



ST ALBANS
SCHOOL

School Regulations

Introduction

Pupils are expected to conduct themselves at all times with common sense, courtesy, kindness and integrity and to be good ambassadors for the School, displaying respect for individuals, for property (both personal and communal) and for the reputation of the School, and upholding the School Values. Explicit rules are kept to a minimum, but any action which harms individuals or the School community or risks bringing the School into disrepute is, by implication, a breach of School rules.

The School's corporate life extends well beyond normal school hours, and rules, explicit and implicit, apply at all times when pupils are under School discipline, representing the School or identifiable as members of the School. Many activities, which can be identified in the School Diary, occur outside the basic hours and at weekends.

Pupils who are selected for, or commit themselves to, these are expected to honour that commitment by giving them priority over other activities. Parents should contact the School at the earliest opportunity if they foresee a conflict of commitment for their sons/daughters.

The School recognises that reasonable adjustments may be needed for pupils with SEND (Special Educational Needs and/or Disability).

Behaviour

The following are forbidden: fighting, throwing of missiles of any sort, smoking, gambling, drinking of alcohol except by senior pupils at official School functions supervised by staff, plagiarism.

The following must not be brought to School: alcohol and tobacco products (including vaping equipment), matches, lighters, fireworks, chemicals, firearms, catapults, all knives or any other items likely to be dangerous to their owners or others, laser pens, protein drinks or powders and any product intended to have performance-enhancing effects.

Pupils found in possession or under the influence of illegal drugs or 'legal highs', or in the company of others in possession or under the influence of such substances, or found to have been in possession or under the influence of such substances, in any context over which the School has jurisdiction, should expect to be required to leave the School.

Any display of affection in personal relationships must be consistent with decorum and must not risk causing embarrassment to others.

Ball games may be played only in the School Orchard or Abbey Orchard.

All **food** whether purchased at School, or in the city or provided in packed lunches, must, in the case of students below the Sixth Form, be eaten in the Refectory or at one of the designated picnic tables on school site. Members of the Sixth Form may also consume food in the Sixth Form Centre. There must be no eating in public places, in the streets or in any building. Chewing gum is strictly forbidden.



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Mobile Phones

If mobile telephones are brought to School, their safe-keeping is the responsibility of the pupil concerned; we recommend that pupils use a password to protect their mobile devices. All pupils must ensure these are switched off during all assemblies (including Abbey and BLR assemblies). The use of the camera function on camera phones is specifically prohibited during the school day (including school trips and travelling to and from school) without express permission from a member of staff.

First – Fourth Forms: mobile phones are only to be used during the school day with the permission of a staff member. They should be turned off at all times unless permission has been granted. If permission has been granted, then pupils have permission to use the School's Wi-Fi in an appropriate manner.

Fifth – Sixth Forms: mobile phones should be turned off during lesson time (including timetabled non-contact periods) unless permission has been granted by a member of staff to use the phone for educational purposes. Mobile phones may be used outside of lesson times and pupils have permission to use the School's Wi-Fi in an appropriate manner.

Pupils are expected to have read and to comply with both the *IT Use Policy - Pupils* and the *Acceptable use of Mobile Devices at St Albans School* which can be found via a link in the footer of Gateway.

No headphones should be worn during the school day, on site or uptown, with the exception of in the Library or Aquis Court study area, unless a member of staff has given express permission.

Health and Safety

When onsite or otherwise representing the School (including School trips), pupils must:

- exercise personal responsibility for their safety and that of their fellow pupils, members of staff and others they may interact with (e.g. other Schools);
- maintain standards of dress consistent with safety and/or hygiene (this includes, but is not limited to, wearing cricket helmets where required, mouthguards when playing rugby, hockey and lacrosse, shin guards as required by individual sports, protective eye goggles and clothing in Science or DT practicals as required, hearing protection during Music performances);
- observe all the safety rules of the School and, in particular, the instructions of staff given in an emergency (including fire and lockdown) and in routine circumstances (for example fire drills);
- use and not wilfully misuse, neglect or interfere with, items provided for their safety.

Where pupils bring electrical equipment onto the school premises, the School requires all pupils' equipment to be manufactured and maintained to a high standard, and to have been inspected for safety by parents prior to being brought to School. Students may not charge mobile or portable devices in School unless the charger has been Portable Appliance Tested by the School. It is a pupil's responsibility to ensure that all laptops and tablets, brought to School for use in lessons, are sufficiently charged.

In the event of any accident or emergency, the first action must always be to alert a member of staff, or the School Nurse. Failing this, assistance should be sought from the Sports Centre, School House or the Bursary.



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Pupils who drive cars to School may not park on the School site except where explicit permission has been granted by the Second Master. Cars may not be used during school hours (including breaks), except where permission has been given by the Second Master to travel to an off-site school activity. Pupils may not travel as passengers in cars driven by other pupils during school time or in connection with school activities, without the written consent of their own parents, and that of the driver's parents: the School accepts no responsibility for the safety of other pupils in pupils' cars. It is in the interest of all drivers to ascertain that their insurance provides cover "in connection with their business".

Personal Property

Pupils are discouraged from bringing valuable goods or clothes to School and from carrying more money than is necessary. If anything is lost, this should be reported to the Form Tutor **immediately**. Insurance cover for personal property is the responsibility of the parents. Found items should be handed into Reception at Aquis Court.

Valuables must be handed in to a member of staff before CCF, Games, PE and any other activity that would otherwise result in them being left unattended. Sports equipment and bags must be stored on bag racks or in the Sports Centre.

Pupils are encouraged to place a lock on their bags and also should they wish, to lock bags to the bag rack. The School will not accept liability for any items that go missing when the correct procedures have not been followed.

Pupils must not interfere with another pupil's locker or tamper with another pupil's belongings.

Bags should not be left in stairwells or doorways at any time and should be safely stored in lockers or on a bag rack.

Abbey/BLR Attendance

All pupils are required to attend an assembly on Monday and Friday mornings in the Abbey. An alternative assembly ('BLR') is held at these times for pupils whose faith background would make their attendance in Abbey uncomfortable. Parents are required to write a letter to the Headmaster requesting permission to do so and stating the reason for the request.

There are two annual services in the Abbey at which it is expected that all pupils will be present, irrespective of whether they normally attend the BLR Assemblies, namely the Remembrance Service in November and the Commemoration of Benefactors on Founders' Day.

St Albans City ('Uptown')

As a discretionary privilege, members of the Fifth and Sixth Form are allowed into town during lunch break. They must leave and return via the Upper Yard and not via Fishpool Street/Aquis Court. Pupils below the Fifth Form may not go into town during the School day except with the permission of their Head of Year or Head of Section. Pupils are not allowed to go into town between 4pm - 6pm and then return for the late buses. Public Houses are out-of-bounds to all pupils during the school day or while in school uniform. The park known as 'The Brickie' and the area at the bottom of the School Orchard on the banks of the River Ver are strictly out of bounds.



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Catching up after absence

When a pupil is absent from school they will be expected to contact the teachers of any lesson they have missed at the first opportunity to find out what they have missed and to agree on what work needs to be done and a suitable timeline.

Medical Room procedures

Medical provision is available from 8.00am to 6.00pm daily. If a pupil needs to see the School Nurse during lesson time, they should get permission from their teacher and ask them to send an email to the Nurses. A School Nurse will then carry out an assessment and make a decision about the next step and if required will contact parents to collect their son/daughter. Pupils should neither contact their parents directly nor leave the school site without first seeing a School Nurse.

The School should be kept up to date about all pupils' state of health, especially if there are likely to be consequences for their attendance, studies, and participation in School activities or wellbeing.

Cycling

Cycling provides valuable benefits to health and independence so pupils are encouraged to cycle to School. Requests for permission to cycle should be addressed to the relevant Head of Section, enclosing where possible confirmation of the pupil having undertaken an on-road cycling safety course (Cycling Proficiency or similar), a copy of which should be placed on file.

It is the parents' responsibility to ensure that their son/daughter is competent and safe to cycle on public roads, that their bicycle is roadworthy and has functioning lights and that they wear a helmet when cycling. Cyclists must dismount before entering the School site and wheel their bike to a bike rack. During the School day bicycles must be stored in bicycle racks: it is recommended that a lock is used to secure the bicycle.

Jobs

The Headmaster's agreement must be sought when a pupil is considering taking up any form of paid employment during term time.



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Dress Code

All Pupils

Outer garments must be predominantly dark grey, dark blue or black, devoid of any badge or device other than a maker's label; coats must be smart and long enough to cover the jacket. Leather or simulated leather jackets are not permitted. During PE and Games sessions, the appropriate School regulation kit must be worn.

In inclement or very hot weather the Second Master may issue temporary amendments to the dress code.

Pupils' hair must be clean, tidy, natural in colour and of a style, cut and length that avoids extremes and does not draw attention. **Boys must be clean shaven. Where, for religious reasons, parents wish their child to be exempt from, for example, the requirement about hair length or shaving, they should put their request in writing to the Headmaster attaching a letter from the appropriate religious leader.**

First to Fifth Form

School Blazer, plain mid grey trousers, white shirt, School tie, dark socks and plain black polished leather shoes. Pullovers, if worn, must fit neatly under the blazer, must be School pattern or plain grey or dark blue and V-necked so that the tie is clearly visible. Hats and scarves must also be School pattern. Watches may be worn but no other jewellery is permitted.

Sixth Form

Sixth Form students are role models for the rest of the School and are required to model to younger pupils the standards expected. This means that members of the Sixth Form must maintain consistently high personal standards of dress and smartness of appearance.

Students should therefore ensure a standard of dress appropriate to a professional, business environment. **All Sixth Form pupils** should wear the following:

- Formal shirt (which must have a collar suitable for wearing with a tie).
- Shoes must be black or dark brown polished leather.
- V-necked sweater of a dark, sober colour or waistcoat, if desired. The collar of the shirt must be visible and the jumper should not extend below the jacket.
- Hats and scarves should have a discreet pattern and colour.
- Make up and nail varnish, if worn, must be discreet (acrylic and gel nails are not permitted).
- Jewellery must also be discrete; only one small stud earring per ear is permitted.



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Boys:

- Lounge suit of sober colour (black, dark grey or navy).
- Socks of a decorous colour and pattern. White socks are not to be worn.
- Tie (this may include a bow-tie).

Girls:

- Tailored suit of sober colour (black, dark grey or navy). This suit may be a trouser, skirt or dress suit but the trouser, skirt or dress must match the jacket in both colour and material. Skirts or dresses must be of a suitable length for a professional environment. Trousers must be full length and not cropped.
- Tights, if worn, must be plain and natural or black in colour.

If a pupil is in doubt, he/she should check with the Second Master.

The Headmaster reserves the right, in his absolute discretion, to refuse entry to the School to any pupil failing to observe these dress regulations, and to rule on the acceptability of variations not explicitly covered by the regulations.

Updated: January 2022



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Covid-19 Addendum

Please note that these regulations also include the additional rules and guidance put in place to mitigate against the risks of Covid-19. The opening paragraph of the School Regulations is of particular importance in this context:

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Pupils are expected to follow any guidance presented to them about additional rules surrounding the system of controls put in place with regard to COVID-19 which include (but are not limited to):

- *Arrival and departure procedures*
- *Social distancing requirements*
- *Hand hygiene*
- *Catch it, bin it, kill it*
- *Year groups 'bubbles'*
- *Ventilation of spaces*
- *One way systems around buildings and school site*
- *What to do if you have symptoms*
- *Not sharing equipment*
- *Allowed areas for downtime*
- *Rules for going uptown*
- *Breaktime and lunchtime rules*
- *How and when to use face coverings*
- *Participation in testing regimes*