



## Northbourne Park School

### Rules

Owner	Endorser	Endorsement Period	Last Endorsed
DOPECA	HM	Annual	June 15
DOPECA	HM	Annual	September 16
Deputy	HM	Annual	September 17
Deputy	HM	Annual	Sep 18
Deputy	HM	Annual	Sep 19
Deputy	HM	Annual	Sep 20
Deputy	HM	Annual	Sep 21

**ALL MEMBERS OF THE SCHOOL COMMUNITY SHOULD, AT ALL TIMES, SHOW RESPECT FOR EVERY MEMBER OF THE COMMUNITY, FOR THE COMMUNITY ITSELF, AND FOR THE WIDER COMMUNITY IN WHICH THE SCHOOL IS SITUATED.**

#### **In particular:**

Any action which places at risk the safety, welfare, and or well-being, of oneself or any other person, will be regarded as a serious breach of NPS rules.

Certain offences may result in immediate suspension, specifically: the possession or use of alcohol; bullying; offensive rudeness or threatening messages (oral, written or electronic); deliberate damage to property.

Certain offences may result in immediate expulsion, specifically: the possession or use of illegal drugs; the possession or use of weapons or other harmful objects; violent conduct; sexual activity at school; actions that damage the reputation of the School.

All pupils must observe the School bounds, the School routine of hours. Pupils found out of bounds without permission, will be liable to immediate suspension.

Pupils may only travel in cars when accompanied by their parents, or when special permission from parents and the Headmaster has been granted.

#### **Moreover:**

Any action that brings the School into public disrepute or which intimidates or causes harm to other pupils will be regarded as a breach of *Northbourne Park School Rules*, even if the action

takes place outside School bounds, outside School term or during a term-time leave out from School.

**Pupils should note that:**

The NPS Rules may be amended from time to time and any such amendments shall continue to apply so long as a pupil continues to be a member of the School, regardless of age.

The above rules are not exhaustive, and are supplemented by local rules, made by the appropriate members of staff, and notified to all pupils in the school.

**COMMON SENSE FIRST**

All members of the school community pupils, parents and staff alike have a responsibility to make *Northbourne Park School* a happy, safe and successful place. It is a place where people take care of themselves and others, this includes their possessions and their feelings.

The basic rule of all is: **Treat others as you would like to be treated yourself.**

**TAKING CARE OF ONESELF AND OTHER PEOPLE**

In the car park, pupils wait for their parents within the white bollarded area in front of the main entrance unless they are with an adult to accompany them to the car

At break-time, pupils play suitable games in suitable areas. They play away from the car park and the driveway

Pupils do not climb on buildings or on the walls

Pupils remain at school unless they have permission to leave early and notify the office before leaving

They stay within the boundaries of the school unless they are supervised by an adult

**Personal Items:**

**Some things are not suitable or safe at school:**

Chewing gum, knives, matches, aerosols or alcohol.

Pupils must not bring Tippex or similar substances into school

Pupils must not run indoors. They walk on the left hand side in the corridors

Pupils do not lean out of windows or climb near them.

**TAKING CARE OF SCHOOL BUILDINGS AND PROPERTY**

Pupils treat furniture with care and avoid damaging it by climbing or playing with it

They do not put their feet on any piece of furniture

They do not write or scratch on any boards or other school property

Any item broken during school time must be reported to a member of staff as soon as possible

Pupils help keep the school clean and tidy. Litter is placed in rubbish bins available in every room and around the school premises

Pupils wear suitable indoor and outdoor footwear

### **TAKING CARE OF BELONGINGS**

Pupils go into the changing rooms only if they have a proper reason to be there and if they are supervised by an adult on duty

Pupils do not use another person's property without the permission of an adult and/or the owner

Pupils hand lost property to a member of staff to put in the lost property box in the staff room

Pupils wear either their uniform or their casuals as instructed;

Pupils use a bag to carry books and the appropriate stationary during lesson time.

They make sure that their lockers are tidy at all times.

### **SOCIAL SKILLS AND MANNERS**

Instruction, praise and example by the staff creates an environment of polite behaviour.

The staff encourage pupils to:

Open doors for others – especially adults and anyone carrying loads;

Check if anyone is behind doors before closing them;

Avoid interrupting when people are talking;

Say "Excuse-me" before walking between people who are talking;

Greet people pleasantly when passing them in the corridors;

Say " please" and "thank you" when appropriate;

*Politeness is a matter of awareness of the needs of others and taking an interest in them.*

### **CLASSROOM BEHAVIOUR**

Pupils move promptly between lessons;

Pupils and teachers settle in class quickly to make a prompt start;

Pupils are not allowed to call out or interrupt their teachers during lessons and school activities.

If they wish to talk, they put their hand up and wait for the teacher's permission

Pupils follow the rules that apply to specific classrooms;

Pupils dress and sit properly.

The tipping of chairs is not allowed;

Lessons are not finished until the teacher has clearly given permission to leave.

The classrooms are left tidy with the chairs pushed under clean tables;

School bags are placed on the floor during lessons and neatly on the bag racks at break time.

#### **GENERAL GUIDELINES FOR STAFF**

The example set by members of staff and their relationships with the pupils is essential to the quality of the education of the children. The staff is aware of the impact their behaviour have on the pupils. They have high expectations of basic social skills and good manners is a matter of reinforcing the positives as well as correcting the negatives. Staff's guidelines, praise and example creates a positive environment conducive to polite behaviour and positive attitude.

*It is the responsibility of staff to be positive influences in the life of the school community.*

Members of staff have two key responsibilities in the school:

1. To provide an appropriate social model within the school. This means that the behaviour of members of staff should demonstrate the values that are expected of the pupils;
2. To see that the school discipline policy is consistently implemented. This means that members of staff as a whole body of professional educators – are committed to the smooth running of the school community.

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