



St Edward's
CHELTENHAM

St Edward's Cheltenham School Rules

St Edward's School expects the highest standards of work and behaviour from all its students.

The list of school rules is not exhausted and therefore students are supported to use common sense to act appropriately.

- Students are expected to be well behaved and courteous at all times.
- All behaviour inside school buildings should be orderly and quiet. Students should walk on the **left** side of the corridors and stairs, and there should be no running or pushing.
- Whenever a member of staff or a visitor enters a room, students are expected to stand quietly until permission is given to sit and continue their work. The teacher should remind the class of this, if necessary.
- When entering a classroom or an office, students should knock first and then wait until asked before opening the door and entering.
- OUT OF BOUNDS areas must be avoided at all times.
- Students using the Library must obey the rules of the Library and comply with any instructions given by the Librarian or her helpers. Food must not be taken into the Library or IT rooms.
- Those travelling on buses and coaches need to be mindful of other passengers; courtesy and orderly behaviour is required when lining up for departure from either Moorend Road or Cirencester Road.
- Students must wear seat belts when travelling on school coaches and minibuses or in cars.
- Chewing gum or similar types of sweets are not allowed in School
- Students will always present themselves smartly and wear correct school uniform properly (including adhering to requirements for jewellery, make up, hair, shaving etc). Top buttons should always be done up and shirts and blouses should be tucked in properly.
- Students will be punctual at all times
- Students will attempt all class, course and homework to the very best of their ability
- Will accept without argument or answering back what their teachers, non-teaching staff or prefects request or tell them to do
- Will use appropriate language and avoid swearing and making offensive remarks including those which are racist, homophobic, sexist or discriminatory in nature
- Will report to the Wellbeing Hub if they arrive late, feel unwell or need to leave for an appointment
- Students will stay on the school site at break times and lunch times. Sixth Form students may 'sign-out' at lunchtime. If a student's needs to leave the school site for an appointment, communication from parents must be received and agreed to by the student's Form Tutor. For any extended periods of leave, authorisation must be obtained from the Head

HEADTEACHER: Mrs Anna Sandford-Squires

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- Students who cycle to school should dismount when entering the school site.
- Will ensure that litter is placed properly in litter bins, both in classrooms and in all other spaces around the school e.g. playgrounds, corridors etc
- Students in Lower School must hand mobile phones in to their Form Tutor during morning registration each day to be kept safely until afternoon registration when they returned. If students are leaving the school site before 4pm, they may leave their mobile phone switched off in their locker. Students in Upper School may keep their mobile phones on their person during the school day, however they must be silent and only be used when instructed by a member of staff. Students in Sixth Form may use their mobile phone appropriately around the school site, but they must not be used in The Canopy.
- Students must not be aggressive or violent, either physically or verbally
- Students must not threaten, intimidate or bully any other person
- Students must not have in their possession any potentially dangerous objects, weapons or replicas of weapons etc (e.g. knives, guns etc)
- The School is a non-smoking site. Smoking (and vaping) is not allowed on school trips or whenever a student is in school uniform (or on a non-uniform day). Cigarettes (e-cigarettes), alcohol or any similar substances are strictly forbidden to be brought on to the school premises. The possession of any paraphernalia connected with smoking or vaping is also banned.
- The possession or use of any drugs/illegal substances or prohibited item on the school site or whilst involved in any school-related activity, will lead to suspension, and possible expulsion. The School has a statutory power to search a student or their possessions where they have reasonable grounds to suspect a student may have a prohibited item. If the School deem it reasonable to search a student, the School will act in accordance with the DfE Searching, Screening and Confiscation guidance 2022. The School **Drugs Policy** (B12) includes use of testing where appropriate.

The Fifteen Classroom Rules

1. Bring everything you need to the lesson
2. Arrive on time
3. Be dressed appropriately for the lesson
4. Enter the room quietly when invited in
5. Be ready to work when the teacher starts the lesson
6. Be respectful to others
7. Always use appropriate language
8. Listen to the teacher
9. Put your hand up to ask or answer a question – do not interrupt
10. Follow instructions
11. Do not leave your place without permission
12. Write homework instructions in your planner
13. Work to the best of your ability during the lesson
14. Only pack away when the teacher tells you to do so
15. When your teacher tells you to leave, do so in a quiet, orderly manner and leave your desk/table and chair tidy and ensure that the lights are turned off.