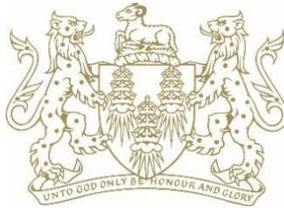


Bancroft's School Rules and Procedures Academic Year 2021/2022

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SCHOOL Rules & PROCEDURES

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

Introduction and Ethos

School rules apply when pupils are at school, travelling to and from the school, on school minibuses, on coaches hired by the school, or taking part in any activity organised by the school. Sections 1 and 2 set out the school rules regarding smoking, alcohol, prohibited substances and items, which should be read in conjunction with the following school's policies: Anti-Bullying, Behaviour Rewards and Sanctions, Drugs, On line Safety, Safeguarding, Safeguarding addendum for Covid 19 2020 and Smoking and Alcohol.

Every Bancroft's pupil, along with the teaching staff, has an important role to play in upholding and maintaining our values with regard to respect, tolerance, kindness and care for all. These values will be genuinely upheld if day-by-day each of us helps to create a compassionate and supportive environment, one in which people feel valued, able to be themselves and are free from any form of intimidation. As intelligent and thoughtful young people, we believe that you are capable of judging the impact of your actions and words on another person. All forms of behaviour, whether in person, at school, or in the virtual world should be maturely considered and rooted in kindness, civility and decency.

There may be times in which you feel concerned by unkind behaviour that has happened to you or that you have observed happening to someone else. If this is the case, as a member of Bancroft's, please recognise that you have a responsibility to share any on-going concerns with a trusted adult. It is not acceptable or humane to turn a blind eye or stand by and allow known acts of unkindness to continue without letting a teacher or parent know. This caring action is not only for your happiness or the benefit and well-being of another person, but most importantly it clearly upholds the compassionate, kind, respectful and long-standing culture of Bancroft's. We are all very proud of our school's welcoming atmosphere and trust that you will always recognise your vital role in sustaining it.

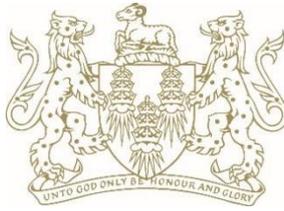
Section 1 – Smoking, drinking alcohol & prohibited substances

Smoking, the possession of and drinking alcohol and the possession, consumption and sale of prohibited substances are forbidden. 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.

Section 2 - Prohibited items

It is also an offence to bring any of the following prohibited items to the school: tobacco (including e-cigarettes or other vaping paraphernalia); alcohol; fireworks; pornographic images; any stolen or legally prohibited, or potentially harmful or damaging, substance or object (knife, pellet gun etc). If a pupil is found to have used a vaping device on the school site, the pupil may also be liable to drug testing and sanctions in accordance with the school's *drug policy*.

- i. Pupils who break the rules set out above or commit other criminal acts, such as theft or assault, are likely to be suspended or excluded permanently. The Police may be contacted.



- ii. Formal school sanctions, such as Supervisions and Detentions take priority over all other commitments. They may only be cancelled or rescheduled with the permission of the Senior Tutor, Senior Deputy Head or Head.

Section 3- Gambling

Pupils may not conduct any form of gambling or unauthorised business venture in school or using school facilities.

Section 4 - Rules governing the use of devices in school

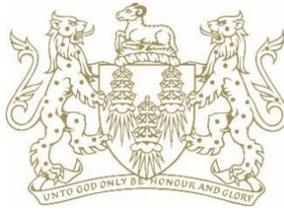
- i. 3rds, Removes, L4, U4 and 5th Form pupils may not switch on or use their phones during any part of the school day (08:20 – 15.45) without the permission of a member of staff.
- ii. The Sixth Form may use their devices in the Sixth Form Common Room, Library, Seminar Room and Computer Room. In all other parts of the school the Sixth Form may only use their device with the permission of a member of staff.
- iii. If a pupil has formal permission to use a laptop for written work at school, then work in detention or off-games may be completed in this manner.
- iv. Failure to comply may result in the removal of the phone with collection allowed at the end of the day from the school office.
- v. Pupils are not allowed to take pictures or make recordings, unless given express permission to do so by a member of staff.
- vi. Pupils may not post images or comments on any social media that may cause reputational damage to the school.
- vii. Headphones should not be used by any pupils on the school site without the permission of a member of staff. Pupils in the Sixth Form may use headphones in the sixth form centre.
- viii. The school does have wi-fi access and pupils should use this under the same conditions as they use the wired network. This is a privilege not to be abused and only to be used for supervised lesson work or personal use outside of the formal parts of the day listed above. Pupils are regularly reminded of the rules concerning their use of computers and other devices whilst on the school premises and on school trips. These rules also include the use of mobile data. Further details on the use of social media, mobile technology and ICT is available in the E-Charter, in the pupil planners and on the website.

Section 5 - Friendships

Friendships are encouraged, and pupils are expected to behave in a respectful and appropriate way to one another at all times. Public displays of intimacy are not acceptable.

Section 6 - Rules governing the school day

- i. The school day starts with registration at 08.20am and concludes at 15.45.
- ii. The school site opens at 07.45 and shuts at 18.00, unless there is an evening event.
- iii. During the school day, pupils may only access the school via the Tower (supervised 07.45 - 08.20 and 15.45 – 16.15), School Office and between 07.45 and 08.25 only, the Prep School gate
- iv. Pupils may stay on site after 15.45 to participate in school or student led activities, to socialise for a while, or to work in the library or Sixth Form Common Room, but all must leave the school site by 18.00. Pupils are not permitted to be on school site after 16.30 purely to socialise. Pupils can expect to be asked to leave the school site by staff if this is the case.



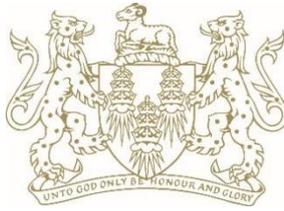
- v. Pupils arriving late to school must sign the 'signing in book' at the School office. They must then move directly to their tutor group, assembly or chapel or faith meeting as appropriate.
- vi. Pupil absence due to illness - parents must be notify the School Office by 08.20 on 020 8505 4821. Absence of more than one day must be evidenced by a written note or email from the parent to the School Office office@bancrofts.org or Tutor with the child's name, tutor group & tutor's name specified in the header box of the email.
- vii. Pupil absence – planned. Parents should provide to the Tutor a written note or email for matters like doctor's appointments. Requests for holidays or other days off in the term must be made directly to the Head at least a month in advance.
- viii. No pupil will be permitted to leave the school site during the school day, unless notice has been given by a parent or carer, with the exception of the U4, 5, L6 and U6 pupils who are permitted to leave the school during lunchtime. Pupils leaving the school site, with permission, must sign the 'Signing out book' in the School Office before leaving.
- ix. During lunch, U4, 5th and Sixth form pupils may leave the school without the permission of a member of staff as long as they sign out and back in at the School Office but,
- x. At all other times permission from a parent is required for any pupil leaving the school during the school day.
- xi. Any pupil leaving the school at lunchtime may not use public transport, a private vehicle or go to visit another's residence. Pupils may not access the Forest or Woodford Golf Course.
- xii. Parents may prohibit their child from leaving the school site at lunch times. This privilege may also be revoked by the school for disciplinary or pastoral reasons.
- xiii. Pupils needing assistance during the day should contact the first available member of staff. The school office is manned from 07.45 – 19.00, the Library from 08.00 – 18.00. Duty staff perambulate around the site during break, lunchtime and after school. The school office can advise which member of the Senior Leadership Team is on duty daily from 07.45 – 18.00.
- xiv. The 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.

Section 7 - Travelling to and from school

- i. Pupils and parents are asked to be considerate to our neighbours and mindful of local bylaws when dropping or picking up by car at school. The High Road is an urban clearway and parking there is illegal.
- ii. Pupils may be dropped off and picked up on the school site before 07.45 and after 16.20. Between 07.45 and 16.20 parents of the Senior School may not park on the school site unless they have an appointment.
- iii. Pupils should only cross the High Road at the traffic lights.
- iv. Bicycles must, upon arrival, be securely locked and put in a designated area. They may not be ridden within the school grounds.

Section 8 - Driving to school

- i. Pupils who drive themselves to school must comply with the school policy on pupils using their cars.



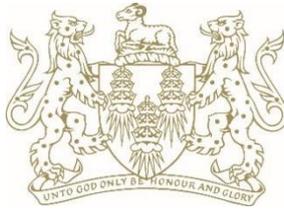
- ii. Vehicles must be taxed and insured and the make, model and registration number registered with the Head of Sixth Form, before pupils start driving to school. It is the pupil's responsibility to ensure that any vehicle changes or additional vehicles are registered.
- iii. Drivers must hold a full driving licence and vehicles must be fully insured.
- iv. 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.
- v. Vehicles must be parked in public roads legally and with due consideration for local residents and other road users.
- vi. 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. This documentation must be logged with the Head of Sixth Form. Parents are advised to check that their car insurance covers this.
- vii. 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 or Old Loughtonians Hockey Club 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.

Section 9 – Reporting Sick to the School Nurse

- i. 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. Pupils are not permitted to self-diagnose.
- ii. Pupils, who are directed to return to class, should do so promptly and present the note from the School Nurse to the teacher of their class or games activity.
- iii. 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.
- iv. If an accident occurs outside class time, pupils should make their way directly to the School Nurse or if necessary seek assistance from the first available member of staff or send a friend to seek assistance.

Section 10 - Pupil property and use of lockers

- i. 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.
- ii. Pupils are provided with a locker with padlock for storage of books and personal property, on the condition that the pupil agrees that the locker can be searched for any item, whether or not the pupil is present.
- iii. Valuables should not be brought to school. Devices, such as laptops or phones, should be kept by the pupil either on their person or in their locker.
- iv. Devices and any valuables should be stored in lockers during PE Lessons and games afternoons. If valuables are inadvertently taken to PE/Games they must be handed in to the Members of Staff taking the lesson and not left in changing rooms. It is the responsibility of individual pupils to collect these valuables from the Member of Staff at the end of the lesson/activity.
- v. All pupils are required to keep their lockers in good order and report any damage to their tutors.
- vi. Personal property, including all items of clothing and sports equipment, must be clearly marked with the name of the owner.



Section 11 - Lost Property

- i. Enquiries regarding lost property should be made to Mrs Tina Cole tina.cole@bancrofts.org
- ii. Pupils, who lose an item of property should check the lost property lockers by the Swimming Pool, in the Sports Hall, the Pavilion and at West Grove. Lost property is also held by Mrs Cole in the Tuck shop area.
- iii. Pupils' whose property is named will be contacted directly by Mrs Cole or via the pupil's tutor. Unclaimed and unnamed lost property will be given to a charity at the end of each term.
- iv. Bags and sports bags, must be stored in lockers or on the top of lockers. Pupils, who leave their bags lying on the floor in corridors, and around the school site, apart from under the cloisters, can expect to find their bag removed. These bags will often be relocated outside the Senior Tutor's office. Pupils will receive a blue slip each time they leave a bag lying around, those receiving three slips for this will spend half an hour every lunch time for 5 school days helping to keep the site tidy.

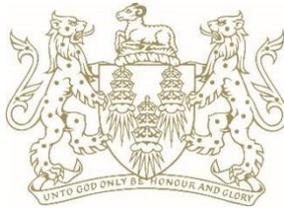
Section 12 - Participation in extracurricular activities

The school encourages pupils to participate in a broad range of activities and expects all pupils to respect the commitment of staff and their peers to these activities.

- i. Pupils participating in major school events, such as concerts, plays and school fixtures are expected to participate fully by attending rehearsals, performances, training and matches. If leave of absence is required, it should if possible be given in good time, so that if necessary, adjustments to choirs, casts & teams may be made.
- ii. Pupils, who have a clash in commitments, must notify their tutor and then discuss this with the relevant staff. SOCS should alert staff and pupil to this clash.
- iii. Should a pupil be unable to participate in games or PE a note must be handed in, preferably during the morning break of the games day session, to the member of staff in charge of that activity or allocated member of staff. Pupils in the Thirds to Fifth Form who cannot attend games must register with the games staff at 13.20pm in the Quad as usual and then sign into the library from 13.50 – to 15.45. Sixth Form pupils, with the permission of their housemaster / mistress, may leave school or work in the Sixth Form Centre. If injury is the cause of their absence, pupils are advised to seek advice from the Gym staff about rehabilitation.

Section 13 - Rules governing the fabric of the school and pupil safety

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



- vii. Pupils who break or damage school property by deliberate acts of vandalism or boisterous behaviour will have to pay for the damage.
- viii. Pupils must follow Safety procedures in all school activities especially in the Science Laboratories and sporting activities for their own safety and that of their peers. Failure to observe these may result in the pupils being barred from participating in practical work.
- ix. Pupils must behave with consideration for others at all times when moving around the school site. Running in side is prohibited. Play on the school field is encouraged, but pupils must have a regard for the safety of others. Pushing, tripping and boisterous group behaviour is not permitted.
- x. Pupils are expected to keep the site tidy and dispose of their litter in the bins. Chewing gum is prohibited on the School Site.
- xi. Pupils should not take breakfast or lunch out the Dining area or the Sixth Form Common Room, except to access the tables outside the Great Hall and in the Court Yard area. Pupils must return trays and plates to the servery.

Section 14- Fire Procedures

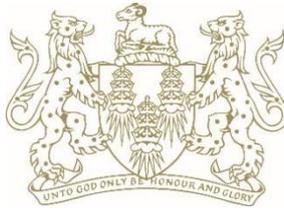
Pupils should read the Fire Regulations posted in the classrooms they use. A continuous warble on the siren is the fire alarm signal. Pupils should proceed silently, in a calm and orderly manner, without running, to their allocated assembly area on the School field and remain in silence, until otherwise instructed. Pupils must not leave the assembly area until dismissed by their Tutor.

Section 15 - School uniform

- i. School uniform (3rds – 5th Form) 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. School uniform is to be worn at all school activities where pupils are representing the School unless otherwise directed.
- ii. Sixth Form pupils must wear apparel that conforms to the Sixth Form Dress code. Where doubt exists, a discussion should be had with Housestaff and the Head of Sixth Form.
- iii. Make up and Jewellery, if worn, must be discreet. A pupil can expect to be referred to House Staff or The Head of Sixth Form if it is felt that her/ his make up or jewellery is not discrete. After discussion, if it is felt that the make up or jewellery is not discreet, the pupil will be asked to remedy this the following day and their parent/s or carer will be notified.
- iv. The school reserves the right to send a senior pupil home, if s/he fails, having been given notice, to act on advice regarding school uniform, the Sixth Form dress code, make up and jewellery.
- v. Pupils may come to school in their sports kit on their games afternoons and if they have a sports fixture. Pupils attending Strength and Conditioning during lunch should change before and after the session. Sixth Form pupils may change at lunchtime if they use the gym in a study period, but may not attend classes in the afternoon dressed in gym kit.

Section 16 - Pupils having 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/Housemistress to ensure that a job does not interfere with school life.



Section 17 – Assemblies and Chapel Attendance

Attendance at all Assemblies and Chapel is mandatory, except where a pupil attends another faith groups meeting or where s/he has, after discussion with the Head and her / his parents or carer secured the permission from the Head not to attend Chapel. In this case the pupil must report to the main school library when her / his peers go to chapel.

Section 18 - Teacher absence

- i. 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 School Office or Head's PA.
- ii. If a tutor fails to arrive for registration by 08.20 the tutor group should make its way to the room of the other half of the tutor group.

Section 19 - Closures in Exceptional Circumstances

- i. 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 and via the school's social media channels – if there is no notification, the School will be open.
- ii. The School may also use a text messaging service for use in such circumstances; please keep your details up to date with the School Office.

Section 20 - Covid Addendum

- I. Pupils should practise excellent personal hygiene on the school site to mitigate the transmission of Covid, making regular use of handwashing facilities and sanitisers on site. A pupil should cover their mouth or nose when coughing and sneezing. Tissues once used should be placed in bins.
- II. Pupils must take reasonable measures to ensure that social distancing is maintained in accordance with the latest government guidelines.
- III. Flouting of social distancing will be dealt with via education, but if a pupil persistently ignores advice, this will be treated as a disciplinary matter.
- IV. The deliberate infringement of social distancing with an intention to harm or cause distress, especially by spitting, sneezing or coughing in another pupil's face or a member of staff's face will be treated as a serious disciplinary issue.
- V. Pupils have been briefed about adjustments to sections 6, 7, 9, 10, 13, 14 and 15.