



School Rules and Procedures Academic Year 2023/2024

Bancroft's

Independent Co-educational Day School 7–18

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School Rules and Procedures

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

Introduction and Ethos

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

Every Bancroft's pupil, along with the teaching staff, has an important role to play in upholding and maintaining our rules and our values: Kindness, Curiosity, Courage, Integrity, Balance and Excellence. These values will be genuinely upheld if 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. We believe that as intelligent and thoughtful young people, pupils can judge the impact of their 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.

This document should be read in conjunction with the following school policies:

- Anti-Bullying,
- Behaviour Rewards and Sanctions,
- Drugs,
- Online Safety,
- Safeguarding,
- Smoking/vaping and Alcohol.

The following rules apply when pupils are at school, travelling to and from school, on school minibuses, on coaches hired by the School, or taking part in any activity organised by the School.

Section 1 - Rules governing the school day

1. The school day starts with registration at 08.20am and concludes at 15.45.
2. The school site opens at 07.45 and shuts at 18.00, unless there is an evening event.
3. 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.
4. 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 should not routinely be on school site after 16.30 purely to socialise. Pupils can expect to be asked by staff to leave the school site or go to the library if this is the case.
5. 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 causing as little disruption as possible. Full details of the lateness procedures can be found on SharePoint or in the E-Digest.
6. Pupil absence due to illness - parents must 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.

7. 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.
8. 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 and sign back in upon their return.
9. 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,
10. Pupils leaving school at lunchtime may not use public transport or access the forest or Woodford golf course.
11. At all other times permission from a parent is required for any pupil leaving the school during the school day.

Section 2 - School uniform

- a) School uniform (3rds – 5th Form) must be worn correctly and conform to the Uniform code (appendix 1). 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.
- b) All items should be clearly labelled with the pupil's name
- c) Pupils who are not in line with our uniform and dress codes may be asked to go to the school pre-worn uniform store to purchase the appropriate clothing. This can be added to the termly fee bill.
- d) Sixth Form pupils must wear apparel that conforms to the Sixth Form Dress code (appendix 2). Where doubt exists, a discussion should be had with House staff and the Head of Sixth Form.
- e) 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 and if it is felt that the make up or jewellery is not discreet, the pupil will be asked to remedy this the following day.
- f) A blue slip will be issued and sanctions will escalate to detention level if multiple slips are accrued and if amendments are not made despite reminders and support.
- g) Pupils may come to school in their sports kit on their games afternoons, if they have a sports fixture and on days when they have a timetabled PE lesson. 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 3 - Assemblies and Chapel Attendance

Attendance at all assemblies and Chapel is mandatory, except where a pupil attends another faith group 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 4 - Rules governing the use of electronic devices in school

Tablets:

While all pupils are required to have a device for academic purposes, we expect all pupils to use their devices judiciously and with moderation during the school day. Pupils' ability to self-regulate usage is the abiding principle that underpins our belief that they must learn how to make best use of this technology. All use of devices, whether using the School WIFI or data, is subject to the On-line Safety policy and also the E Charter which is signed by all pupils.

Phones:

The following rules apply:

- i. 3rds have a device and should, therefore, keep mobile phones in their lockers.
- ii. All pupils are prohibited from using their phones in lessons or other formal settings, such as chapel or assemblies, the lunch queue or in the Dining Hall without the express permission of a member of staff.
- iii. All pupils are prohibited from taking pictures and making video or audio recordings, unless given express permission to do so by a member of staff.
- iv. The use of phones is prohibited in changing rooms and toilets.
- v. Pupils, who are perceived to be using their devices for purposes not suited to a school day, such as streaming videos, can expect to be questioned about their phone usage by any member of staff.
- vi. Pupils who contravene the rules set out in section ii or fail to comply with the spirit of self-regulation at other times may receive a sanction or have their phone confiscated until the end of the day, when the phone may be collected from the School Office.

Headphones:

Headphones, including ear buds / air pods, are only permitted during private working time e.g. in library or computer rooms, and should not be worn by pupils as they move around the site.

Section 5 - Pupil property and use of lockers

- i. All personal property (e.g. items of clothing, mobile phones, uniform and sports equipment) is the responsibility of the owner and should be clearly marked with their name. There is no school insurance cover for such items and individuals should make their own arrangements.
- ii. Pupils are provided with a locker with a padlock for storage of books and personal property.
- 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 securely 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 should 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.

Section 6 - 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. Bags and sports bags, must be stored in lockers or on the bag racks ensuring they are not a trip hazard. Pupils, who leave their bags lying on the floor in corridors, and around the school site, can expect to have their bag moved.
- iv. Items which have been forgotten and are brought into school by parents should be dropped off at reception.

Section 7 - Reporting Sick to the School Nurse

- i. Pupils who feel ill must report to the School Nurse and not leave the premises 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.
- iii. For non-urgent cases of illness, pupils must make an appointment to attend the Medical Centre. If a pupil is unwell during lessons then they should consult the member of staff in charge, who will phone the medical room to make an appointment. If staff feel it is necessary for the pupil to be accompanied to the medical centre this will be arranged.
- 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 8 - 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 school office.
- ii. If a tutor fails to arrive for registration by 08.25 the tutor group should make its way to the room of the other half of the tutor group.

Section 9 - 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 requested? 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, parents should advise the school before the session. 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 10 - 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 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 supervise rehearsals.
- v. Activities in the Sports Hall (including the fitness suite) 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 and may receive a disciplinary sanction.
- 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 inside and in the Quad is prohibited. Play on the school field is encouraged, but pupils must have 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 11 - Fire Procedures

- i. Pupils should read the Fire Regulations posted in the classrooms they use.
- ii. 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.
- iii. Pupils must not leave the assembly area until dismissed by their Tutor.
- iv. A weekly test of the fire alarm system takes place on Monday morning

Section 12 - Travelling to and from school

- i. Pupils are encouraged to travel to school by public transport, by bicycle or by foot wherever possible. We ask pupils to be dropped off / picked up c.300 metres from school to reduce congestion around the school site at peak hours
- ii. 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.
- iii. 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
- iv. Pupils should only cross the High Road and Whitehall Road at the traffic lights.
- v. Bicycles must, upon arrival, be securely locked and put in a designated area, but not secured to gates. They may not be ridden within the school grounds.

Section 13 - Driving to school (Pupils)

- i. Vehicles must be taxed and insured and the make, model and registration number registered with the Head of Sixth Form, along with a signed parental consent form, before pupils start driving to school. The pupil must hold a full driving licence and notify the Head of Sixth Form of changes to the vehicles registered with the school
- ii. Vehicles must NOT be brought onto the school premises under any circumstances during the school day, but this is permitted, at weekends - this includes the gravel in front of the main gates. The School does NOT provide any parking for pupils.
- iii. Vehicles must be parked in public roads legally and with consideration for residents and other road users.
- iv. Passengers may not be carried, either as a general practice or on particular occasions to or from school or to any school-related destination unless the passenger's parent and the driver's parent have given their written permission to the Head of Sixth form.
- v. 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, Old Loughtonians' Hockey Club or other external sporting venues on a games afternoon. Students may not carry passengers when travelling to one of the sports grounds from the school premises. 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 by the School must always be used.

Section 14 - 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 15 - Smoking, drinking alcohol & prohibited substances

Smoking/vaping, the possession of and drinking alcohol and the possession, consumption and sale of prohibited substances are forbidden. There are, however, occasions when sixth form pupils are permitted to drink alcohol under staff supervision.

Section 16- Gambling

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

Section 17 - Prohibited items

It is also an offence to bring any of the following prohibited items to 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 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 school or personal commitments. They may only be cancelled or rescheduled with the permission of the Senior Tutor, Senior Deputy Head or Head.

Section 18 - 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.

The School may also use a text messaging service for use in such circumstances; please ensure that your parents keep their details up to date

Annex 1

[Uniform & Dress Code for years 7-11](#)

Annex 2

[Sixth Form Uniform Code](#)