your ICT Equipment to the ICT Helpdesk for safe storage at break time, lunchtime, or during lessons when you have practical Games/PE.
- When moving around the school site with your ICT Equipment, you should use one of its carry straps (hand or shoulder) to minimise the risk of it being dropped.
- If you leave your ICT Equipment unattended around school, you will receive an Equipment Mark – as a breach of the Senior School Golden Rule, 'Responsible', each multiple of 10 Equipment Marks will result in a Tuesday Detention.

PERSONAL PROPERTY

All items of personal property must be named;

Pupils should not bring valuable items into school, particularly jewellery and electronic devices;

Money and other valuables should be locked in the pupil's locker before Games/PE sessions – if this is not possible they may be handed in to a Games member of staff;

Pupils must store all equipment, books and resources either in their locker, on the top of their locker, or the bag racks in their Form Room;

Year 12 and 13: Pupils should store equipment, books and resources in the storage spaces in the Junior Common Room, to maintain its tidiness;

Whilst efforts will be made to recover lost items, the school has no responsibility for personal items that are lost or damaged.

CARS, MOTORCYCLES AND BICYCLES

Pupils may only drive cars and motorcycles to school after receiving permission from the Headmaster - pupils who drive cars or motorcycles to school must provide the model, colour and registration details to the General Office for their records.

Pupils should avoid parking on the residents' sides of Hymers Avenue and Sunny Bank.

Pupils' use of vehicles and motorcycles must be safe at all times and respectful of the School's setting in a busy residential area.

Failure to meet these expectations will result in the permission to drive to and from school being removed and/or an appropriate sanction being given.

Bicycles must be pushed, not ridden, into the school grounds and parked in the bicycle racks located near Biology; bicycles are left at their owners' risk. Bicycles must be in good working order, must be kept locked in the racks and must be left at their owner's risk. The bicycle racks are out of bounds during the school day and at all times to pupils without bicycles at School. Lights must be used when appropriate and safety helmets are required.

PUNCTUALITY

Pupils are to be at school by 0840, and punctuality throughout the day is important.

Pupils in Years 7 to 11 who arrive at school before 0830 must either go into the LRC, which opens at 0800, or remain outside the buildings; pupils will be allowed into school early during inclement weather, at the discretion of the staff. **Pupils in Years 7 to 11 remaining on site after 4 pm other than for supervised activities must sign in at Homework Club and await collection from that location.**

TRAVEL TO AND FROM SCHOOL

When pupils are travelling to and from school, are on school trips or otherwise out of school during the school day, the School Rules apply. Infractions are dealt with as if they had occurred in the school.

EXTRA-CURRICULAR ACTIVITIES

Pupils selected to represent the school in extra-curricular activities e.g. music, drama and sport are expected to attend all rehearsals, practices and fixtures. Many concerts, drama productions, quizzes and school fixtures take place after school and on Saturdays, and pupils involved are expected to honour their commitments. We view extra-curricular activities as an integral part of a Hymer's education.

Pupils are required to attend in full school uniform and, in the case of sports fixtures, to change into playing kit at the venue of the fixture.

MOBILE PHONES

Mobile phones are the responsibility of the pupils who own them. The College can accept no responsibility for loss or damage to mobile phones.

Mobile phones must be turned off between the times of 08:30 and 16:00 (unless express permission is given by the teacher). Mobile phone use during Homework Club in the LRC is at the discretion of staff and must be work-related. Year 12 and 13 pupils may use mobile phones in the JCR at any time and in the LRC for work-related reasons during Private Study periods.

Mobile phones must not be taken into a public examination. Examination Boards will disqualify candidates who break this rule. Pupils will not be permitted to use mobile phones as calculators in internal examinations.

Mobile phones should be locked away safely or handed in before Games lessons and practices.

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

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

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

ACCEPTABLE COMPUTER/INTERNET USE

Irresponsible use of the school network 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. The user is responsible for any material produced on their account and/or held in their 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.

Email should be written carefully and politely, particularly as messages may be forwarded or printed and seen by unintended persons. Users are responsible for emails they send and for contacts made. Anonymous messages and chain letters are not permitted.

The use of chat rooms and social networking sites is not allowed.

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

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