



GUIDELINES

FOR LIFE AT RUGBY SCHOOL

2020/2021

HEAD OF RUGBY SCHOOL'S INTRODUCTION

Rugby School is an educational community whose philosophy embraces the challenges of academic excellence, responsibility and leadership, friendship, participation in a wide variety of activities and spiritual awareness.

The Community

Boys, girls and staff come to Rugby School from a wide range of backgrounds and from home and abroad. The staff, collectively, have very considerable experience and wisdom. The boys and girls have vast potential. All have curiosity and ability.

Whilst we have collective aims, everyone is treated as an individual: all boys and girls will be encouraged to develop their talents and gifts and to use initiative to achieve this.

As an individual everyone is part of a larger group – a year group in a house, the house itself, a class, a team, the School community and Rugby town. We wish all members of the School to think of others at least as much as they do of themselves: giving as well as receiving, including all, trusting others, being tolerant of those who have different views and habits, respecting all around as individuals and caring about them, and always being prepared to help when needed.

These are demanding expectations, but within the Rugby School community there is much support towards these ends; we believe that a friendly and happy atmosphere brings out the best in all of us and we shall endeavour to consider all in this way and in a spirit of co-operation and generosity.

Above all, members of the School should treat those around them as they themselves would like to be treated. Any unpleasantness directed at any member of the School or the wider community will not be tolerated.

Academic Excellence

One of the on-going challenges will be the achievement of the highest academic standards. You will be stretched and you will be surprised by what you can achieve. Hard work to ensure persistent progress is expected as a matter of course; there will be pressure and you will have to take sensible initiatives not only in doing the work but also in managing when it is to be done. The higher you aim and the more you explore the more you will enjoy it. This will require commitment and determination to stay the course when you are stretched to your limit.

Spiritual Awareness

To be well-balanced individuals we need a sense of spiritual awareness along with academic achievement and physical ability. The experience of holiness, an understanding of right and wrong, and respect for the worth of each human being; these are the invisible strands that hold our community together. These values are learned in every part of our lives but the School Chapel and the activities connected with it are a particular focus for our spiritual growth.

Responsibility and Leadership

In a community every individual bears significant responsibility. Setting a good example is a major part of this responsibility and ultimately this is one of the hallmarks of good leadership. Good discipline should come from members of the School themselves and should not always have to be imposed by the School. All boys and girls will need to develop self-awareness so that they can examine themselves critically and be aware of any shortcomings and, being aware of such, to admit them and rectify them.

You enter the School as a child and you leave newly adult. Increasingly we will expect all boys and girls to shoulder responsibilities for their work, for those around them who are younger and for the freedom they will be given. We expect boys and girls to be articulate but able to listen, to be forthright but courteous and to be extremely busy but always ready to help others when needed.

Friendship and Relationships

One of the greatest gifts we can receive is that of friendship – being received into a group openly and willingly. For most adults, one of the best memories of school was the forging of friendships, many of which last a lifetime. We hope that friendships will spring up within houses, between those in different houses, within classes, within teams and within other co-curricular activity. It is natural that in moving through a co-educational school that degrees of relationship will develop too. This is part of the awareness of adult life to follow.



Gareth Parker-Jones
Head of Rugby School

Rugby School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The School's Child Protection Policy is available on the School Portal and on the website.

Guidelines and Rules

Inevitably in a community such as ours there are rules and regulations which are essential for the good running of the School and the impression it makes within the wider community. This booklet contains a summary of the Guidelines and Rules that apply at Rugby School. More information can be found in the Rugby School Student Manual and in the various Rugby School Policies.

The School Guidelines apply throughout the term, including days on which the School opens and closes. They also apply to individuals or groups away from School on study trips, on fixtures, when representing the School during the holidays and when travelling to and from School at the beginning or end of term, Exeats and leave-out weekends.

These Guidelines, which are revised each year, are given to all students when they enter the School. New parents also receive a copy. They can also be found online. Students are asked to sign to confirm that they are familiar with these Guidelines and the online Student Manual and that they agree to uphold them.



Peter Bell

Assistant Head (Houses)

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1. ACADEMIC WORK

Students should aim to exceed expectations as the best way to take responsibility for their own learning. Therefore, they should always:

- Work to the very best of their ability
- Take pride in their work and present it well
- Arrive punctually so that lessons can start on time
- Arrive with all necessary equipment
- Be correctly dressed
- Keep up to date with their work and submit all prep on time
- Respect the learning environment created by the teacher
- Respect the right of others to learn in their own way
- Keep their work organised

Study lessons

Students not attending a class must work in the TRR or in their study unless given permission to work elsewhere. Upper School students may work in the Collingwood Centre.

Permission to miss lessons

Students who know that they will be absent from lessons must always ask permission of their teachers beforehand in reasonable time, preferably with 24 hours' notice. Such permission may be obtained via e-mail. Students who miss a lesson without permission will receive a Sunday detention and will explain themselves to the Head.

2. REWARDS AND SANCTIONS

Academic Rewards

Credit

A Middle School reward for a very good piece of work or very good effort. Credits should be signed by the Hm.

Commendation

The Upper School equivalent of a Credit.

Distinction

Awarded by the Head for extremely good work.

Copy

A very rare Head's award for exceptional work.

Prize

A student may be awarded a prize for an academic subject or for music, sport or drama if their performance or effort has been exceptional, and above that of others, for a sustained period of time.

Academic Sanctions

Imposition

An Imposition may be set by a teacher if a student fails to hand in prep or has not tried hard enough in their work. Impositions may also be given for poor behaviour in lessons or for not arriving at lessons ready to learn. Impositions must be signed by the Hm or DHm.

Detention

Detention takes place on Saturday nights between 7:30pm and 9:30pm and on Sunday between 2:00pm and 4:00pm. A student may be given a Detention if they do not hand in an imposition or if they commit a serious misdemeanour in a lesson or miss a lesson or co-curricular session without permission. Detention may also be given for three Impositions in one subject in a term or for three Minors in a week. Three Detentions in a term will result in a meeting with the Head.

Behavioural / Extra-curricular Rewards

Merit

A student may be awarded a Merit for pleasing performance or effort behaviourally or in an extra-curricular activity. Merits may be awarded by any member of staff.

Colours

Colours are awarded for co-curricular excellence – see the Rugby School Colours Policy on Firefly.

Behavioural / Extra-curricular Sanctions

Minor

A student may be awarded a Minor by any member of staff for poor behaviour or appearance. Any student who receives three or more Minors in a week will be placed in a Detention on Saturday evening.

Gating

For certain offences, a student might be gated. This is normally a house-based punishment, awarded by the Hm or SMT which precludes socialising outside the house, receiving visitors and going into town. An hourly 'gation sheet' must be signed by a member of staff. More information may be found in the Student Manual.

3. ACCEPTABLE USE OF TECHNOLOGY

Key principles

Students are responsible for their actions, conduct and behaviour online in the same way that they are responsible for them at other times.

All students receive information about e-safety and must ensure that they protect themselves online, never leaving themselves logged on to unsupervised devices and never revealing passwords to others.

Students must reflect carefully on how much they use technology and not forget how time-consuming technology can be. The use of technology for academic purposes must be separate from its recreational use.

In the interests of student well-being, all students in the Middle School will be required to lock away all electronic devices with screens overnight. It is advised that students hand their phones to their Hm/DHm/Duty Tutor/Matron during private study to prevent unnecessary distractions.

The School Network, Firefly and the Internet

The School network, Firefly and the Internet are important resources that should not be taken for granted. All students agree to abide by the School's Acceptable Use Policy every time they log on to the Network. The Internet is a vital tool for independent research and for help with prep and should be used positively. Plagiarism or work that is simply copied and pasted is obvious to teachers and such actions will be dealt with severely.

Mobile technology

Mobile devices may only be used in lessons at the discretion of the class teacher. When using such technology outside the classroom or boarding house, students should remain aware of their own safety. Students must also remember that use of mobile technology in public environments can appear rude and so mobile devices must not be used whilst moving around the campus.

Middle School students are not allowed to have mobile devices with them during the School day (lesson time).

Social media

Behaviour online must mirror behaviour in everyday school life and students must remember that the consequences of getting things wrong online are the same as getting things wrong in everyday life at School. Inappropriate behaviour can affect others greatly, especially given how quickly information spreads online and how difficult it is to remove information or comments once posted. Cyber-bullying is as serious an offence as bullying.

Images or Video

The recording of still or moving images of another person without their permission is a serious offence. A detailed version of this policy can be found in the Student Acceptable Use of ICT Policy.

Students must also be aware that the possession or sharing of indecent images is illegal and will be dealt with as a serious offence, perhaps involving the Police.

4. APPEARANCES

Clothing

- At all times clothing must be in good repair, clean and smart, including shoes.
- All students must remain in School Dress until after the end of the last timetabled lesson each day, even if they themselves have finished lessons. This rule also applies during study leave if students are leaving their houses.
- On Sundays, suits must be worn until after the main service if in the morning or just for the service if in the evening.
- During sport the official School sports kit must be worn. Sports kit may be worn in town but regulation tracksuit trousers must be worn: no shorts, skirts or skorts are to be worn in town.
- At other times casual dress may be worn. However, casual dress must be appropriate for those representing Rugby School and it should not draw attention to students.
- Students must wear full School Dress, a suit, full sports kit or casual dress: it is never acceptable to wear a combination of different dress codes.
- Students must not attend lessons in shorts/skorts. Tracksuit trousers must be worn.

Full dress regulations and clothes lists are published annually and may be found in the Calendar and Student Manual.

General appearance

In addition to wearing the correct clothing students are expected to take pride in their general appearance. Members of the public and prospective students and parents frequently form their first, and perhaps only, impression of the School on superficial acquaintance.

Therefore:

- Clothing must be in good repair and clean.
- Top buttons must be done up.
- Shirts must be tucked in or smartly sitting on top of the skirt.
- Hair must be tidy, natural coloured and should not be extreme in style.
- Make-up should not be obvious and should only be worn in the Upper School.
- Nail varnish must be natural in colour.
- Jewellery must be kept to a minimum: one discreet necklace; one simple ring; no bracelets or wristbands; girls may have one simple stud ear-ring in each ear. No other piercings are permitted.
- Students should not have tattoos.
- Headphones are not to be worn with School dress, suits or sports kit, unless permitted by a member of staff.
- Chewing gum is not permitted.

Sanctions

Members of staff will instruct students to change into more appropriate clothing if deemed necessary. A member of staff will issue a Minor if a student's appearance fails to meet expectations.

If an item of clothing does not comply with Dress Regulations, or if the clothing is in poor state of repair, it may be confiscated by School staff and the School will order replacement clothing on behalf of the student. The cost of the garment(s) will be added to the bill.

5. BEHAVIOUR

Rugby School is a close-knit and friendly community. All of the members of the School community should behave in a manner that promotes community cohesion and gives a positive impression to visitors and members of the public.

- Violence or aggressive behaviour towards any member of the School community, whether part of a pattern of bullying or in isolation is wholly unacceptable.
- Rugby School does not accept bullying in any form. Bullying is behaviour by an individual or group, normally repeated over time, that intentionally hurts another individual or group either physically or emotionally.
- Boys and girls are not allowed to possess offensive or dangerous weapons, lighters, fireworks, knives, air guns, laser pens etc.
- All those at Rugby School have the right to enjoy their learning, working and leisure free from intimidation or oppression or abuse. Any actions, behaviour or remarks that hurt or cause offence are unacceptable.
- Students should support each other by reporting all incidents of unpleasant behaviour to the appropriate person – there should be a community responsibility to prevent anyone being hurt, threatened, upset or frightened.
- An atmosphere of open communication is encouraged.
- Stealing is unacceptable in our community. Remember that borrowing without asking is stealing too.
- Discriminatory or offensive words and behaviour, racist or homophobic language and swearing are unacceptable.
- All those at Rugby School are encouraged to celebrate the effort and achievements of others.
- Students are encouraged to treat meals as pleasant social occasions.
- Behaviour in lessons must allow all students the opportunity to learn and all teachers to teach.
- In general, members of the School are expected to exercise common sense at all times and to be welcoming, friendly and polite to each other and to all other people.
- Bringing the School into disrepute in any way may result in rustication or Permanent Exclusion at the Head's discretion.

Rugby School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The School's Safeguarding and Child Protection Policy is available on the website. **For more information on expected standards of behaviour, including the Discipline and Rewards Policy, and the Anti-Bullying Policy, please see the Student Manual and the Rugby School website.** See section 2 of these Guidelines for more on Rewards and Sanctions.

6. COMMUNICATION

Students should always show good manners in terms of communicating amongst themselves, with all staff, with all visitors and with members of the public. Everyone working in the School should be treated with proper respect.

Bringing the School into disrepute in any way, particularly through inappropriate use of social media, may result in rustication or Permanent Exclusion at the Head's discretion.

Written communication

Students should reply to written invitations as soon as possible in writing unless otherwise suggested. After students have been to a function for which they received an invitation, they should write a thank you letter.

E-mail

E-mail is the main method of communication between teachers and students outside of lessons. E-mail accounts must be checked regularly and teachers expect responses within twenty-four hours. The tone of e-mails must always be formal.

Social media

Social media tools enable students to reach audiences far beyond the School environment. This translates into a greater level of responsibility and accountability for students. Students should be aware of what they post online. Their online contributions leave a digital footprint for all to see and a negative online reputation can have serious consequences in the future. Students must adhere to the 'Acceptable Use of Technology' guidelines when writing online.

Mobile Phones

Students who have mobile phones in School should adhere to the following key principles:

- Students should register their mobile phone number with their Hm.
- Mobile phones should be switched off in lessons, study lessons and during prep. It is encouraged for all students to hand their mobile phones to their Hm/DHm/Duty Tutor or Matron during prep to prevent unnecessary distraction.
- Mobile devices should be switched off in the Temple Reading Room or students will be sent back to house for the remainder of the evening.
- New boys and new girls entering the F and E Blocks will leave their mobile phones with their Hm until the first Leave-out of their first term. In all houses Middle School students will 'lodge' their mobile devices with their Hm every night.
- Students must avoid the use of mobile devices in public places and around the campus, including in corridors and hallways, as this can attract unwelcomed attention, provides a dangerous distraction when near roads and is considered rude by many people.
- F Block students will not have mobile devices during the school day (lesson times).

Press and/or Media

If approached by the Press and/or Media, i.e. the representatives of a newspaper, the television or radio, students are asked to refer them to the Head or Marketing Department. Students must not speak to the media or provide them with any materials without the permission of the Head. Breaking this rule may result in Permanent Exclusion.

For more details on these areas, please consult the Student Manual.

7. RELATIONSHIPS

Personal relationships are one particularly significant area in which values are important. Students need to understand that school is not a place for physical intimacy. It is hoped that school life will foster wide friendships rather than exclusive relationships. The following observations and guidelines should be followed as a minimum standard of conduct.

- Students must respect the feelings of others at all times.
- Public behaviour should not cause embarrassment to other students, to staff or to the public. Members of staff will put an immediate stop to such behaviour.
- At all times, couples must behave in a way which would be appropriate if a member of staff were in the room and in a way which would not cause embarrassment to other members of the house.
- Any students found engaging in sexual behaviour will be rusticated or permanently excluded.
- Students must be aware of the provisions of the Sexual Offences Act (2003), which may criminalise some behaviour, particularly where there is a difference in age between the students.
- Common rooms are provided in all houses for hosting visitors. When students visit other houses, they may only go between the entry to the house and the designated common rooms. Signing in/out must always be done when appropriate. Any visitor going beyond the appropriate common rooms into another area of the ground floor of the house or above may be rusticated.
- Any couple who are behind a locked or blocked door and who can be reasonably suspected of sexually intimacy will be rusticated.
- The same rules and guidelines apply on all school trips, both during term time and in the holidays. Staff in charge of such trips will always issue their own detailed guidelines on all aspects of that particular trip before it takes place. Misbehaviour on school trips may attract more punitive sanctions than misbehaviour when in school.

More information may be found in the Student Manual.

8. ROUTINES

Chapel

All students are expected to attend Chapel on weekdays and Sundays, although, on some Sundays, day students are not expected. During the week students wear normal School dress to Chapel. On Sundays and for some special services students wear suits.

Visiting

Students may visit each other's houses (common rooms). After 6pm, students must sign out of their own house and ask the Hm or duty tutor if they may enter another house, signing in and out appropriately. Students must sign-in on returning to their own house. A summary of visiting times is available in the Calendar.

When you may leave your House

From breakfast to signing out time in the evening you are free to come and go from your house. On Sundays, signing in and out applies and you should let your Hm know if you intend to be out of the house for a significant time, with a parent or another adult.

It is a very serious offence for any boy or girl to be absent from his or her house after bedtime without permission. Rustication and a final warning is the minimum sanction whatever the reason for leaving the house. All students must be present for house CO.

Visiting 'The Close'

No-one may walk across the grass area of The Close. The perimeter path should always be used. Students are permitted to walk around The Close during the day up until 6pm. When appropriate in the Summer Term students may 'sign out' to The Close, following the appropriate instructions issues separately. School Field and School House students may use the areas of The Close designated to them.

Fast Food

Fast food may only be delivered at a time and day specified by the Hm. This should be after 9:00pm on weekdays and Sunday and after 8:00pm on Saturday.

Dining Out

Where possible, dining out during prep time during weekdays should be avoided. However, on special occasions, students may dine out with their family with their Hm's prior permission. Students may only dine out together on a Saturday night by giving full details (venue, date, time, all students involved) in advance to their Hm, who will consult with the other Hms involved, before granting permission. This will normally be a XX privilege only. Students must adhere to the Rugby School guidelines regarding alcohol consumption.

Credit notes

Articles may be bought on credit from tradesmen licensed by the School and on production of a 'house note' signed and stamped by the Hm or a tutor.

More information may be found in the Student Manual.

9. SAFETY AND SECURITY

Below are some guidelines to help ensure safety and security both in and around School.

Personal Belongings

- Items of value should not be left lying around.
- All belongings must be marked with a name and house to enable the owner to be identified if the item is misplaced.
- Valuable belongings should be marked with a UV pen or etching tool and properly insured.
- Books and equipment should not be left unattended at any time around the School site.
- Lockable storage facilities are available in houses for valuable items.
- Misplaced personal items should be handed in to a member of staff.
- Passports and excess cash must be handed to Hms.

Out and About

- Students must conduct themselves quietly and sensibly as they travel around the School or when in the town centre.
- Students should be discreet with cash, mobile phones or other valuable items and should put them away immediately after use.
- Students must take care and cross roads promptly at designated crossings and be courteous to other pedestrians and road users.
- Barby Road is a Blue Route for Emergency Vehicles – students should be vigilant when crossing.
- Students must be aware that not all parts of the town are necessarily safe at all times.
- If, when in town, students are made to feel uncomfortable by a situation or individual then they should return to School immediately and inform a member of staff.
- If students are worried, frightened or think they may be in danger, they should call '999'.
- Students should avoid going out alone if at all possible; they should travel with at least one other person when visiting town and after dark.
- Students should stay in well-lit areas and not stray 'Out of Bounds'.

Buildings

- Students should be familiar with escape routes in the event of a fire or emergency for all buildings.
- Entry codes must not be divulged to anyone outside Rugby School. House codes should only be known by those living in that house.
- Doors should be closed so that strangers cannot wander in to buildings.
- Anyone acting suspiciously or who appears out of place should be reported immediately to a member of staff.
- All callers or visitors should be directed to a member of staff.

The School employs two Security Officers, Lee Haywood and Rob Hastings, who advise on all aspects of security and they will be seen frequently around the School.

10. SMOKING, ALCOHOL AND DRUGS

Smoking

Students are not allowed to smoke or to use e-cigarettes. A student who is caught smoking, is suspected of smoking, has been consorting with smokers, smells of smoke or is in possession of tobacco, e-cigarettes or smoking paraphernalia will be subject to the School's disciplinary procedures.

Alcohol

Students must not purchase, possess or consume alcoholic beverages when at school, when travelling to and from school or when on a school trip. Exceptions to this are that the Upper School may drink wine, cider or beer under the following circumstances:

- at an authorised public house for those who are over 18, with parents' and Hms' permission
- at a social function organised and supervised by a member of staff
- at another permitted social function with the permission of the Hm

In all cases, English Law will determine the circumstances in which students may drink alcohol, although unauthorised drinking, even by those over 18 years of age, is always prohibited and will be dealt with according to School policy.

Students who are found to have broken these guidelines will be subject to the School's disciplinary procedures. The supply of alcohol to other students or the possession or drinking of spirits or spirit-based drinks will lead to an acceleration of the discipline process.

See also the Student Manual for sanctions.

Drugs

It is the policy of Rugby School that it shall actively discourage the illegal use of controlled drugs and shall treat cases of misuse by students or staff as gross misconduct.

Any student caught in possession of or using controlled drugs shall be expelled, except in extenuating circumstances and at the Head's discretion. Any student caught supplying or inciting the use of controlled drugs, or being in possession of them with intent to supply, shall invariably be expelled.

Please note that 'being caught' may also mean convincing evidence leading the Head to be satisfied that controlled drugs have been used or supplied.

Non-controlled substances

The use of 'legal highs' is not allowed.

The unsupervised use of protein shakes, caffeine tablets, energy drinks and other supplements is strongly discouraged and such items may be confiscated from students if found in their possession. Students who risk their good health with such items may be punished.

More information on all of these areas can be found in the Rugby School Policy on Smoking, Alcohol and Drugs and in the Student Manual.

11. WHERE YOU MAY GO AND WHEN

The Town

- Local people and the School rightly expect high standards of courtesy, consideration and politeness.
- No-one may visit the town during lesson time or during morning break. Students must be signed back into the house at 6pm.
- Students must wear correct School Dress until the end of the last lesson on any day, even if they themselves have finished all of their lessons. At other times, full normal School Dress, full correct School Sports kit with tracksuit trousers or casual clothes should be worn. It is not permitted for students to be in town wearing a mixture of these types of clothing.
- The map indicates those parts of Rugby you may visit. The areas outside the thick black line are out-of-bounds. Day students should refer to the Guidelines for Day Students.



- Unaccompanied students may go to all **non-licensed** cafés and food outlets within bounds but:

Pizza Express

Upper School only

Prezzo

Upper School only

McDonalds

D Block and above through the week, All students on Sundays between 1.30pm and 5.30pm

The School rules on smoking and the consumption of alcohol apply.

Away from Rugby during term time

Rugby School is a full-boarding school and permission to go home during term time must be sought from the Assistant Head (Houses). This does not apply to arrangements made by School staff – Hms give permission in these situations. Anyone who is going to miss a lesson for any reason must, as a courtesy, request permission from all staff whose lesson or activity will be missed, usually via e-mail.

Respecting term dates

All boys and girls are expected to remain at the School until the official end of term, start of Exeat or a Leave-out. Dates are provided well in advance so that flights can be booked on the end-of-term date or the day after. If, for any other reason, early departure is requested it must be in writing to the Assistant Head (Houses).

Moving around

- Students must behave courteously when moving around the campus and should be aware of those with whom they share pavements.
- Taxis may be used for travel to and from the station with Hms' permission. Taxis are not allowed for any internal School use such as going to sport at Springhill.
- Bicycles are not required at school. Day students may cycle to school with their Hm's permission.

Travelling further afield

- It is advisable to buy tickets in advance with booked seats. On trains, politeness, restraint and courtesy are at an absolute premium. School rules apply on all such journeys.
- Many school trips involve travel on coaches provided by local companies. Sensible and quiet behaviour is expected, and it is the responsibility of individuals to remove their litter. Seat belts must always be worn.

Cars – Driving to and from School

Day students may be given permission to drive to school when they have passed their driving test. It is important that the School, the parents and students should be absolutely clear about the conditions for use. Hms can advise students on this policy.

More information may be found in the Student Manual.

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