



KING EDWARD'S SCHOOL BIRMINGHAM

RULES AND REGULATIONS

2024-5

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RULES AND REGULATIONS

The School Rules and Regulations are designed help school life to run smoothly. Each pupil's parents must undertake that he will abide by the Rules and Regulations. It is expected that all members of the school will, by their consideration for others and by their manners, behaviour and appearance, contribute to the happiness and reputation of the community.

RULES

Registration and Assembly

Registration is a vital part of the school day and a legal requirement for all pupils.

All pupils attend Registration with their Form Tutors at 8.45 am and at 1.55 pm. Special arrangements apply for games and Friday afternoons. All pupils must attend Assemblies, House meetings and Form meetings. School assemblies are formal gatherings and student behaviour must comply with these expectations of exemplary behaviour.

Pupils who miss Registration must sign in at Reception. If a pupil who is late for Registration can get to the appropriate Assembly, he is expected to do so.

Tutors, Heads of Year and Heads of School track attendance, punctuality and absence; sanctions will be issued to those who are repeatedly late or who do not attend school commitments without a valid reason/permission.

Absence

Absence through illness / medical appointment

If your son is unable to attend school through illness, it is essential that you should call the School (0121 472 1672) on the first morning of his absence - and every day thereafter - **before 9.00 am, clarifying the reason for the absence.**

Please ensure that you follow the guidance regarding public health and school attendance.

Please also contact the School regarding absence for medical appointments. We ask that routine dentist appointments are made during the School holidays.

Other absences from school

The School appreciates that there may be other circumstances where an absence is unavoidable. Requests for such absences should be made to Daniel Kennedy (Deputy Head Pastoral) (d.kennedy@keschools.org.uk).

It should be noted that parents have a legal duty to ensure that pupils are in school, and that absences will only be granted in exceptional circumstances and where a request for absence has been sought well in advance. Parents are strongly discouraged from making requests for absence for reasons of personal convenience.

Uniform

All pupils wear the school uniform at school and on their way to and from it. The uniform consists of black shoes (not trainers), black trousers (not cords or jeans), a white shirt, and the school tie and blazer. The

school uniform navy pullover is optional. Non-uniform pullovers, cardigans and sweat-shirts are not acceptable. Brightly coloured / white socks are not allowed. Jewellery or tattoos are not permitted.

The kit prescribed by the teacher or coach in charge must be worn for all games, PE lessons and for Friday afternoon activities, and in the Sports Hall.

All clothing, games kit, bags and coats MUST be clearly marked with the owner's name.

Pupils involved in certain activities on Fridays may be given permission by the teacher in charge to come to school on Friday morning in the appropriate kit rather than school uniform. All CCF pupils must wear school uniform to and from school unless they are delivered to and collected from school by car. See separate guidelines for Friday Afternoon dress.

Representing the School

Pupils who are selected to represent the school in any activity are expected to do so whether the event occurs on a school day or at the weekend.

Transport

- a) Pupils travelling to school by bus from the City must alight at Edgbaston Park Road (not at Eastern Road) and cross Bristol Road on the pelican crossing.
- b) Pupils may cross Edgbaston Park Road only at the pelican crossing, when showing green.
- c) Pupils on foot should enter and leave the School site via the pedestrian access gates only.
- d) Pupils using the buses must queue in the prescribed place in an orderly fashion, and remain on the paved area until getting on the bus.
- e) No pupil may bring a car onto the main KES site
- f) The use of electric scooters or skateboards is not permitted anywhere on the School site
- g) Pupils travelling to and from school by bicycle must wear a helmet and ensure their bicycles have working lights. All bicycles must be securely locked in the cycle sheds.
- h) When travelling in a school minibus **all seat belts must be fastened** before the vehicle sets off.

Litter

Pupils must keep the school tidy by not dropping litter and by picking up any that they see on the ground.

Discipline

- a) **Any pupil who participates in an action which is outside the law whilst under the responsibility of the school will be regarded as having committed a serious breach of school discipline. This may result in exclusion from the school. Any behaviour outside of school – including online – which is deemed to bring the school into disrepute will be treated as a serious disciplinary offence.**
- b) Behaviour towards other pupils that constitutes bullying or any other type of abuse (including child-on-child) is a serious matter and is likely to result in a disciplinary procedure and sanction.
- c) Smoking or the use of e-cigarettes ('vaping') is not allowed at school, coming to and from school, on school outings or when wearing school uniform.

- c) Public Houses are strictly out of bounds. It will be regarded as a serious offence for a pupil to bring any alcoholic beverage, illegal drugs or stolen property on to school premises or with him on school outings or activities.
- d) Misbehaviour on buses, trains or in any other public places is a serious offence.
- e) Any infringement of the School's Acceptable Use of Computers policy is likely to be regarded as a serious offence. Inappropriate use of personal mobile phones may also be deemed a serious breach of discipline. No photography or videoing may take place without a teacher's permission in school or on trips
- f) Rudeness or lack of consideration for any employee of the School will be regarded as a serious offence. Pupils are expected to comply with instructions given by employees of the school.
- g) Pupils in Shells to Fifths may **not** leave the school site between 8.45am and 4.00pm (3.20pm on Friday) - except that pupils may go to the Eastern Road / Southall Pavilion / Lloyds Bank without such permission but must use the crossing at the bottom of Edgbaston Park Road.
Pupils in the Divisions and Sixth Form may not leave the site during study periods unless these study periods are at the end of the school day.
Any pupil leaving the site unaccompanied by a member of staff during the school day must sign the register in Reception before leaving the premises and on his return.
- h) The following places are out of bounds except to pupils who have specific permission to be there: King Edward's High School for Girls' grounds, including the KEHS Sports Astros, the Nature Reserve and Botanical Garden, the Groundsman's yard, the Swimming Pool and the Sports Halls.
- i) No pupil may interfere with another pupil's locker, bag, or games kit. Bags and coats may be left only in the approved places.
- j) Any damage to school property must be reported **immediately** to the Form Tutor.
- k) It will be regarded as a serious offence for pupils to carry knives or weapons, chemicals, lighters, matches or any smoking or vaping paraphernalia with them in School.
- l) Pupils must not run or slide in the corridors, and must keep to the left. They may not wear studded boots in school.
- m) The consumption of food and drink is **not** allowed in form rooms. Eating and drinking are allowed in the Dining Hall and the Upper School Common Room.
- n) Board or table games may be played at appropriate times at the discretion of the teacher in charge of the Form room. **Gambling, bartering or trading of any sort is prohibited.**
- o) Classrooms may not be used for changing. Only designated changing rooms should be used.
- p) Pupils may not play on the South Field without the permission of the Deputy Head Pastoral.
- q) Pupils entering or leaving school must keep to pathways provided and are expected not to trample on the grass surrounds of the school.
- r) It will be regarded as a serious disciplinary offence if pupils do not comply with all public health rules as directed by the school.

In carrying out any disciplinary procedures, the school will give regard to its obligations under the Equality Act 2010.

Sanctions

See **Behaviour and Discipline** policy and **Exclusion, Removal and Review** policy.

- Pupils in the Shells to Fifths may incur a Midweek Detention from 4.10pm to 4.50pm. Parents will be notified of such a Detention and should sign the pupil's Detention card.
- Divisions and Sixths may be required to attend supervised Upper School Extra Study or another Upper School Sanction (e.g. Upper School Detention).
- A Master's Detention is issued for more serious offences. Master's Detentions are issued by a senior member of staff (Head of Year, Head of Section, Deputy Head), and take place from 9.30am to 11.30am on a Saturday morning. Pupils must be prompt and wear full school uniform.
- For serious breaches of School Rules or other disciplinary matters, Temporary Exclusion, Removal or Permanent Exclusion may be considered.

REGULATIONS

Bags and musical instruments

These should be clearly marked with the owner's name. If possible they should be kept in lockers, left in the Form Room or a designated bag store outside lesson time. Larger musical instruments should be kept in the music storage room.

Coats

Coats should normally be stored in lockers, and should not be worn inside school buildings or e.g. during lessons.

Mobile phones

Separate guidelines are published governing the use of mobile phones in School.

Eastern Road / Southall Pavilion / Lloyds Bank

When going off main site, pupils must use the crossing at the bottom of Edgbaston Park Road, or face serious disciplinary sanctions.

Lockers

Lockers are allocated at the beginning of the Autumn Term. Each pupil must use his own padlock (which can be purchased from the science technicians). Spare keys may be deposited with the Form Tutor.

After School arrangements

If not involved in a supervised activity, pupils may only be in the library from 4.15pm – 6.00pm. All pupils must be off the school site by 6.00pm unless involved in a supervised activity. The School will be locked at 7.00pm.

Lost Property

Items of uniform and PE and games kit abandoned anywhere in the school will be taken to the Lost Property room. Owners may claim their property at lunchtimes from the First Aid Assistant who administers Lost Property. Valuable items such as phones and wallets are handed to the Head of School.

Notices and Advertisements

Notice boards exist primarily for the advertisement of school events and may not be used for other notices unless permission has been obtained from the Head of School. Notices must not be larger than A3 size, and must be displayed only on the **boards** provided.

Valuables

Parents are recommended not to permit pupils to bring large sums of money, or valuable items, to school.

When changing for PE, games etc. pupils should either leave valuables locked in their lockers or ask the teacher or coach to lock them away securely. If the activity takes place in the Sports Hall or Swimming Pool, pupils may take their valuables with them into the activity area.

Parents are strongly advised to insure their son's possessions as the school cannot accept responsibility for losses.

OTHER REGULATIONS

Regulations governing the use of the Science laboratories, the Upper School Common Room, the Sports Halls, the Library, the Computer Rooms, the Shooting Range, the Swimming Pool and the Pavilions are posted at the appropriate places by the respective teachers in charge.