



Bancroft's
School Procedures
Academic Year 2019/2020

CONTENTS

1.Manners	Page 1
2.Attendance and School Hours	Page 1
3.Behaviour	Page 2
4.Breakages	Page 2
5.Chewing Gum	Page 2
6.Commitment	Page 2
7.Detentions	Page 2
8.Dining Hall	Page 2
9.Dress	Page 2
10.Drugs	Page 3
11.Fire Drill	Page 3
12.Games	Page 3
13.Jobs	Page 3
14.Lessons	Page 3
15.Library	Page 3
16.Lost Property	Page 4
17.Mobile Phones/IPods	Page 4
18.Notice Boards	Page 4
19.Non Chapel Goers	Page 4
20.Off Limits	Page 4
21.Property and Lockers	Page 5
22.Pupils Driving to School	Page 5
23.Reporting Sick to Matron	Page 6
24.SCR	Page 6
25.Sixth Form Common Room/Sixth Form Library	Page 6
26.Smoking and Alcohol	Page 7
27.Laboratories and Workshops	Page 7
28. Travelling to and from School by Car	Page 7
29.Valuables	Page 7
30.Pupils On Site After School	Page 8
31.Closure in Exceptional Circumstance	Page 8

SCHOOL PROCEDURES

(All pupils are expected to read, understand and follow these procedures)

1. **MANNERS**

Pupils are expected to behave with good manners and good sense at all times. Adults must be obeyed and treated with courtesy.

2. **ATTENDANCE AND SCHOOL HOURS**

- (a) The School day starts at 8.25am and ends at 3.50pm. The School is locked in the morning until 7.45am and unless there is a school activity is locked in the evening at 6.00pm. For pupils arriving early in the morning breakfast is served from 7.45am and the library/ICT facilities are open at 8.00am. After school unless pupils are involved in an after school activity they should arrange to leave by 4.00pm. However should pupils need to stay later, the library is open and supervised until 6.00pm. Pupils remaining in school after 4.00pm must be in the library or at an after school activity, not simply waiting around the School. More detailed information is provided in point 30 'Pupils On Site After School' (page 8).
- (b) **Pupils who arrive late for school** must go to the OFFICE to register, where they will sign the signing-in book indicating their time of arrival. Members of Staff may wish to consult the signing-in book if they want to establish a pupil's arrival time. This procedure applies even if permission has been granted to arrive late - for example for a doctor or hospital appointment.
- (c) **Absence - notification.** If a pupil is absent through illness parents should telephone the School Office (020 8505 4821) to explain the situation on the first day of absence. If absence is for more than one day the pupil must, on return, bring an explanatory note from a parent. Parents can email Tutors using the office@bancrofts.org address marking the email f.a.o. the Tutor.
- (d) School ends at 3.50pm and pupils are not permitted to leave school before that time unless specifically authorised to do so. Pupils with permission to leave school early must sign the signing-out book in the School Office before leaving.

LEAVE OF ABSENCE - If there is anticipated absence of a day or less at least 24 hours' notice should be given, by letter, email or telephone, to the Housemaster or Junior Housemistress. Permission should be sought, where possible, from Members of Staff whose lessons are being missed. It is the responsibility of the pupil to make up any work. Permission to miss longer than a day's school should be sought well in advance in writing from the Housemaster or Junior Housemistress.

3. **BEHAVIOUR**

- (a) Pupils may not run or shout in the Quadrangle, corridors, stairways, classrooms, Great Hall or PAC Foyer.
- (b) Pupils may not eat in classrooms.
- (c) Pupils are expected to behave themselves at bus queues, on buses and when travelling to or from school or West Grove.
- (d) The High Road and Whitehall Road should only be crossed at the traffic lights or using the subway.

4. **BREAKAGES**

A pupil who breaks equipment or causes any damage must report the matter at the first opportunity to his/her tutor and to the Bursar's Office.

5. **CHEWING GUM**

Chewing gum is not permitted in school.

6. **COMMITMENT**

It is important that pupils understand that membership of a team, CCF, choir, orchestra, play cast or other group activity involves commitment to attendance since their absence seriously damages the whole activity. If there is a clash of school commitments pupils should refer the matter immediately to their tutor.

7. **DETENTIONS**

Staff detentions are regarded as serious punishments. They take precedence over all other activities, and may be postponed only with the permission of the Head, the Deputy Head, or the Senior Tutor.

8. **DINING HALL**

Food must not be taken out of the Dining Hall and the Sixth Form Centre.

9. **DRESS**

School uniform is to be worn at all school activities where pupils are representing the School unless otherwise directed. Uniform must be worn correctly and conform to the current school dress regulations. On all matters relating to uniform and dress the decision of the pupil's Housemaster/Housemistress or Junior Housemistress is final.

10. **DRUGS**

Illegal drugs may not be brought to, sold, passed on or obtained on school premises, on school outings or trips or while pupils are recognisable as Bancroftians. Any involvement with illegal drugs is likely to result at least in suspension and selling drugs will result in expulsion. Drug incidents may be reported to the police.

11. **FIRE DRILL**

Pupils should read the Fire Regulations posted in the classrooms they use. A continuous warble on the siren is the fire alarm signal. Pupils should proceed in a calm and orderly manner, without running, by the route posted in each room to their allocated assembly area on the School field, shutting doors and windows of the rooms which they leave. Pupils must not leave the assembly area until dismissed by their Tutor.

12. **GAMES**

Pupils chosen for school teams are required to attend matches. A pupil selected for a team who is ill on the morning of a match is required to email the Member of Staff running the team, or call the appropriate team captain, as early as possible so that a substitute can be arranged. Pupils must not telephone the School and leave a message on the answering machine.

13. **JOBS**

Employment of pupils under 16 is governed by law and requires the Head's consent in advance. Pupils over 16 should consult their Housemaster to ensure that a job does not interfere with school life.

14. **LESSONS**

If a teacher fails to arrive for a lesson within ten minutes of its start, the pupil in the form/set whose surname is first alphabetically on the list, should report the matter to the SCR. If no one is available in the SCR, the matter should be reported to the Head's PA.

15. **LIBRARY**

A good working atmosphere is required in the library and therefore eating and playing games are not allowed. Disturbances must be avoided, especially when entering/leaving the library or moving about in it. Books may only be taken from the library when properly issued to a pupil. Sixth Formers on duty in the library have the authority of Monitors.

16. **LOST PROPERTY**

It is essential that all items brought into school are clearly labelled with the child's name and parents must help the School in this way. Lost property will be stored in the Uniform Shop for one term; enquiries regarding lost property should be made to Mrs Tina Cole tina.cole@bancrofts.org after that time it will be disposed of. Individuals leaving kit or clothes in a changing room after PE/Games should check with the Games staff.

17. **MOBILE PHONES/IPODS**

All pupils who bring mobile phones and tablets to school should leave them locked in their locker, for example when going to games/PE, or on their person. These devices remain the sole responsibility of the pupil. Tutors are asked to remind their pupils that expensive devices left around have a habit of going missing. This is a clear statement and ensures that pupils who lose their mobile phones whilst at school have no claim on the School for that loss.

The use of a mobile phone, without staff permission, by a pupil is forbidden in any lesson.

It is also inappropriate for pupils to listen to IPods or similar appliances either in a classroom or as they move around the School between lessons.

18. **NOTICE BOARDS**

Only notices for properly organised school activities may be posted on school notice boards and these should be removed immediately after the event. A maximum of ten posters for any one event is allowed. Notices must not be stuck on doors or attached to brickwork with blue tack.

19. **NON-CHAPEL GOERS**

Those who have permission from the Head not to attend Chapel must report to the library whilst the rest of the group attends Chapel.

20. **OFF LIMITS**

- (a) No pupil may climb onto a roof. The retrieval of property may be arranged through the Bursar's office.
- (b) The Quadrangle grass is out of bounds.
- (c) Pupils should leave the field via the steps. The field is out of bounds when the sign (green with a red line) is up.

- (d) The Great Hall stage and Performing Arts centre are strictly out of bounds except with the permission of a Member of Staff. Stage crew activity in both areas may be undertaken only under the supervision of a Member of Staff. A Member of Staff must give permission for, and be in school during, rehearsals.
- (e) Activities in the Sports Hall must be with the permission of a Member of Staff who must remain in the Sports Hall during the activity.
- (f) Use of the swimming pool must be under the supervision of a Member of Staff and a qualified life-saver. No pupil may enter the swimming pool without permission from a Member of Staff.
- (g) No pupil is allowed out of school at break. The 3rds, Removes and L4s must not leave school at lunchtime. U4s may leave school at lunchtime; permission may be withdrawn by parents, in writing to the School Office. Pupils should not enter Epping Forest or the golf course under any circumstances. Pupils who need to leave school during class time must obtain permission.

21. PROPERTY AND LOCKERS

- (a) The condition of a locker is the responsibility of the pupil to whom it has been allocated. Marks and graffiti must be removed immediately. If pupils cannot remove them, or if a locker is damaged the tutor must be informed as soon as possible.
- (b) Personal property should be marked with the owner's name, and should be kept in lockers which must be kept locked at all times when the owner is not present. Belongings should not be deposited anywhere in school except in classrooms, or lockers.
- (c) Pupils should not go to their lockers during lessons, or between lessons except at break and lunch-time.

22. PUPILS DRIVING TO SCHOOL

- (a) Vehicles must be taxed and insured and the description and registration number registered with the Head of Sixth Form, **before pupils start driving to school**. It is the pupil's responsibility to ensure that any vehicle changes or additional vehicles are registered.
- (b) Drivers must hold a full driving licence and vehicles must be fully insured.
- (c) Vehicles must **NOT** be brought onto the School premises under any circumstances, at any time, except at weekends - this includes the gravel in front of the main gates. Cars parked in these areas are liable to be clamped. The School does **NOT** provide off street parking for pupils.

- (d) Vehicles must be parked in public roads legally and with due consideration for local residents and other road users.
- (e) Passengers may not be carried either as a general practice or on particular occasions to or from school or to or from West Grove unless the passenger's parent and the driver's parent have given their permission for this in writing. Such use may not be covered even by a Comprehensive policy.
- (f) **Pupils may only use their cars for journeys to and from school at the beginning and end of the School day or to West Grove on a games afternoon.** All casual use of cars at any other time of the day is strictly forbidden. Pupils are not permitted to drive their cars to away school sports fixtures or to school events off the premises. The transport provided must always be used.

23. **REPORTING SICK TO THE SCHOOL NURSE**

- (a) Pupils who feel ill must report to The School Nurse and not leave school without the School Nurse's permission or that of the School Office.
- (b) Except in emergencies, pupils should not go to the School Nurse without first obtaining permission from the teacher who is in charge of their class or games activity.

24. **SCR**

Pupils wishing to contact Members of Staff for important matters can knock on the main door of the SCR other than at hours specified on the door or during Monday break. Pupils should not knock on the door of the Working Common Room. Pupils wishing to hand in work to the SCR for placing in a Member of Staff's pigeon-hole should hand the work into the School Office.

25. **SIXTH FORM COMMON ROOM/SIXTH FORM LIBRARY**

Overall responsibility for this area lies with the Head of Sixth Form. It is intended that this be a focal point for Sixth Form life and an influencing factor in their transition into young adults. The guidelines for behaviour were established in consultation with the Sixth Form Committee and could be summarised, as follows:

Respect for each other, your property and your environment.

Normal school rules apply in the Common Room, Library and the Computer Suite. Breaches of the code of conduct could result, in the more serious cases, in temporary exclusion from the Centre.

It is envisaged that the Sixth Form Centre is for the sole use of the Sixth Form, but that on occasions junior years may have access. The Computer Suite is for the sole use of the Sixth Form.

Light lunches will be served in the Common Room from 12.10pm approximately and are available to all Sixth Formers. This may not be taken in conjunction with lunch in the main dining hall.

26. **SMOKING AND ALCOHOL**

Smoking - Smoking by pupils is forbidden on all occasions. Parents who attend school functions or who watch school sports matches are asked to abide by this no smoking policy.

Drinking - Pupils in school uniform should not normally enter licensed premises and no alcoholic drinks may be brought into the School at any time. There are, however, occasions when senior pupils are permitted to drink alcohol under staff supervision. Wine and beer may be served at society or sports club dinners and senior sports teams may be entertained after certain matches.

27. **LABORATORIES AND WORKSHOPS**

Because of the dangers involved, the Laboratories and Workshops may only be used under supervision in accordance with the instructions issued separately.

28. **TRAVELLING TO AND FROM SCHOOL BY CAR**

If dropped at or collected from school by car pupils must ensure that their parents are aware that:

- (a) The High Road is an urban clearway, and therefore parking or waiting there is not only dangerous but also illegal. Dropping pupils off in the queue at the traffic lights is dangerous and should not occur.
- (b) The School site is off limits to parents' cars between 7.30am and 6.00pm. No parent should drive onto the School site between those hours. It is better for everyone if pupils plan to be met at a pre-arranged place some distance from school, preferably before the morning rush and after most pupils have left. (Breakfast is available in school from 7.45am and the library is open until 6.00pm.) Wherever possible, collection and delivery duties should be shared with other parents.

29. **VALUABLES**

Unnecessary valuable property should not be brought to school. All property is the responsibility of the owner and should be clearly marked. There is no school insurance cover for such items and individuals should make their own

arrangements. Valuables should be stored safely in lockers. Please also see section 17 'Mobile phones/IPODS' (page 4).

If valuables are inadvertently taken to PE/Games they must be handed in to the Members of Staff taking the lesson. It is the responsibility of individual pupils to collect these valuables from the Member of Staff at the end of the lesson/activity. Locked valuables boxes are provided for this purpose. Unclaimed valuables are placed at the end of the lesson/activity in the unclaimed valuables box in the PE office so that pupils can reclaim property from there.

30. PUPILS ON SITE AFTER SCHOOL

It is wholly appropriate for pupils, other than those involved in school activities such as music or games practices, to remain in school after 3.50pm for a variety of activities. There are, however, certain ground rules:

- (a) Pupils who remain inside the School buildings after 4.00pm should be either at organised activities or in the library or computer room. It is unacceptable simply to loiter in corridors or indeed to play games inside.
- (b) Playing games outside is acceptable; however, pupils should not routinely remain within school grounds without a specific purpose.
- (c) If a classroom is to be used for a specific purpose or activity (ie an additional play rehearsal) then its use must be supervised by a member of staff.
- (d) The School is locked at 6.00pm and all pupils must leave the buildings by that time unless for a pre-arranged activity. Pupils are reminded that there is no routine access to the School after 6.00pm.
- (e) A member of the Senior Leadership Team is on duty until 6.00pm in case of emergencies. Any problems can be referred to the Member of Staff on duty via the library.

31. CLOSURES IN EXCEPTIONAL CIRCUMSTANCES

The School will endeavour to remain open during periods of inclement weather. Should a decision be made to **close** the School, a notification will be posted on the website www.bancrofts.org – if there is no notification, the School will be open.

The School uses a text message service for use in such circumstances; please keep your details up to date with the School Office.