



RUGBY SCHOOL

## Addendum

### **The *Guidelines for Life at Rugby School* (published Sept 23)**

Applies academic year 2024 - 2025

#### **Page 6: Academic Work**

##### **Page 6: Study lessons**

Replacement text:

~~XX & LXX students not attending a class must work in the TRR, the Collingwood Centre or in an academic department, unless permission to work elsewhere is given by the Assistant Head (Upper School)~~

Upper School students must be purposeful and productive during their study periods and must remain on the School site. They should focus on completing their academic work during this time. The best environments in which to work are the Collingwood Centre, TRR or an academic department. However, Upper School students may work in their study bedrooms or other areas in House during their study periods. If a student is found in bed or not using their study periods productively, this privilege will be removed, and the student will be required to work outside of House. They may be asked to attend Supervised Study in the evenings if there is concern about their academic progress.

Members of the Upper School may attend the Sports Centre gym during study periods as advertised in the Blue Book & Calendar. However, this privilege will be removed for students who fall behind in their academic work.

##### **Page 8: Academic Integrity**

Additional bullet point:

Academic misconduct includes the following:

- *Misuse of Generative Artificial Intelligence (GAI)*: the use of information or content produced by GAI without clear and explicit acknowledgement. It is important to note that even with acknowledgement, information or content produced by GAI will not be rewarded by mark schemes. Further information can be found in the Academic Integrity Policy;

## Page 14: Communication & Electronic Devices

### Page 14: Electronic Devices

The section on Electronic Devices is replaced with the following:

Students may have access to mobile phones in line with the guidelines below.

Each student must provide their mobile phone number to House staff for safety reasons.

In general, students must avoid the use of phones in public places and around the campus, including in corridors and hallways, as this can attract unwelcome attention, provides a dangerous distraction when near roads and is considered rude by many people.

Outside of lessons and private study time, all students can contact family and friends via the School laptop. Should they wish to ring their parents or guardians outside of the times when they have access to their phones, they can use the House phone.

### Middle School

Middle School students may bring mobile phones to School but these will be stored with their Hm except for the below times:

#### F Block:

Advent:

18:00 – 18:30 on Tuesday and Thursday  
After brunch until 13:00 on Sunday

Lent:

18:00 – 18:30 on Tuesday and Thursday  
After brunch until 15:30 CO on Sunday

Trinity:

18:00 – 18:30 on Tuesday and Thursday  
After brunch until supper on Sunday

#### E Block:

After lessons until supper on Tuesday and Thursday  
After lunch until bedtime on Saturday  
After brunch until supper on Sunday

#### D Block:

After lessons (or lunch on Tuesday, Wednesday, Thursday) until supper (but must not be taken to school activities, e.g. sport, Rugby360)  
After lunch until bedtime on Saturday  
After brunch until supper on Sunday

## **Upper School**

Upper School students may bring Smartphones to School, but must adhere to the below guidelines:

### LXX:

Students may have access to their mobile phones during the day. However, they must be switched off in lessons unless permission for use is given by the teacher. During study periods use of mobile phones should only be for academic purposes. Mobile phones may not be used at any time in the Temple Reading Room (TRR) or the Collingwood Centre High Focus room. Mobile phones should not be visible at mealtimes and when walking around the campus.

Students must hand in their mobile phones at bedtime.

### XX:

Students may have access to their mobile phones during the day. However, they must be switched off in lessons unless permission for use is given by the teacher. During study periods use of mobile phones should only be for academic purposes. Mobile phones may not be used at any time in the Temple Reading Room (TRR) or the Collingwood Centre High Focus room. Mobile phones should not be visible at mealtimes and when walking around the campus.

If an Upper School student is deemed to be underperforming academically, the House team may also require the student to hand in their mobile phones for periods of time.

## **Away Sports Fixtures**

Students in the D Block and above are permitted to take mobile phones on away sports fixtures. Mobile phones should not be visible at the fixture and venue, unless to make contact with parents attending the fixture.

## **Trips**

Middle School students are not permitted to take mobile phones on term time trips.

## **Tablets**

Tablets are not permitted for students entering the F Block from September 2024 onwards. Students in the E Block and D Block must inform their Hm if they bring a tablet to School and must hand in their tablets at bedtime alongside their laptops.

## **Smart Watches**

Middle School students may not have Smart Watches at School.

## **Exceptions to the above guidelines**

Where parents are overseas, students may request access to their phones at times outside of those outlined above in order to communicate with their family. This must be approved by their Hm.

Trips for which having access to a mobile phone adds an element of safety and trips outside of term time may lead to exceptions being allowed. Any such exception must be approved by the Assistant Head (Houses).

## Sanctions

If students are found to be using their mobile devices in contravention of the above guidelines, staff will confiscate them for a period of time and the device will be kept by the Hm until the Hm feels the student is ready to have the privilege restored. Parents are likely to be informed.

If F Block students are found to have a tablet, the tablet will be confiscated and returned to parents at the next available opportunity.

If Middle School students are found to have a Smart Watch, the watch will be confiscated and returned to parents at the next available opportunity.

## Page 17: Dress Regulations

### Page 17: School uniform

Replacement text:

~~2. A School pastel blue shirt/blouse\* (or white for Levée or Deputy Heads of House).~~

2. A School pastel-blue shirt/blouse\* (or white for Levée, Deputy Heads of House or Sixth).

### Page 17: Suits

Replacement text:

~~2. A School pastel blue shirt/blouse\* (or white for Levée or Deputy Heads of House).~~

2. A School pastel-blue shirt/blouse\* (or white for Levée, Deputy Heads of House or Sixth).

## Page 18: Miscellaneous

Replacement text:

- ~~• Headphones should not be worn with School dress or sports kit.~~
- Headphones or ear pods should not be worn with School dress or sports kit when moving around the campus.

## Page 25: Rewards & Sanctions

### Page 26: Restricted Access

Additional section before Minor:

Restricted Access is given to a student who breaches the Online Safety Policy. The student will be able to use their laptop for schoolwork but all other online access (to social media or streaming sites, for example) will be blocked for a period of one week. Sanctions for further breaches are detailed in the Online Safety Policy.

### Page 26: Imposition

Replacement text:

~~An Imposition will be set by a teacher if a student fails to attain the expected quality or effort levels in work, after the teacher has helped with methods for improvement. This includes~~

~~either work completed during a lesson or prep. An imposition will be set by a teacher for an incomplete prep where no effort has been made to contact the teacher for support. The work should be completed or repeated, as appropriate, and submitted to the teacher as soon as possible.~~

~~If work continues to be below the required standard without effort being applied to improve it, a student receives three or more Impositions in a week or three Impositions are given from the same teacher in one term, the student will be placed in Saturday Detention.~~

An Imposition will be set by a teacher when a student has failed to complete their work on time or to the standard expected by the teacher. We recognise that situations may arise that mean a student is not able to complete their work to the standard expected in time for the deadline. In such circumstances, the student should communicate in advance to request either additional time or further support with the work. Work that has not been completed in time and/or has not met the required standard must be completed or improved and submitted to the teacher as soon as possible.

For students who find the timely completion of work to the expected standard difficult, the School provides additional Supervised Study during evening Academic time. Middle School students who receive three Impositions in a week or three Impositions from the same teacher in a term, will be required to attend Supervised Study for two weeks. Upper School students who receive an Imposition will be required to attend Supervised Study during Academic time for three days.

Day students requiring evening Supervised Study are expected to attend. However, should this prove impossible, their parents are required to undertake to supervise their work at home for the equivalent period of time and the required number of days.

## **Page 26: Saturday Detention**

Deleted text:

~~A student will be given a Saturday Detention for poor behaviour, approach to work or neglect, such as:~~

- ~~— Receiving three Impositions in one week;~~
- ~~— Receiving three Impositions from the same teacher in a term (but not if this has already been served as part of three Impositions in one week);~~

~~If work continues to be below the required standard without effort being applied to improve it, a student receives three or more Impositions in a week or three Impositions are given from the same teacher in one term, the student will be placed in Saturday Detention.~~

Additional text:

Saturday Detention normally has priority over everything although there may be a few exceptions. Following attendance at Saturday Detention, a student must return straight to House. They remain gated for the remainder of the evening and should not attend any social event.

Where Saturday Detention is not possible due to an Exeat, holiday or whole School event, an alternative session may take place, usually on a School evening between 19:15 – 21:00 in the week preceding the holiday or on a Sunday morning from 08:15 – 10:15.

### **Page 27: Supervised Study**

Additional section between Saturday Detention and Sunday Study:

Supervised Study takes place in CC5 every weekday evening between 19:15 and 21:00. Students who are required to attend must arrive on time and with all the equipment necessary for their work. They may arrive in casual clothes. Mobile phones are not permitted and must be left in House.

Supervised Study is monitored by a Study Mentor from the School staff. Students should expect to work hard and maintain focus through Supervised Study. They are expected to complete their prep and to use remaining time for purposeful academic activity, including revision, reading ahead, advance study and reading for pleasure.

Failure to attend, or significant lateness, will result in a Saturday Detention. Any minor lateness will result in the addition of a further evening of Supervised Study.

### **Page 27: Sunday Study**

Additional text:

Sunday Study takes place each Sunday between 15:00 and 17:00. Where Sunday Study is not possible due to an Exeat or holiday, an alternative Study session will take place, usually on a School evening between 19:15 – 21:00 in the week preceding the holiday.

### **Page 27: Gating (Gation)**

Additional text:

For certain offences, a student may be gated. 'Gating' (or 'Gation') is a socially restrictive sanction that does not encroach on academic or compulsory co-curricular activities. Gation is usually given for offences committed in House or in the social context (as opposed to Saturday Detention which is given for misbehaviour during the School day and is normally given by a member of the Teaching Staff). Gation is normally given by the Hm or a member of SMT.

### **Page 30: Smoking, Alcohol & Drugs**

Renamed:

### **Page 30: Alcohol, Drugs, Smoking & Vaping**

### **Page 31: Smoking & Vaping**

Replacement text:

~~Students are not allowed to smoke or vape. Smoking and vaping is a health and safety risk and is particularly serious in boarding houses as it exposes others to passive smoking and is a significant fire and health risk. Smoking in public buildings in England is illegal and carries a heavy fine. Students who smoke in house are likely to be treated more harshly and may be internally Rusticated.~~

~~A student, who is caught smoking or vaping, is suspected of smoking or vaping, is found to be consorting with smokers or vapers, smells of smoke or is in possession of tobacco or smoking or vaping paraphernalia will be subject to the School's disciplinary procedures.~~

Students are not allowed to smoke, vape or use other nicotine paraphernalia, including snus. The use of any of these products are a health and safety risk and maybe particularly serious in boarding houses as some of these expose others to passive smoking and may be a significant

fire and health risk. The influence on younger students is also a risk. Smoking in public buildings in England is illegal and carries a heavy fine. Students who smoke in-house are likely to be treated more harshly and may be internally Rusticated.

A student, who is caught smoking or vaping, is suspected of smoking or vaping, is found to be consorting with smokers or vapers, smells of smoke or is in possession of tobacco or smoking or vaping or nicotine paraphernalia will be subject to the School's disciplinary procedures.

### **Page 31: Smoking & Vaping**

Additional text:

Supply of smoking, vaping or other nicotine paraphernalia, including snus, to other students is serious and will lead to an 'acceleration' through the disciplinary stages, usually to at least the second stage.

### **Page 33: The Social Context**

#### **Page 34: XX dining out**

Additional text:

Dining out is a XX privilege. Members of the XX may dine out on Saturday evenings. In addition, they are permitted to dine out on other evenings on up to three occasions over the course of a term. One person must organise the dining out and undertake the following procedure:

Amended & additional bullet points (note that unchanged bullet points still apply):

- The maximum group size on a Saturday is 12. The maximum group size on any other evening is 6.
- The table must be booked a minimum of 24 hours in advance. This is to ensure that the House catering team have sufficient notice and that food is not wasted. On Saturdays, the table should be booked for no earlier than 19:00 and no later than 20:30. On other evenings the table should be booked no earlier than 18:30 and no later than 19:00.
- Alcohol may only be drunk on Saturday nights with the meal provided that at least one member of the party is 18. Only students aged 18 may purchase alcohol and those under 18 may only drink alcohol with the meal. Students are allowed a bottle of wine between three or up to two alcoholic drinks (beer, cider). Students may not drink spirits, spirit-based drinks, cocktails or liqueurs.
- Bacco Lounge may only be used for dining out on a Saturday evening.

#### **Page 35: 18<sup>th</sup> Birthday parties**

Renamed:

#### **Page 35: Birthday parties**

Text remains the same.

#### **Page 35: Other meals out**

Replacement text:

~~Parents who wish to take their child out for a meal during the week should always discuss this with the Hm. Permission will normally be given. **One** student (maximum) will be allowed to accompany a family to such a meal but only if a special occasion e.g. a birthday. Alcohol should never be drunk mid-week unless for an 18th birthday meal with parents when two drinks are permitted. Prior discussion must take place between the parent or guardian and the Hm and the Hm should be informed that a student has drunk alcohol when they are returned to the care of the House. The Assistant Head (Houses) has oversight of this.~~

~~Students who go for dinner with parents at weekends, and who have had an alcoholic drink, will not be allowed to drink any more alcohol that evening, nor will they be allowed to attend any other social event that evening. If it is an early supper, and no alcohol has been drunk, the student must be back in the house before 19:00 and will be required to undertake a breathalyser test before being allowed to the Saturday social activities at their Hm's discretion. **One** other students (maximum) will be allowed to accompany a family to such a meal, and only with their parents' permission.~~

Parents who wish to take their child out for a meal during the week should always discuss this with the Hm. Permission will normally be given. **Two** other students (maximum) will be allowed to accompany a family to such a meal but only if a special occasion eg. a birthday. Alcohol should never be drunk mid-week unless for an 18th birthday meal with parents when two drinks are permitted. Prior discussion must take place between the parent or guardian and the Hm and the Hm should be informed that a student has drunk alcohol when they are returned to the care of the House. The Assistant Head (Houses) has oversight of this.

Students who go for dinner with parents at weekends, and who have had an alcoholic drink, will not be allowed to drink any more alcohol that evening, nor will they be allowed to attend any other social event that evening. If it is an early supper, and no alcohol has been drunk, the student must be back in the house before 19:00 and will be required to undertake a breathalyser test before being allowed to the Saturday social activities at their Hm's discretion. **Two** other students (maximum) will be allowed to accompany a family to such a meal, and only with their parents' permission.

## Page 39: Where You May Go & When

### Page 39: The Town

Replacement bullet points:

- ~~• Visits to Town are allowed for all after Chapel on Sundays.~~
- Visits to Town are allowed for all after brunch on Sundays.
- ~~• All Students must be back in School by 18:00 on all days unless given permission by their Hm, in the form of a signed note.~~
- Middle School students must be back in School by 18:00 and Upper School students by 18:30. This applies to all days unless given permission by their Hm, in the form of a signed note.



Replacement text:

~~Bars, such as Bank, Bacco Lounge and Bar 8, are licensed premises and are out of bounds to all, except those who may visit the pub or dine out (XX only), and, for these students, only on a Saturday evening.~~

Bars, such as Bank and Bar 8, are licensed premises and are out of bounds to all, except those who may visit the pub and, for these students, only on a Saturday evening. Bacco Lounge is a licensed premise and, therefore, may only be visited if being used as a restaurant to eat a meal with parents (any student), a member of staff (any student) or when dining out (XX only) on a Saturday only.

**Page 41: High Risk Out of Bounds Areas**  
 Additional section immediately after School Bounds:



**Page 54: Appendix G**

**Page 54: Homework (Prep)**

Replacement text:

~~It is important that students should be able to concentrate on their prep undisturbed and without interruption. Formal Prep in boarding Houses begins at 19:15 and ends at 21:00. Middle School students are expected to follow the routine set out in the Scheme of Hours. Upper School students should also expect to focus on academic work during this time but are trusted to manage their own workload so may attend Society meetings, engage in quiet activities in House, or other advertised activities during this time.~~

Students must be able to concentrate on their prep undisturbed and without interruption. Formal Academic Time in boarding Houses begins at 19:15 and ends at 21:00. Middle School students are expected to follow the routine set out in the Scheme of Hours. Upper School students should also expect to focus on academic work during this time but are trusted to manage their own workload so may attend Society meetings, engage in quiet activities in House, or other advertised activities during this time. Day students are advised to follow the same routines. Once a week, for the evening on which a student's tutor is on duty, the student will be expected to remain in School until 20:30. This will enable the tutor to hold a full tutor meeting with each tutee, ensuring that they receive the guidance and support they need, alongside the opportunity for the student to work on their prep, either in their study or collaboratively with their peers or to attend Society meetings and presentations.

## **Page 60: Appendix K**

### **Page 60 - 65: Scheme of Hours 2023<sup>3</sup>**

Updated with Scheme of Hours 2024<sup>3</sup>:

Please refer to Lander or the Blue Book & Calendar for the Scheme of Hours 2024 – 2025.

Upper School students are to be given increased choices and freedom unless they demonstrate that they are not ready to thrive with increased liberty. As a balance to the introduction of Supervised Study in the evenings, the removal of mobiles overnight and the end of Teams Chat, we have adopted several liberalising reforms. The key changes to note are:

- Upper School students can stay in House during study periods in the school day.
- Upper School students can engage in quiet social activity during Academic Time provided they are on top of their work. It is expected that Upper School students will not disturb other students who are working during Academic Time.
- Upper School students may use the Rugby School Sports Centre (gym, astros or courts) on Wednesday and Friday evenings and Rugby School Sports Centre (swimming pool and classes) on Monday to Friday. Students should ensure that they are up to date with their work. Access to the Sports Centre and swimming pool is between 19:00 – 21:00. Upper School students must return to House by 21:00. Facilities must be booked in advance. Use is shared use with public members of the Sports Centre and therefore courteous and respectful behaviour is essential. This privilege will be removed if students do not display exemplary behaviour.
- Members of the XX may dine out in the Town during the week three times per term.
- Upper School students are expected to join and regularly attend at least two Academic Societies.