



St John's
School Billericay

School Rules

Senior School

Date: September 2023
Those Responsible: Mr A Angeli - Headteacher

To be reviewed: Regularly

St. John's Senior School

School Rules 2023/2024

Our school rules promote an environment where everyone feels happy, safe and secure and able to learn. Any behaviour which contravenes this is likely to constitute a breach of the school rules. **The rules given below are for the well-being of the pupils.**

1. A high standard of behaviour, manners and dress is required at all times. This includes whilst travelling by public transport and whilst in public places. Pupils bringing the name of the school into disrepute will be severely dealt with.
2. It is expected that all pupils will show respect to each other, to staff and to visitors. Rudeness and bad language are unacceptable.
3. Smoking, (including e-cigarettes and vapes) alcohol, drugs, solvents and other items of a dangerous nature e.g. pen knives, pellet guns, laser pens etc are strictly forbidden. This list is not exhaustive.
4. Bullying of any description will not be tolerated. (See St John's Anti-Bullying Policy).
5. Offensive language and behaviour including racist, sexist, homophobic language of any description will not be tolerated. Overly physical behaviour will not be tolerated.
6. Abuse of any technology, use of inappropriate websites or cyber bullying will not be tolerated.

DIGITAL DEVICES AND E-SAFETY

- Mobile phones must not be used once on school premises and must be handed to their form tutor during morning registration and collected at the end of the day.
- Phones and laptops are brought into school at the pupil's own risk and the school accepts no responsibility for them.
- Should pupils need to contact their parents during the school day they must ask the School Office to phone on their behalf.
- If pupils are found using their phones during the day on school premises, then the phone shall be taken to the school office until the end of the school day.
- iPods, Nintendo DS/electronic games etc. are brought in at a pupil's own risk and may be used at break and lunchtimes but not during form periods or any lessons.
- The taking of photographs, videos or recordings using mobile phones or other devices is not allowed on school premises or during school hours unless specific permission has been given by a member of staff.
- Posting videos of yourself or of others on social media wearing school uniform is strictly forbidden.
- St John's has the right to take action against pupils involved in incidents of inappropriate online behaviour, both in and out of school, such as;

- Disclosing or sharing others personal information when online (this could include names, addresses, e-mail addresses, telephone numbers, age, gender, educational details, financial details etc).
- Using aggressive or inappropriate language which could cause others distress
- Taking/ recording or distributing images/ videos of anyone from St John's without their permission.
- Where they involve any link to membership of the school community (i.e., wearing our school uniform, using the picture/ logo from St John's official website/ social media pages.

UNIFORM

7. Pupils must be smartly dressed in the specified uniform. Blouses and shirts must be tucked in. Skirts should be no shorter than just above the knee. All ties must be tied appropriately and adjusted correctly at the neck, with the collar correctly fastened. Only plain white T-shirts (no logos) may be worn under a shirt. Blazers must be worn when moving around the school during and in between lesson time. Girls' and boys' shoes must be black, formal and of a traditional style and should not resemble trainers. Ankle boots, heels and open toe shoes are not permitted.
8. Outdoor coats must be plain navy or black and cover the school blazer; hoodies, gilets and body warmers are not acceptable.
9. Boys' socks must be dark in colour. Girls may wear navy ankle socks, navy long socks or navy tights. Over the knee socks are not permissible.
10. Hair gels, waxes and sprays should only be used in moderation. Hair is to be neat, with no extremes of style and colour. Pupils must not style their hair in a way which impedes their vision. Long hair should be tied back. Hair bands should be white, black, dark blue or brown and without excessive embellishments or patterns. Hair must not have lines or patterns shaved into the scalp.
11. Make up is not permissible for U3 or L4. For pupils in U4 to U5, discreet foundation, mascara and eye liner is all that is allowed. False nails (acrylic/gel/stick on) are not allowed during term time due to health and safety reasons. Only clear nail varnish may be worn. False lashes are not permitted. Fake tan is not permitted. The only jewellery allowed is a simple watch and a single pair of stud earrings, worn one in each earlobe. Hoop earrings are not allowed for health and safety reasons. All jewellery must be removed for PE and Games lessons.
12. Smart watches must not be connected to blue tooth and must not enable pupils to access the internet, or social media and must not be used to communicate with others.
13. School P.E/Games kit is compulsory and should be worn to every P.E./Games lesson.
14. Aerosols and perfume sprays are not permitted in school. Pupils may use a roll-on deodorant after PE/Games lessons if they wish to do so.

SCHOOL ROUTINE

15. Pupils may not enter the school buildings: before 8:30 a.m. unless for breakfast club; or at break-time or lunch time without permission. It is not permitted for a pupil to stay in any room at break/lunch times without the permission of a member of staff.
16. Pupils must wait quietly in a line until the teacher arrives. At the start of a lesson, a member of staff will advise the pupils as to when they should enter a classroom. This should be done in an orderly and quiet manner.
17. No ball games are allowed before school or at morning break. 18. Pupils are prohibited from selling any items whilst at school.

CARE OF PROPERTY

19. Exercise books must not be decorated in any way (this includes rough workbooks and homework planners).
20. Textbooks belonging to the school must be treated with care or will incur a replacement cost to the individual.
21. Desks or other furniture must not be marked.
22. Damage to school property is not acceptable and must be reported immediately.
23. Chewing gum is not permitted at any time on school premises.
24. All uniform, sports kit and personal property **MUST** be clearly marked with the pupil's name. Money brought into school must be placed in a clearly marked envelope before being handed in.
25. Lockers are provided for Senior School pupils. Each pupil may provide their own padlock if they wish.
26. At the end of school, pupils must leave the premises correctly dressed and in an orderly manner. Unless they are attending a club or staying to see a member of staff, pupils should leave the premises promptly.

ATTENDANCE AND PUNCTUALITY

It is a legal requirement that parents send their child to school. It is also a parental responsibility to ensure the child is on time for the school day, pupils should be in their form room by 8.45am. On the first day of absence, and on each subsequent day, parents are asked to call the school office by 8:40am. Specific reasons must be given. Lateness must also be accounted for with a specific reason.

Holidays at St John's are generous and are more than those allocated to pupils who attend state schools. We expect holidays to be taken when the school is closed. Where travel during term time is essential, an absence request form must be completed. Holiday requests for pupils in the senior school are likely to be marked as unauthorised. If a pupil's attendance falls below 90% the school reserves the right not to enter the pupil for public examinations.