



College Rules

Reviewed by: International Director
Date: April 2018
[Thereafter by the Joint Principals]

Rules are subject to change with the updated version published to the Parent Portal.

RULES

These Rules are intended to impose only such restrictions as are necessary for the general well-being of students and teachers in the International College. Good order is best when it results naturally from the good sense and good feeling of everybody concerned; it is essential that we all live together in respect for one another and behave accordingly. Rules and conditions remain binding on boys and girls throughout their time at the College, or when travelling to or from the College, regardless of age.

The Joint Principals are responsible for the care and the discipline of the students and for the management of the College. If a student fails to comply with the College Rules and any regulations made from time to time, they may require the student to be removed, without a refund of the current term's fees. They also reserve the right to ask parents to withdraw any student who is, in their opinion, not making sufficient progress to warrant (in the student's own interest) his or her retention in the College, or to withdraw a pupil from a particular examination subject if, in their opinion, that is also in the student's own interest.

1 Bounds (permitted areas for students)

The following are out of bounds without permission from a Joint Principal:

- 1.1 Any place beyond the limits shown on the city maps displayed in the College (including the Dane John Gardens), plus the ruins of St Augustine's Abbey.
- 1.2 The Kingsmead playing field, and the riverside path and underpass on that side beyond the Sainsbury's bridge.

- 1.3 The city before 1.10 p.m. (10.15 a.m. on Sundays), at all other times when lessons are in progress, and in the evenings after 6 p.m. During the Autumn and Lent Terms the city is out of bounds to Year 9 students after 4 p.m. and to Year 10 after 5 p.m.
- 1.4 The South Side of the Cathedral, along with the Great Cloister and approaches thereto, after 6 pm (unless on the way to a Cathedral event).
- 1.5 The Cathedral Herb Garden and the Campanile Garden.
- 1.6 College and school kitchens.
- 1.7 The roofs of all buildings (including the Cathedral).
- 1.8 All pubs, bars, betting shops and amusement arcades.
- 1.9 Private houses, including the houses of The King's School day pupils.
- 1.10 Cinemas, theatres and other places of public entertainment.
- 1.11 The river and all boats on the river, sea or lakes (except when participating in a supervised school activity).

2 Order

- 2.1 Paid Private Tuition requires the prior consent of parents, the International Director and the Joint Principals.
- 2.2 No student may be driven in a private car by any other King's pupil, nor by anybody who is not an employee of the College or The King's School, unless the driver is the guardian or a member of the student's own family, or the written consent of parents and the permission of the Joint Principals has been obtained.
- 2.3 The following are forbidden:
 - a) The possession or use of weapons, replica weapons, firearms or explosives of any kind (including BB guns, fireworks, all sharp knives and penknives)
 - b) The unauthorised use or possession of any aerosol or solvent-based glue
 - c) The possession or use of laser pens
 - d) The possession and/or use of 'hoverboards', segways, scooters, etc.
 - e) Busking
 - f) Walking outdoors in bare feet
 - g) Hitch-hiking
 - h) The possession or use of computer games, DVDs, or CDs by anyone under age according to their classification in England

- 2.4 Students should not bring back to College items of significant monetary or emotional value, nor any item that (by its ostentatious nature or worth) might cause division or jealousy amongst peers.
- 2.5 Paid employment is forbidden during term time.
- 2.6 Apart from minor transactions, buying and selling among students, and the lending of money, must have the Joint Principals' permission.
- 2.7 No student may obtain credit at any town shop or restaurant, except with parents' permission and the knowledge of the Joint Principals.
- 2.8 No one may miss a College provided meal without the Joint Principals or Matron's permission.
- 2.9 It is forbidden to remove food, drink, cutlery or crockery from any School or College dining hall.
- 2.10 No food or drink may be consumed outdoors in the streets.
- 2.11 The chewing of gum is forbidden.
- 2.12 Students may not gather in large groups on any roads or pathways where they may inconvenience residents and visitors.
- 2.13 Personal possessions (books, files, clothing, &c.) may not be left outside rooms and buildings except in the storage provided, and should be in some suitable bag.

3 Mobile Phones

- 3.1 Mobile phones and similar devices may normally only be used in leisure time, discreetly, and not in School buildings or public places within the College and Malthouse site (except with permission).
- 3.2 They must not be used when crossing roads.
- 3.3 They should only be used in lessons and study time unless the teacher on duty gives permissions
- 3.4 Phone numbers must be registered with the Joint Principals, and any changes in the number recorded.
- 3.5 Offensive messages sent to others will be regarded as a serious breach of College discipline.
- 3.6 Misuse will lead to confiscation as well as to other sanctions.
- 3.7 Students may be required by the Joint Principals to hand in their mobile phones at night.

4 Meals Out & Saturday Leaves

- 4.1 Students may only miss roll-call on Sundays if the Joint Principals have given permission.
- 4.2 On a weekday evening, students may be allowed to go out for a meal with their own parents with the prior approval of the Joint Principals, at whose discretion two or three other students from the College (only) may attend, if so wished.

5 Dress and Appearance

The purpose of these rules is to maintain the good reputation and high standard of the College. At all times clothes must be clean, neat, tidy and in good repair. More detailed guidelines will be issued from time to time. Regard for the spirit of these regulations is as important as regard for their letter.

- 5.1 College uniform for boys is a black jacket or black jumper with The King's School crest, King's pinstripe trousers, white shirt and International College tie, black or grey socks and plain black polished leather shoes. Jewellery, non- School or College lapel badges and other unsuitable ornaments are forbidden, as are tattoos. For girls, College uniform is a black jacket, black jumper or black cardigan with The King's School crest, with a knee-length King's pinstripe dress or pinstripe trousers, College white blouse, plain black tights and plain black polished leather low- heeled shoes of sensible shape and weight.
- 5.2 Make-up, if worn, must be discreet. Only small studs, one per ear-lobe, are permitted, but not nose, tongue or other studs, dangling earrings, rings, bracelets, chunky necklaces, tattoos or nail varnish. Non- School or College lapel badges and other unsuitable ornaments are forbidden. Individual boys and girls may be privileged to wear other specified ties or lapel badges, and likewise approved jumpers for those with Colours and other specified groups.
- 5.3 College uniform is to be worn:
 - a) until all time-tabled lessons have finished for the day (including the tutor period), unless the rules are relaxed during hot weather or other specific permission is given;
 - b) for all King's School and College services on Sundays;
 - c) always on appropriate King's School and College occasions, which include such events as Parents' Meetings, King's School talks (unless otherwise advertised), King's and College Plays and Concerts, and any other event at which parents may be present. N.B. Jackets, not jumpers or cardigans, must be worn and must not be taken off at concerts, lectures or similar occasions unless permission is specifically given.
- 5.4 With all uniform, only a King's School-issue coat or plain black or navy-blue overcoat or rain-coat of suitable length may be worn, and only a black, King's School or Boat Club scarf.

- 5.5 'Formal Clothing': every student must always have available at least one set of smart clothes for formal occasions. Such dress might be required for some trips, dinners or other special occasions.
- 5.6 'Casual Clothing' ('home clothes') must be clean, in good repair, and without embellishments of any sort. Jewellery should always remain discreet.
- 5.7 Hair styles must be consistent with the College uniform. Bizarre or extravagant styles are forbidden. Girls should have the means to tie their hair back if so required. Boys must be clean shaven, with their hair off the collar, but no shorter than 'Grade 3'. Any dyed hair should be discreet.
- 5.8 Hats should not be worn indoors.
- 5.9 Headphones and earphones should not be worn when moving around the Malthouse site, The King's School or the City.
- 5.10 Only official King's School games clothes and/or track suits may be worn for organised sports lessons.

6 Bicycles

Note: The King's School and College are not responsible for the safety of bicycles, either on or off School or College property. They may be kept in the School or College only subject to the conditions stated below and at the owner's risk. Nor is the School or College responsible for any accidents which may happen to cyclists, whether owners or borrowers, or to third parties. Parents are advised to insure bicycles.

- 6.1 The bicycle must be in good condition, properly equipped with lights and clearly identified in whatever manner is decided upon by the College.
- 6.2 The bicycle must at all times be locked when not in use and a spare key lodged with the Joint Principals.
- 6.3 The owner must possess and use a safety helmet marked with his or her name.
- 6.4 Students cycling at or after dusk must wear fluorescent safety clothing.
- 6.5 No one may borrow a bicycle without leave from the owner.
- 6.6 Bicycles are to be wheeled through the following areas in the Precincts and St Augustine's: Mint Yard Gate, the Christ Church Gate and other Precincts gates, St. Augustine's Gate, the Dining Hall Undercroft, the Grange Passageway, the Memorial Court surrounds, the Dark Entry and the Brick Walk.
- 6.7 Students are expected to comply fully with the Highway Code.

7 Residential Rules

The following rules apply at all times to all students:

- 7.1 Boys are not permitted to visit girls' studies, nor girls to visit boys' studies at any time.
- 7.2 Subject to Rule 8.3 below, boys may visit other boys' studies within The King's School and girls may visit other girls' studies within The King's School from morning break until the beginning of prep. iv) Students may not visit other King's School Houses at the following times: Before 8 a.m. (Sundays before 10.15 a.m.).
- 7.3 During normal lesson times.
- 7.4 As a matter of courtesy, students should, wherever possible, obtain the permission of the Joint Principals and Housemaster or Housemistress when visiting another House. All visitors to the College or House at any time must sign in and out.
- 7.5 Subject to Rule 8.3, boys and girls may visit King's Day Houses from 8.15 a.m. until prep. during free time. King's Day Houses may not be visited on Sundays.
- 7.6 Outsiders may not visit the College or a King's House without the permission of the Joint Principals or Housemaster or Housemistress. If he or she or a member of staff acting in his or her stead is not available, no visit may take place. It is the duty of the student being visited to ensure that permission has been obtained.
- 7.7 Electrical appliances may be used in studies only with the Joint Principal's consent and in accordance with the regulations on this matter.
- 7.8 Music, radios, computer games, etc. must not be played during lesson or prep time, nor after 10.00 p.m., unless earphones are used; nor at any time so as to cause a nuisance to others.
- 7.9 Computer games, DVDs, and streamed films, etc. may not be played or watched during lesson or prep time, nor after lights out, nor at other times as determined by the Joint Principals.
- 7.10 No one may be absent from Preparation without leave from the Joint Principals.
- 7.11 All students must be in the College by 7.15 p.m., and, after Prep unless given permission by the Joint Principals.
- 7.12 Students should never put themselves to bed in the course of the day without first seeing the Matron.

Policy and Sanctions with regard to:

DRUGS

The King's Schools consider that the use of illegal drugs and so-called 'legal highs' (including nitrous oxide and any performance-enhancing drugs) is likely to be damaging to a young person's health, safety, independence and respect of the law; and will also damage the integrity of the School and College communities by possibly exposing others to temptation and to the risk of criminal proceedings.

A programme of education about drugs will involve pupils during their time at the College. The programme will be arranged through the established curriculum, through the Health & Well Being syllabus and through specially invited external speakers.

It is the policy of the School and College to discourage the use of illegal drugs and 'legal highs'. Any cases of the use or possession by students of such substances or of any drugs paraphernalia will be treated as a very serious breach of discipline and those involved should expect to be expelled.

A student becoming involved with drug misuse must expect to leave the College; those who have acted as a source of supply will be expelled automatically. Where there is reasonable cause for suspicion that a student may be involved with drugs, a student may be questioned and rooms and personal possessions searched. A saliva or urine test may be taken and sent for analysis by an independent and approved agent. The procedures are available to parents on request. Testing is the best possible protection for the innocent as well as compelling evidence against those who would put others at risk. Refusal to take a test will be regarded as a disciplinary offence and the College may proceed as if there had been a positive result. The College has the right to inform the police of the possession, consumption or supplying of an illegal drug, as it constitutes a criminal offence.

This policy is seen as being in the best interests of all pupils.

ALCOHOL

Students are encouraged to adopt a sensible attitude towards alcohol. The effects on health of alcohol and its social implications will be taught and discussed as part of the curriculum, in the Health & Well Being course, and at tutor period. Help and advice is also available via The King's School's medical practice and counselling service. There are breathalysers available at the College.

The consumption of alcohol at any time and in any circumstances is forbidden.

The unauthorised possession of any alcoholic drink is also forbidden.

If a student breaks the code outlined above, or is in the company of students who do so, the following will normally apply:

- a) A first offence involving beer, wine or similar will be dealt with by the Joint Principals: a detention will be imposed and a letter will be sent home to parents.
- b) For a second offence involving beer, wine, or similar, or a first offence involving spirits the student will be referred to the Joint Principals and International Director, who may impose a

lengthy detention, and a letter will be sent to parents; alternatively it may be decided to impose a period of suspension.

- c) For further offences involving alcohol, students will be dealt with by the International Director or Headmaster of The King's School, whose powers of sanction include all the foregoing and, in addition, expulsion.

It is hoped that the King's School and International College's policy on alcohol at school will be helpful to parents organising private functions for teenagers in the holidays.

SMOKING

Students are forbidden to smoke. The effects on health of smoking will be taught and discussed as part of the curriculum, in the Health and Well Being course, and in tutorials. Help and advice is also available through the School's medical practice and counselling service.

If a student is caught smoking (or in possession of smoking materials) the following will normally apply:

- a) A first offence will be dealt with by the student's tutor: a detention, may be imposed, together with a letter home to parents. However, a student caught smoking in a School or College building can expect to be punished as if this were at least a second offence, regardless of the previous record.
- b) A second offence will be dealt with by the Joint Principals who may impose a lengthy detention and a letter will be sent home to parents.
- c) A third offence will be dealt with by the Joint Principals and International Director, whose powers of sanction include all the foregoing and, in addition, suspension and expulsion.

The King's School and International College does not condone the use or possession of e-cigarettes or similar smoking devices.

DIETARY SUPPLEMENTS

The King's School prides itself on its sporting ethos and commitment to fair play and honesty. Medical and sports coaching advice is that a balanced diet, good hydration, well-organised training and a healthy lifestyle should be all any sports player needs to develop and grow in a healthy way. The School and College therefore discourages the use of dietary supplements (such as protein or whey powders) to enhance levels of physical or sporting achievement, in the belief that they are of no benefit to the physical or sporting performance of the vast majority of students and can, at worst, create an unhealthy attitude towards body image.

The following advice is given for students who wish to maximise their sporting performance:

- a) You should always have a water bottle with you at training – hydration is crucially important.
- b) You should aim to get at least 8 hours sleep or more after hard sessions.
- c) You should stretch at least 2 to 3 times a week.

- d) You should always eat 3 main meals per day (breakfast is crucial) with 2 snack-meals in between if required.
- e) You should try to eat plenty of fish and white meat such as chicken (provided these form part of your normal and existing diet), plenty of fresh vegetables and salad and plenty of pasta, potatoes and rice. Such a diet is quite possible if you attend meals as provided by the School and/or College each day.

No student should take any form of protein supplement. If such supplements are found by College staff, they will be confiscated and returned to the parents.

The use of supplements by students in the gym, at the Recreation Centre or at the Malthouse Sports Centre are not permitted.

PERSONAL RELATIONSHIPS

Positive relationships are essential for the well-being of the community and for individuals. At all times the guiding principle must be respect for others. This includes respecting those who have different values and opinions. It also includes behaving in a considerate way which includes the feelings of all: for this reason excessive displays of affection in public, going beyond normal greetings, are not allowed. Sexual relationships are forbidden in any circumstances. Students who are found to be in breach of this rule, or who are judged to be so, should expect to be required to leave the College.

BULLYING

The King's School and International College is committed to providing a caring, friendly and safe environment for all of its students so that they can learn and develop in the College, at King's and in all extra-curricular areas in a relaxed and secure environment. Any attempt to interfere with this safe environment will be treated most seriously. An atmosphere is encouraged in which all students should be able to tell a member of staff or another student if they feel bullied, knowing that the incident will be investigated promptly and effectively.

The College recognises that bullying can occur between pupils, between members of staff, and between staff and pupils.

Bullying is an intentional abuse of power by an individual or group, usually repeated over time. In bullying there is a conscious desire to hurt, to threaten or to frighten.

Bullying takes many forms:

- a) Physical: pushing, kicking, hitting, pinching or any other use of violence.
- b) Verbal: name-calling, sarcasm, comments on disability, teasing, insulting or spreading rumours.
- c) Emotional: exclusion, tormenting (for example, hiding books or belongings), threatening gestures, racial taunts, unfriendliness, cultural insensitivity, graffiti or gestures.
- d) Sexual: unwanted physical contact or abusive comments about gender or sexuality.
- e) Cyber: defined as the 'sending or posting of harmful or cruel text or images using the internet or other digital communication devices'. Types of cyberbullying, range from abusive text messages, emails and phone calls, to bullying in internet chatrooms, social networking sites and instant messaging.

It is not bullying when, for example, two people have the odd dispute or when senior pupils are given responsibility to supervise others in order to ensure the smooth running of the College and the School.

The School and College aim to provide:

- a) An open, positive, friendly and caring atmosphere which helps to build positive self-images among pupils and fosters appropriate behaviour in all areas.
- b) The encouragement of positive role-models across the school community.
- c) A structured PSHE programme or Health and Well Being programme within the curriculum which aims at developing personal and inter-personal skills as well as dealing specifically with the issue of bullying.
- d) A weekly period set aside for contact time with personal tutors and regular College meetings where issues including bullying can be addressed.
- e) Student guidelines, including a complaints procedure.
- f) A peer mentoring group.
- g) Reassurance that all senior students with some responsibility for younger pupils receive regular support from Tutors.

Incidents that could appear to involve bullying should be reported to the relevant tutor and / or Joint Principals at the earliest opportunity.

The appropriate member of staff will interview the relevant people in a sensitive and appropriate manner; following this investigation, incidents that are found to have involved bullying will be recorded in writing and details passed to the Joint Principals and the Deputy Head (Pastoral) of The King's School.

Any student who is being bullied will be given support and protection as well as assistance to develop positive coping strategies and self-assertion.

Students who are bullying will also be given support and assistance to change their pattern of behaviour.

It will be emphasised that any bullying behaviour must cease immediately.

In serious cases of bullying, the parents of both parties will be informed of what has happened and how it has been dealt with. Where appropriate, colleagues will be informed and urged to be vigilant.

If the bullying behaviour continues and counselling of all involved has not worked, then appropriate sanctions, determined by the International Director (or in his absence the Joint Principals) in consultation with the relevant Tutor, will follow. In persistent and/or serious cases, suspension or expulsion will be considered.