

Personal Accident Insurance

The School operates a Personal Accident Scheme run by Holmwoods. This is an 'Opt Out' scheme and all pupils are given cover against personal accidents/injury

Discipline and Sanctions

Members of staff may issue the following sanctions.

A written warning that will incur a full School Detention if not complied with. (White slip recorded in the homework diary).

- (a) Detentions:
- i. Full School (4.00 - 5.30pm. on Friday)
 - ii. Lunchtime (40 minutes)
 - iii. Headmaster's (3 hours: 9.00am. - 12 noon on a Saturday morning)
- (c) Pupils who fail end of unit assessment tests will be expected to re-sit these at a time arranged by the relevant subject departments.

Prefects, acting through the tutor, can place a boy in detention for inappropriate behaviour.

Tutors may issue 'report cards' for persistent and general failings such as frequent lateness, the failure to produce adequate homework, personal untidiness, or misbehaviour in class.

Suspension (temporary exclusion), imposed only by the Headmaster, is used in cases of great seriousness and may be followed in some circumstances by a boy being required to leave. Suspensions are for specified periods of time, which may be extended if the Headmaster thinks it is appropriate.

Expulsion (permanent exclusion) is a matter entirely for the Headmaster and would be applied for persistent offences or offences which include the possession of drugs, theft, repeated bullying, smoking, consumption of alcohol and aggressive or dangerous behaviour. .

In the event of a punishment being given, which is considered by the parent to be unjust or inappropriate, the parent may appeal to the Deputy Head. In the unusual event that agreement cannot be reached, the parent may appeal to the Head and then to the Governing Body in writing. The Governors' decision is final.

Introduction

This document sets out the standards expected of pupils attending Derby Grammar School. The most important principle is that we, its members, staff and pupils, treat each other, as we ourselves would wish to be treated. It is our intention to maintain a friendly environment where teachers can teach and pupils can learn. Pupils have the right to an education, which offers them the best opportunity to attain their potential. It is the right of every individual to do these things without being hindered by others.

Code of Conduct

Good behaviour is mostly based on civilised practice: some is specifically identified in the School Rules.

The School expects all pupils to behave in a manner in accordance with the ethos and principles of the School at all times and in particular when representing the School in any activity.

- Consideration should always be shown for others.
- All members of the School are responsible for their own behaviour at all times.
- Everyone should act with courtesy and consideration at all times.
- You should be tolerant of others.
- Do not tease or bully anyone.
- Make visitors welcome and help them if they are lost.

RULES and REGULATIONS



Derby Grammar School

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Littleover
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Phone: 01332 523027

Email: headmaster@derbygrammar.co.uk

Rules and Regulations

1. No boy may leave the School grounds during School time without permission - usually given by the tutor, or the Headmaster.
2. The following are forbidden and may lead to a boy being required to leave the School:
 - A breach of the law of the land
 - The possession and/or use of illegal substances
 - Damage to School or personal property, including abuse of the computer facilities
 - Aggressive or dangerous behaviour
 - The unauthorised possession and/or use of tobacco or alcohol in School or on School occasions (see Note below).
 - Unauthorised absence
3. *All pupils must:*
 - Attend assemblies, lessons, study periods and meals
 - Fulfil official School commitments
 - Be punctual in meeting their commitments
 - Arrive at School by 8.30 a.m. and may not leave, without permission, before the end of the School day

Note:

Official School commitments include School matches, music and drama rehearsals and attendance at School occasions. These involve functions arranged in School such as plays, concerts, some sports fixtures, Open Day and Fete, Speech Day. All these occasions are advertised in the School calendar or through circular letters.

4. Any reported misbehaviour by pupils during their journey to and from School will be regarded as a serious offence.
5. All School buildings and equipment must be used with care; damage caused by misuse must be paid for.

Dress and Appearance:

1. Present a clean and tidy appearance.
2. Pupils are expected to have haircuts that are considered acceptable by the Headmaster.
3. Clothes must be exactly as stated on the School clothing list; all should be permanently and clearly marked.
4. Fashion statements are not accepted or appropriate. This extends to body piercing, rings or jewellery.
5. School uniform must be worn by pupils on arrival at the beginning of term, on leaving at the end and when travelling to and from School during term.
6. School uniform is to be worn for outside visits made by School parties unless the member of staff in charge directs

otherwise.

7. School uniform is to be worn for most evening functions at School: (pupils attending concerts and School play performances) unless directed by the Headmaster.

Within the School

1. Out of bounds unless a member of staff is present: Science laboratories, all areas adjacent to the lake, beyond the turning circle and gate at the end of the School drive, unless coming to and going from School.
2. Out of bounds without permission of staff member in charge: Computer room
3. Smoking and the possession of smoking materials, alcoholic drinks and all flammable materials such as fireworks, lighters and matches are strictly forbidden.
4. No weapons of any kind are permitted.

Sixth Form only:

1. If Sixth Formers have fulfilled all their School commitments they are allowed out of School during the lunch break but they must sign out with their tutor before leaving the premises. All pupils must return to School by afternoon Registration.
2. Sixth Form pupils are allowed to come to School in their own motor vehicles but parents must forward the appropriate consent form. No boy is allowed to transport another boy, at any time, either on or off School premises, unless the written consent of both parents is sent to the School beforehand. Motor vehicles are not covered by the School's insurance policy for damage, fire or theft whilst on School property.

Permission for absence:

1. Anything which involves missing lessons/School fixtures - from the Headmaster.
2. Pupils who wish to have leave of absence to participate in sports, music, dance or drama, not included in the School programme, should provide evidence that they are of county or club standard to the Head of Games or Head of Music who will then advise the Headmaster.
3. Holidays taken during term time - from the Headmaster

Procedures for illness or indisposition:

1. Parents or guardians inform the School secretary by telephone early on the first day of absence, and a supporting letter must be given to the tutor on a pupil's return. A note in the homework diary is sufficient.
2. Pupils who are not fit enough to take part in games must show the tutor a dated letter from their parents/guardians or a dated 'off games' slip.
3. Pupils 'off games' will report with work to library for the required time in the afternoon, and show their chit/letter to the staff member in charge.

Health and Safety

Health and Safety is the School's responsibility, but pupils as well as all staff have an important part to play. Health and Safety Regulations form part of the School Rules and Regulations.

Specific regulations have been issued for the Science and Technology buildings and posted in each laboratory. These must be complied with at all times. Pupils must not enter areas such as the kitchens, maintenance yard or grounds equipment area unless escorted by a member of staff.

All pupils are expected:

1. to exercise personal responsibility for the safety of themselves and fellow pupils;
2. to use and not wilfully misuse or interfere with any equipment provided for their general safety;
3. not to bring to School at any time substances which could endanger their own health and safety or that of others;
4. to observe the safety rules of the School and in particular instructions of teaching staff given in an emergency;
5. to observe the safety rules as given in particular by a member of staff in certain teaching situations (e.g. Laboratory rules).

Examples of safety hazards:

Do not:

- Leave bags in corridors, particularly on top of lockers, behind doors, at the top of stairs or near fire exits.
- Run in corridors.
- Swing bags or throw over shoulder.
- Fail to wear appropriate protective clothing.
- Interfere with fire extinguishers.
- Bring any electrical equipment into the School, excluding calculators and lap top computers.
- Fail to register on late arrival thus possibly endangering life in the event of a fire.
- Mobile phones must only be used with the permission of a teacher (transmit or receive).

The above are only to be taken as examples. The key words must be SAFETY FIRST.

Personal Insurance

The School cannot insure against the loss of, or damage to, pupils' property during term time or in transit as a result of theft. Parents are advised to take out their own insurance for valuable items (e.g. a watch, musical instruments, sports equipment). "All Risks" insurance policies can include a clause to cover this contingency and parents are asked to check this. The School's policy covers loss by fire and every effort will be made to secure pupils' property against theft as far as possible.