Senior School Rules and Procedures

Academic Year 2026/2027

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

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.

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.

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

- Anti-Bullying Policy,
- Behaviour Rewards and Sanctions,
- Online Safety Policy,
- Safeguarding Policy,
- Substance Policy,
- Pupil Acceptable use of IT and Digital Technologies Policy,
- Mobile Phone Policy
- First Aid Policy.

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

I. The school day starts with registration at 08.20 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 between 07.45 - 08.20 and 15.45 – 16.15), Reception 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 should not routinely be on the school site after 17.00 unless they are in a supervised activity. Pupils can expect to be asked by staff to leave the school site at 17.00 or go to the library.
V. Pupils arriving late to school must sign the 'signing in book' at Reception. They must then move directly to their tutor group, assembly or chapel as appropriate, causing as little

disruption as possible. Full details of the lateness procedures can be found on SharePoint or annex 3.

VI. Pupil absence due to illness - parents must notify the School Office by 08.20 via the ISAMS parent portal or 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 schooloffice@bancrofts.org with the child's name, tutor group & tutor's name specified in the header box of the email.

VII. Should a pupil be unable to participate in Games or PE, parents should advise the school before 8.20 on the day of the activity or the day before if possible.
- Pupils in the 3rds to U4th who cannot attend Games due to mobility issues must register with the Games staff in the Quad as usual and then sign into the library from 13.55 to 15.45. All other pupils will travel to the Games session and observe.
- Pupils in the Fifth to Upper Sixth form will be required to register in the Off Games room, and will be dismissed at the end of the school day (15:45)

VIII. If injury is the cause of their absence, pupils are advised to seek advice from the Gym staff about rehabilitation.

IX. The School requests that family holidays are not arranged during term time. Requests for authorised absence should be made in writing to the Head well in advance of the date using the email address schooloffice@bancrofts.org

X. No pupil will be permitted to leave the school site during the school day, unless notice has been given by a parent or carer. 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.

XI. During lunch, 5th and Sixth form pupils may leave the school without the permission of a member of staff and should;
- sign out and back in at the School Office
- may not use public transport or access the forest or Woodford golf course
- may not bring food and drink into school at lunchtime or after school without permission
- U4th pupils may leave the site with permission after the May half term.

XII. Leaving the site is a privilege and pupils who are late returning to school or who are found to have broken the rules set out above will have this privilege withdrawn for a period determined by the School.

XIII. At all other times permission from a parent is required for any pupil leaving the school during the school day.

Section 2 - School uniform

I. School uniform (3rds – 5th Form) must be worn correctly and conform to the Uniform code & dress code (appendix 1). On all matters relating to uniform and dress the decision of the pupil's Housemaster/Housemistress or Junior Housemaster/Housemistress (House Staff) is final. School uniform is to be worn at all school activities where pupils are representing the School unless otherwise directed.

II. Summer and Winter dress codes will be announced as the weather dictates. At all other times coats should not be worn around the school.

III. All items should be clearly labelled with the pupil's name.

IV. 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.

V. 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.

VI. 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.

VII. A red 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.

VIII. Pupils may come to school in their Bancroft's 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 or practices during lunchtime 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. Pupils wearing PE kit on the wrong day will be placed in TimeOut.

Section 3 - Lost Property

i. Enquiries regarding lost property should be made via schooloffice@bancrofts.org

ii. Pupils who lose an item of property should check the lost property bins by the swimming pool, in the Sports Hall, the Pavilion and at West Grove. These will be cleared out at the end of each term. Lost property is also held in the pre-worn uniform store.

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. Items which have been forgotten and are brought into school by parents should be dropped off at reception.

Section 4 - Assemblies and Chapel Attendance

Attendance at all assemblies and Chapel is mandatory.

Section 5 - Rules governing the use of digital devices in school

Phones:

The following rules apply:

- Mobile phones must be **powered off** and **not visible** (openly carried) from 7:45 am until 3.45 pm when school ends, including during Games afternoons, fixtures, and the transport there and back.
- Mobile phones may not be used or seen in the Dining Hall or Courtyard at any time.
- Mobile phones may not be used for private study or to listen to music.

Sixth Form

We recognise that the Sixth Form is a period of increased independence and responsibility, so without compromising the School's policy on the use of mobile phones for other pupils, a more flexible approach can be adopted for L6th and U6th.

- Sixth Form students must limit their use to the Sixth Form area (Common Room and Sixth Form Library), but must not have their mobile phones visible elsewhere in the School.
- Sixth Form students remain subject to the School's behaviour policy and misuse of their phone will still result in the same sanctions that apply to the rest of the School body.

Exceptions and other circumstances

- Pupils will be allowed to take their mobile phone if they leave the school site during lunch time. The phone must be powered off as soon as the pupil arrives back on the school site.
- If there is a need to photograph work (e.g. in Art or DT), specific permission must be sought from the supervising member of staff and the phone powered off immediately and placed out of sight after it has been used.
- Pupils may require their mobile phone for medical purposes (e.g. the management of diabetes). The School Nurse will collate a list of the pupils affected based on our school records and liaise with the relevant parents/carers to ensure that suitable measures are in place to ensure the safe and appropriate management of their condition.

Trips

- The rules governing mobile phone use on trips, both day and residential, will be decided by the trip leader as the need for communication during unsupervised time will vary according to the nature of the trip.
- 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.
- The use of any device is prohibited in changing rooms and toilets.
- 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.
- Pupils who contravene the rules set out or fail to comply with the spirit of self-regulation at other times may receive a sanction as laid down in the Mobile Phone Policy.

Headphones:

Headphones, including ear buds / AirPods, 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. Headphones may only be used when connected to a tablet/laptop and for academic purposes solely.

Electronic devices:

While all pupils are required to have a device for academic purposes, we expect all pupils to use their devices in 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 Online Safety policy and also the Pupil Acceptable Use of IT Policy which is signed by all pupils.

Section 6 - Pupil property and use of lockers

i. All personal property (e.g. mobile phones 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. 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 to the Deputy Head Co-Curriculum and Operations office.

vi. All pupils are required to keep their lockers in good order and report any damage to their tutors.

Section 7 - Reporting Sick to the School Nurse

I. Pupils who feel ill must report to the Medical Room and not leave the premises without the School Nurse's permission. Pupils are not permitted to self-diagnose and may not contact parents/carers asking to be collected without first consulting the School Nurse.

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 Medical Room 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 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, should discuss this with the relevant staff. SOCS should alert staff and pupil to this clash.

Section 10 - Rules governing the fabric of the school and pupil safety

i. Pupils are expected to keep the site tidy and dispose of their litter in the bins.

ii. Chewing gum is prohibited on the school site.

iii. Pupils should not take breakfast or lunch out of 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.

iv. Pupils must behave with consideration for others at all times when moving around the school site. Running inside buildings 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. Pupils may be sent to Time Out for anti-social behaviour that is dangerous, unruly, could or does cause harm. Time Out occurs every lunchtime between 12.55 - 13.30.

v. No ball games are permitted other than on the school field.
vi. Pupils should enter and leave the field via the steps.
vii. Activities in the Sports Hall (including the fitness suite) and Crossfit facility must be with the permission of a member of staff who must supervise the activity.
viii. 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.
ix. 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.
x. 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 receiving a sanction including being barred from participating in practical work.
xi. During a thunderstorm all pupils will be expected to seek shelter in any enclosed building and will be advised by Staff when it is safe to leave.

Section 11 – Food and Drink – Allergen Awareness

i. **Nut-Free Site:** To protect community members with severe, life-threatening allergies, the school operates a strict nut-free environment.
ii. **Permitted Food:** Students may bring onto school premises:
    a. snacks for their own consumption
    b. items explicitly approved for school charity events (e.g., bake sales). Such items must list the ingredients used
    c. packed lunches in sealed containers for their own consumption for late night or weekend activities when instructed to do so by a member of staff
iii. **Restricted Items:** takeaway meals, and food purchased from external shops, cafés, or restaurants (including ice creams and pizzas) may not be brought onto the premises during or after the school day.
iv. Students permitted to leave the premises at lunchtime may purchase and consume food or drink off-site.
v. **Energy & Caffeinated Drinks:** Caffeinated and energy drinks are strictly banned on school premises. Any such drinks brought onto site will be confiscated immediately.

Section 12 – Out of Bounds Areas

i. The following areas are out of bounds and should only be accessed with a Member of Staff present:

- swimming pool
- gymnastic / athletic & climbing activities
- science laboratories
- design and technology rooms
- ceramic stores
- CCF store
- Head's garden behind portacabins
- Prep school Hall attic
- the tower staircase

- flammable material stores
- grounds, maintenance, catering and caretaking areas

ii. No pupil may climb onto a roof. The retrieval of property may be arranged, via the pupil's Tutor, through the Chief Operating Officer's office.
iii. The Quadrangle grass is out of bounds.
iv. The field is out of bounds when the sign is up.
v. For the senior school, the prep playground area is out of bounds.
vi. 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.

Section 13 - 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 a member of staff.

Section 14 - Lockdown Procedures

A lockdown may be initiated when a situation presents a potential threat to the safety of pupils and staff, and remaining securely inside the school buildings is judged to be the safest course of action. In these circumstances, a distinctive lockdown alarm will sound.

i. If this sounds, pupils should either remain in, or immediately make their way to, the nearest secure location and remain silent.
ii. Devices should not be used. If a pupil feels they really must inform a parent or carer a single, simple, clear message should be sent, along the lines of "The school is in lockdown. I am safe. Will be in touch".
iii. Remain in position – **the silencing of the alarm is NOT the 'all clear'**
iv. further instructions/information or the 'all clear' will be given either by Teams, school email, verbal paging through the PA and/or phone speaker, or the 'all clear' signal
v. pupils should then make their way to their normal registration room.

Section 15 - Travelling to and from school

i. Pupils are encouraged to travel to school by public transport, using the school bus, 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 stopping or parking there is illegal.
iii. Pupils may be dropped off and picked up on the school site before 07.45 and after 16.15. Between 07.45 and 16.15 parents of Senior School pupils may not park on the school site during the day unless they have an appointment and must request and be allocated a parking bay by the school office.
iv. Pupils should only cross the High Road and Whitehall Road at the traffic lights and should not walk along the central reservation.
v. Bicycles must, upon arrival, be securely locked and put in a designated area behind the pavilion, but not secured to gates. They may not be ridden within the school grounds except in the marked cycle lanes.

Section 16 - 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 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 - 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 / carer and the driver's parent / carer 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. Permission from the Head of Sixth Form is required for any deviation from section v.

Section 17 - Smoking, drinking alcohol & prohibited substances

The possession, use or sale of cigarettes, vaping products, snus, alcohol and prohibited substances is forbidden. On specified occasions, Sixth Form pupils may be permitted to consume alcohol under staff supervision.

Section 18 - Prohibited items

It is 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 Substance 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 Deputy Head or Head. Details can be found in the Behaviour, Rewards and Sanctions Policy.

Section 19- Gambling

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

Section 20 - Pupils having jobs

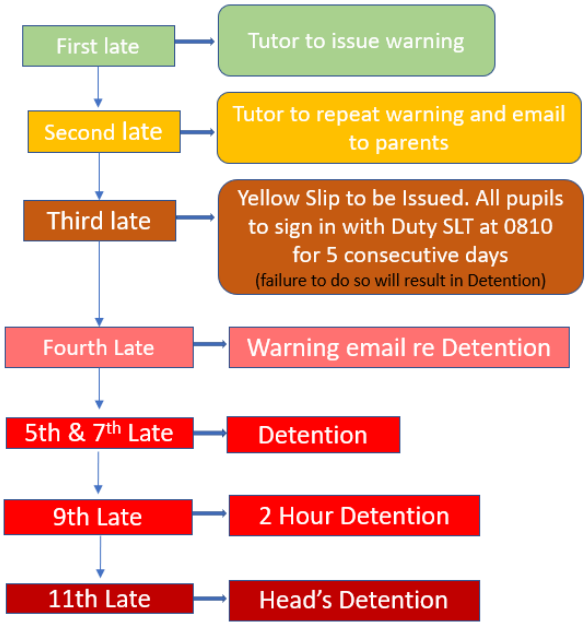
Employment of pupils under 16 is governed by law. At Bancroft's we request that parents advise the school of any regular work being undertaken. Pupils over 16 should consult with their House staff to ensure that a job does not interfere with school life.

Section 21 - 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

Annex 3

Accumulation of Late Marks over any half term