



**The Manor**

Preparatory School

## SCHOOL RULES

### ETHOS OF THE MANOR

Everyone associated with the school - staff, parents and children - are notified of our Manor Rules. The school attaches great importance to courtesy, integrity, manners and good discipline. We expect all parents to support the aims of the school in upholding and promoting its good name, and ensuring their child maintains appropriate standards of punctuality, behaviour, diligence, language, discipline, appearance and dress. Please see Section G of the school's Terms and Conditions for more information.

#### 1. Manor Values

MANOR VALUES
Be respectful
Be brave
Be gentle
Be kind and helpful
Be conscientious and work hard
Be a good listener
Be honest

#### 2. Anti-Bullying Policy

The School does not tolerate bullying of any members of the school community. Please see our Anti-Bullying Policy (available on the website or from the school office).

#### 3. Homework – Reception to Year 6

Pupils are required to do homework in the appropriate year groups. Homework is seen as an essential extension of school work and parental support is necessary and expected to ensure this.

#### 4. Internet Use

Pupils are required to follow the guidance of staff about the responsible use of the internet and email.

#### 5. Mobile Phones

Any child using the school bus service may bring a mobile phone to school but they are requested to leave it in the school office, clearly named, for safe keeping during the school day. It can be collected as the child leaves in the afternoon. Children travelling on the Joint Bus Service must have their parents' contact telephone numbers written down with them in the event that they need to ring them on someone else's phone.

#### 6. School Uniform

Pupils are required to wear the regulation school uniform and to look neat and tidy. It should be clean and current. Hair should be kept tidy and off the face, with the use, where necessary, of hair accessories in dark green, brown or black. Jewellery – plain stud earrings – should be removed or taped for PE; no necklaces or bracelets should

be worn unless required for medical or religious reasons. Trainers may not be worn, except for PE or to play at break times.

**7. Responding to Staff's Instructions**

Children are required to listen to and follow instructions from members of staff as and when required.

**8. Pupils Remain on the School Site**

All pupils are required to remain within their prescribed physical boundaries within school and will only leave the school site if accompanied by a member of staff or parent.

**POSITIVE REINFORCEMENT AND SANCTIONS**

Good discipline is constantly reinforced by positive reinforcement and encouragement. For minor misdemeanours, sanctions are in place for the appropriate age group of the school (from 'time out' for the younger children to being sent to the Heads of Section or Deputy Head for Years 3-6). In the quite exceptional situation of a pupil disobeying the school rules and not responding to advice and guidance the school may have to consider the suspension and/or removal of the pupil in accordance with clauses 54 to 71 of the School's Terms and Conditions. In the most extreme circumstances, a pupil may be expelled. A summary of the school's policy on expulsion is provided below.

**SUMMARY OF POLICY ON EXPULSION**

1. A pupil will not be expelled without grave cause. The circumstances which may lead to expulsion include:
  - vandalism and computer hacking
  - persistent attitudes or behaviour which are inconsistent with the School's ethos
  - theft, blackmail, physical violence, intimidation, racism and persistent bullying, use of alcohol, tobacco and drugs, solvent abuse
  - other serious misconduct towards a member of the school community or which brings the School into disrepute (single or repeated episodes) on or off school premises
2. A complaint which could lead to a pupil being expelled or required to leave the School permanently will be investigated thoroughly and fairly. The pupil will have an opportunity for the assistance of his or her parents and/or teacher to state his/her side of the case and the pupil would also have a right to ask for the decision to be reviewed by a panel of the Governors.
3. A fuller explanation of the procedure on expulsion can be found in the 'Behaviour and Discipline Policy' which should be read in conjunction with the School's current Terms and Conditions.