



**REED'S**  
School

# | Rules and Regulations



# SCHOOL RULES AND REGULATIONS

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## Reed's School Rules

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1. Consideration must be shown for others and pupils are expected to demonstrate the School's values.
2. Members of the School are accountable for their own actions.
3. The following are forbidden and may lead to a pupil being asked to leave the School: -  
**At any time: -**
  - a) A breach of the laws of the land
  - b) The possession and/or use of unauthorised drugs
  - c) Bringing the School's name into disrepute
  - d) Computer 'hacking'**In term time: -**
  - a) Violent or disruptive behaviour
  - b) Repeated infringements of School Rules or Regulations
  - c) Repeated offences concerning the unauthorised possession and/or use of tobacco (including vaping) or alcohol
  - d) Vandalism
  - e) Bullying (including cyberbullying)
  - f) Stealing
  - g) Disruption of lessons
  - h) Cheating in formal examinations
4. All pupils must:
  - a) Attend meals, lessons, Chapel and games and activities and fulfill other official School commitments
  - b) Present a clean and tidy appearance
5. No pupils may leave the School grounds during the working day without their Housemaster's permission. After school boarders must seek permission to leave the School estate.
6. No pupils may use public or private transport (including bicycles) during the School day without their Housemaster's permission.
7. Housemasters should be consulted where there is concern over interpretation of these Rules.

## School Regulations

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All pupils at Reed's are expected to be well-mannered and courteous in their behaviour towards all members of the School community and especially in their dealings with the general public, both on and off the School premises. Their bearing and appearance are also expected to reflect creditably on the School at all times. Any behaviour which offends against common sense and good manners or which is likely to bring the name of the School into disrepute, will be regarded as a breach of School Rules.

1. BOUNDS:-
  - a) **In School** - the following areas are out of bounds:  
The Close Grounds, except to members of The Close, Bigside cricket and all cricket squares  
The Front Door may not be used by any pupils except the School Captains
  - b) **Out of School** -  
With the exception of day pupils travelling to and from school, a pupil may only leave the School grounds during normal School hours with their Housemaster's (or Head of Year in the Sixth Form) permission and knowledge of the destination. No boarders are allowed to be out of the School grounds after 6.00p.m. without specific permission from their Housemaster. The public footpath is out of bounds except when it has to be crossed when moving from one facility to another. All pupils must sign out using the appropriate system.

### Absences

Individual leave of absence from School routine is granted by a pupil's Housemaster, but parents wishing to take their son/daughter out of School for a whole day or more, or overnight if a boarder, should write to the Headmaster. A pupil coming back late at any time must report to the Housemaster, or, when appropriate, sign in at reception. A pupil must also do this after absence for illness or convalescence, and bring a note from parents or guardian. Arrangement for weekends must be communicated to Boarding Housemasters by parents or guardians.

### Clothing and Appearance

- (i) All pupils must comply with the requirements of the School Clothing List. Boys should wear black or dark grey dress socks (conservative for Sixth Form boys) and sports socks of any colour, white or bright coloured socks should not be worn when in school uniform.
- (ii) All pupils are responsible for seeing that all their clothes are clearly marked with their name.
- (iii) Dress for Sixth Formers should be a suit appropriate for wearing in an office environment.
- (iv) School games clothes must be worn for games or calendared events or when attending official school functions, unless a statement to the contrary is issued. Pupils should wear a tracksuit when leaving the school in games kit. Pupils should, wherever possible, wear a tracksuit when leaving the school in games kit.
- (v) All students' hair should be a length and style that does not draw undue attention to them; this includes dyeing. Boys' hair should be off the collar and not cover the ears or eyes. Shaven or partially shaven heads or skinhead haircuts are also not allowed.

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## Rules Governing Use of the School Buses

A contract is entered into by the parents and members of Reed's School and it governs the conditions under which the School Bus Service may be used.

1. Pupils must carry a valid bus pass or ticket which has to be shown to the driver on boarding the bus.
2. Pupils must wear seat belts.
3. School uniform must be worn unless special dispensation has been given as a result of a particular activity. Pupils must ensure that their appearance is neat and tidy, and that they are therefore good ambassadors for the School.
4. Pupils must behave well at all times.
5. Pupils must not leave their seats during their journey.
6. Pupils must obey instructions given by the driver and recognise that he/she is in control of the vehicle.
7. Pupils must arrive on time at their pick up point. The buses are not expected to wait for late arrivals.
8. Pupils must behave responsibly when waiting for the bus and should be aware of the dangers of other traffic.
9. Pupils, or their parents, should contact the Bus Depot if a bus is more than 15 minutes late. The contact number in such cases is displayed on pupils' bus passes.
10. Any pupil who fails to comply with these conventions may have the right to use the bus service withdrawn, or may face other school disciplinary sanctions.

The bus driver has the authority to check tickets as pupils board the bus, check that seat belts are being worn, instruct a pupil to change seat, and report any misbehaviour to the Headmaster's office.

## “School Standards” Guidelines for The Close and Middle School

\*the Sixth Form has its own Code of Conduct

### Intention

To set School standards for certain offences which are of a 'School' rather than 'House' nature:

- i) So that pupils will know precisely where they stand,
- ii) So that there will not be an inconsistency of reaction between Houses, and
- iii) So that members of the Common Room will know what course of action they should follow and what will happen if pupils break certain rules.

There will be cases where the Housemaster may be aware of mitigating circumstances which need to be taken into account - these should be discussed with the relevant member of the Senior Leadership Team.

### 1. MISSING LESSONS OR GAMES

Individuals should be reported to their Housemaster who will inform the Deputy Head (Pastoral) who will keep a central log of details. The standard punishment should be a Behaviour Detention

### 2. MISSING CHAPEL OR ASSEMBLIES

Individuals should be reported to their Housemaster. The standard punishment should be: first offence - 2 'M's'; second offence - Behaviour Detention

### 3. WILFUL BREAKING BOUNDS

Individuals should be reported to their Housemaster. The basic level of punishment should be a Behaviour Detention. Serious offences should then be referred to the Assistant Head (Middle School) who will inform the Deputy Head (Pastoral).

### 4. TOBACCO AND ALCOHOL OFFENCES

Individuals caught in unauthorised possession of smoking or vaping materials or alcohol or caught in the company of others guilty of such offences should be reported to their Housemaster and relevant Assistant Head who will inform the Deputy Head (Pastoral).

### 5. CHEATING (in preps, tests, etc.)

Individuals should be reported to their Housemaster who will inform the Deputy Head (Academic) who will keep a central log of details. (See h. in Rules)

### 6. VANDALISM AND STEALING

Are also regarded as serious offences and will be dealt with accordingly. They should be reported to the Housemasters for action in the first instance who should inform the Deputy Head (Pastoral) who will keep a central log of details.

### 7. HAIRSTYLES

Pupils will be asked to correct inappropriate hairstyles at the earliest opportunity. In extreme cases pupils may be sent home to do so.

### 8. BULLYING

The School will act in accordance with the School Policy on Bullying which can be found on our website.

### Summary

School rules apply to both day pupils and boarders, and day pupils should remember that outside the grounds they are ambassadors for the School and that it is in large measure by their conduct that the School will be judged locally especially in areas such as Oxshott Heath and at Oxshott Railway Station. Day pupils should not discredit the School by misbehaving in public, by drinking under age or by smoking. They should play their full part in both the academic and activities curricula offered by the School.