



The School Code of Conduct and School Rules

The School Code

In our community of over 900, everyone is expected to show courtesy and consideration in caring for others, for the School and for our local community. Our expectations are clearly expressed in our School Code:

At
QUEEN ELIZABETH'S GRAMMAR SCHOOL
we all agree to

- ◆ Give of our best at all times
- ◆ Value learning and the right of every pupil to learn
- ◆ Be properly prepared for work and play
- ◆ Treat others with kindness, tolerance and respect
- ◆ Address members of the School community in a courteous and considerate manner
- ◆ Help those who are in difficulty or in need of support
- ◆ Care for our own property, School property and the property of others
- ◆ Act upon the advice and instructions we are given
- ◆ Understand and obey the School Rules
- ◆ Report bullying and other anti-social behaviour
- ◆ Understand the importance of Health and Safety information
- ◆ Behave as exemplary members of the School community, especially when we are wearing School uniform
- ◆ Work together for a safe, ordered and happy School.

This is our
SCHOOL CODE

Discipline at Queen Elizabeth's is very good, and this is reinforced by excellent staff/pupil relations. Nonetheless, it is right we should be clear about expectations so we hope what follows, most of it entirely obvious, is of use.

The School Rules

The School's expectations are outlined in *The School Code*. At Queen Elizabeth's Grammar School, we believe that pupils develop best when operating within a framework of simple rules. These are laid down for the good of the individual, for the good of the School as a whole and in order to promote good relations between the School and the town. All pupils are obliged to take reasonable care for their own health and safety and the health and safety of others. Specific School Policies are available on request.

1. Failure to exercise common sense or good manners is an offence against School Rules.
2. Pupils will extend common courtesies to members of staff, visitors and each other at all times. Inappropriate, intimate behaviour between pupils is not permitted.
3. Pupils will be punctual in their attendance at registrations, lessons, assemblies and other organised activities.

4. Pupils arriving at School late will report:
 - Junior School to Form Tutors
 - Senior School to Reception.
5. Pupils will honour their commitments to the School, those in the calendar having priority, excepting representative honours previously agreed.
6. Pupils will make themselves aware of, and comply with, the specific rules which apply to particular areas of the School, such as the Design and Technology Department, the ICT Department, Lammack Sports Ground, Library, Queen's Wing, Science Departments, Singleton House, Swimming Pool.
7. Pupils will not take or purchase another's property, including clothes, games kit, mobile phones or other equipment, nor will pupils sell items to another pupil.
8. Pupils will not gamble.
9. Pupils will not drop litter anywhere but will use the bins provided.
10. Pupils may consume tap or unflavoured mineral water carried in a clear, plastic bottle in classrooms where specific local rules allow. Pupils will not consume other food or drink in classrooms or in corridors. Food purchased from the Tuck Shop or breakfast service must be consumed in Big School. Food purchased in Singleton House must be consumed there according to local rules.
11. Pupils may not possess, use or deal in illegal drugs. Pupils will not bring alcohol on to School premises; nor will they consume alcohol whilst under the School's jurisdiction without the specific authorisation of the Headmaster in specific and legal circumstances. Smoking is forbidden at all times (including E-cigarettes, sheesha pens or indeed any other form of smoking or 'vaping') including on school transport, or anywhere when school uniform is worn.
12. All medicines brought to School must be registered with, and administered by, the School Nurse (or, in her absence, by a Deputy Head).
13. Pupils will not bring on to School premises: organic solvents; laser pens; liquid paper; **spray deodorants (roll-on is allowed)**, knives, or any potentially offensive weapon; fireworks; matches or lighters.
14. Pupils must not bring chewing gum or bubble gum on to School premises.
15. Pupils will leave their books, overcoats and bags in the space allocated to them to avoid congestion in the School and in the interests of security. Pupils may carry bags to lessons 7 and/or 8 if they can be stored appropriately and if staff permission has been given.
16. Pupils will report to their Form Tutor any damage to School property, including books. Damage is liable to be made good.
17. Pupils' expensive items, such as electrical equipment, musical instruments or sports kit, must be stored securely in School, either in lockers or lodged with the Form Tutor or Head of Year (see Rule 39).
18. Pupils' mobile telephones (throughout, other forms of electronic, computer, radio or digital communications devices are included) will not be switched on or used during lessons, nor used in contravention of the separate and specific School Working Policy, unless explicit instructions are given by a member of staff. Pupils must not use these devices to display, transmit, communicate or store information or images that are defamatory, malicious, violent or sexually explicit. Pupils must not take photographs or otherwise record events in School unless specifically instructed by a member of staff. Pupils must not use mobile phones when travelling between lessons or leave their phone unattended in a bag or blazer. Mobile phones are banned from examination rooms and must not be brought into the vicinity of an examination room.
19. Violence against others (bullying), property (theft or vandalism) and self (drug and substance abuse) has no place in the School community and is dealt with according to separate and specific School policies.
20. Pupils will use the playground allocated to them and not those of other year groups. On these designated playgrounds only soft balls or size one footballs are allowed. Ball games are not permitted elsewhere on the School site.

Bounds

21. All pupils must remain on site unless accompanied by a member of staff and under no circumstances should roads be crossed during the school day unless pupils are instructed to do so.
22. Pupils from Years 7 to 11 will not leave the School bounds during the School day without the permission of their Head of Year, a Deputy Head or the Headmaster. Sixth Form students are allowed off site during the lunch break; although they may not drive or ride in cars (see Rule 27).

Absence

23. Permission to be absent from school must be sought in advance from the Headmaster
24. If a pupil is absent a telephone message must be left with Reception or an e-mail to absence@qegsblackburn.com before 10:00. This must be followed by a note of explanation to the Form Tutor directly upon the pupil's return.

Transport

25. Pupils will comply with the specific rules for behaviour on coaches when making use of the School bus service.
26. Pupils may ride bicycles to School only with their parents' and Form Tutor's permission. Pupils should have passed safety tests for Cycle Proficiency and wear a cycle helmet. Bicycles must have lights and may not be ridden on School grounds.
27. Pupils may drive themselves to School in cars or on motor cycles only if legally qualified and only in vehicles which have been registered with the Head of Sixth Form. Pupils travelling in a vehicle being driven by another pupil must be registered with the Head of Sixth Form. Pupils' cars may not be parked on School grounds and must not be used at any time during the School day without permission from the Head of Sixth Form.

Dress

28. Pupils are expected to be clean and tidy, to conform to the School uniform Rules (35-37) and to take pride in their appearance.
29. Pupils' hair must be clean and tidy. It must be of a reasonable and generally even length and retain an even, natural colour. Bizarre styles are not permitted. Boys' hair must not be on or below the collar or obscure vision. Boys are not permitted to wear beards and/or moustaches unless the Headmaster has granted in writing a dispensation on religious grounds. Girls' long hair must be fastened back with a school scrunchie for Years 7 and 8, and, for Years 9 to 11, a plain navy or black elastic hair band, or one that tones in with the colour of the hair.
30. For reasons of communication between pupils and between pupils and staff, where facial expression is key to engagement and understanding, and for security and health and safety reasons, pupils' faces must not be obscured. For these reasons, whilst the School permits its pupils to wear the head scarf or hijab, which should be dark blue for Years 7 to 11, the wearing of the niqab or any other item which obscures some or all of a pupil's face, is not allowed.
31. Pupils must travel to and from School and sports fixtures in full School uniform unless any special dispensation has been given.
32. All items of uniform must be clearly labelled with owner's name.
33. School coats must not be worn inside buildings.
34. School kit will be worn for PE, Games and Swimming.
35. No jewellery is permitted other than a wrist watch. Fashion accessories, such as false nails, are prohibited. The wearing of make-up is prohibited, except for the discreet use of foundation where there is a recognised skin complaint. Tattoos or body piercings must not be visible; ears should not be pierced just prior to or during term-time. Pupils must ensure that such marks are covered when School uniform or

specified kit for PE, Games and Swimming is being worn. Sixth Formers must refer to their own dress amplification document (applies to rules 36 and 37 also).

Uniform

36. Girls' uniform is:

- White long-sleeved blouse (tucked inside the skirt) with Katie collar for Years 7 to 11
- "Business wear" sleeved blouse or round/vee-necked sleeved top/jumper for Sixth Form; white blouse for formal occasions
- School tie for Years 7 to 11 (the wider end should reach the first blouse button above the waist-band)
- School or, where appropriate, Prefect lapel badge for Sixth Form
- School scrunchie for Years 7 and 8. A plain navy or black elastic hair band, or one that tones in with the colour of the hair for Years 9 to 11.
- Alice bands or clips must be plain and either navy or black.
- School blazer with appropriate badge for Years 7 to 11
- Dark, tailored "business wear" suit for Sixth Form
- School long-sleeved, vee-necked pullover (optional) for Years 7 to 11
- Long-sleeved pullover or waistcoat (optional) for Sixth Form (no fleeces, hoods or zips)
- Pleated, knee length check skirt with elasticated waist for Years 7 and 8
- Knee length check kilt for Years 9 to 11
- Michaelmas and Lent Terms: Light grey knee-length socks (pulled up neatly) or grey, navy blue or **black** tights for Years 7 to 11.
Trinity Term: White knee-length socks (pulled up neatly) or white ankle socks, or grey, navy blue or **black** tights for Years 7 to 11.
- Black polished shoes (no boots, training shoe styles, canvas or extremes of fashion) with sensible block heel for Years 7 to 11
- Dark shoes (no boots, training shoe styles, canvas or extremes of fashion) with sensible heel for Sixth Form
- Plain navy or black outdoor coat (optional) longer than blazer length. No other colours are permitted. Logos should be avoided or as small as possible. Football scarves are not permitted. Hoodies are not permitted at any time with School uniform.

37. Boys' uniform is:

- White shirt (tucked inside the trousers) for Years 7 to 11
- School tie for Years 7 to 11 (the wider end should reach the first shirt button above the waist-band)
- "Business wear" shirt and tie for Sixth Form; Sixth Form School or Prefect tie for formal occasions
- School or, where appropriate, Prefect lapel badge for Sixth Form
- School blazer with appropriate badge for Years 7 to 11
- Dark, tailored "business wear" suit for Sixth Form
- School long-sleeved, vee-necked pullover (optional) for Years 7 to 11
- Long-sleeved, vee-necked pullover or waistcoat (optional) for Sixth Form (no fleeces, hoods or zips)
- Plain black/dark grey trousers (no jeans, canvas or corduroy material) for Years 7 to 11
- Plain black/dark grey socks for Years 7 to 11
- Black polished shoes (no boots, training shoe styles, canvas or extremes of fashion) for Years 7 to 11
- Dark polished shoes (no boots, training shoe styles, canvas or extremes of fashion) for Sixth Form

- Plain navy or black outdoor coat (optional) longer than blazer length. No other colours are permitted. Logos should be avoided or as small as possible. Football scarves are not permitted. Hoodies are not permitted at any time with School uniform.
38. Non-School badges are not permitted unless authorised by the Headmaster.

Insurance

39. Please note that whilst the School will take every possible care, it is not possible for the Governors to assume liability in the case of loss of, or damage to, personal possessions of pupils. When valuable items are brought into School, such items should be covered by parents' own insurance.

The School Rules are kept under constant review and may be revised by the Headmaster at any time. The Headmaster reserves the right, in his absolute discretion, to refuse entry to the School to any pupil failing to observe Dress and Uniform Rules, and to rule on the acceptability of variations not explicitly covered by the Rules.

**S A Corns
Headmaster
December 2015**