

SCHOOL RULES

Any School needs essential rules to which the members of the school community subscribe both on gaining admission and throughout their time within it. There are of course a large number of rules and regulations to which staff have agreed to adhere. What follows are the general principles and rules to which pupils are required to adhere and which parents are expected to support.

GENERAL PRINCIPLES

- The spirit of these School Rules is clear. A serious breach or persistent flouting of them will lead to your being required to leave.
- Pupils are expected to exhibit a high standard of personal behaviour and to work to the best of their abilities at all times. Any pupil who does not do so may, after warning, be required to leave the School at any time or may not be permitted to enter the Removes or either of the Specialist years.
- The School Rules are not restricted solely to School premises and term time. Conduct outside School term time and off School premises may be deemed to be a breach of School Rules where that conduct has a detrimental impact on the School, its reputation or the School community.
- The punishment should match the severity of the breach. Lower level breaches of School Rules will be dealt with by lower level punishments. Serious breaches of School Rules falling short of expulsion or persistent lower level breaches without the necessary improvement on the pupil's part will face suspension accompanied by a final warning. For the most serious breaches of School Rules, as identified below, or indeed any conduct of a pupil or parent which undermines the School's trust and confidence in that person's ability or willingness to abide by the School Rules, a pupil may be expelled without any prior warning.
- Where issued, a final warning will normally be stated to remain 'live' for two years and any commission of what would ordinarily be a suspendable offence during that period is likely to result in expulsion. Depending on the nature of the conduct concerned a final warning may be stated to remain live for a longer duration than two years, but in those circumstances the further duration of the final warning will only apply to the specific conduct in respect of which the final warning was given. For example, if a final warning were given to a pupil for an alcohol offence it is possible that beyond the ordinary two year duration of the final warning, the pupil may be warned that any further alcohol offence during his school career may result in expulsion.
- Any decision to expel will normally only be taken following a meeting with parents (and pupil if appropriate) at which parents and pupil will be given the opportunity of responding to the evidence of the conduct concerned. Where the Headmaster expels the pupil following such a meeting then the parents may

appeal that decision using the School's Review Procedure, a copy of which will be given to them at that time.

ACADEMIC

Academic work must be your priority. You should aim, by wider reading and further enquiry, to do more than merely satisfy formal academic requirements.

- * You are expected to be committed to your academic work, to work to the best of your ability and to encourage and facilitate one another to do the same.
- * Do your preparation thoroughly and make sure that you know what tasks you have been set. Know the libraries and their rules, and be scrupulous in caring for and returning your books.
- * If you have to miss a class for an official reason, be sure to ask the teacher for his or her permission well in advance. Always catch up on any work missed and do any homework set. If you are unavoidably late, you must expect to be asked to provide written confirmation from the person responsible.
- * All pupils are expected to be open and honest about the origins of their academic work. Pupils should follow the instructions given by the teacher setting the work and observe the rules on honesty in academic work (see next paragraph). It is important that pupils make clear to teachers if they have received or provided help in any way in the work they or their fellows are submitting for marking. Pupils are expected to list any sources consulted in the preparation of their work including books, articles, the internet, conversations or any other form of help.
- * Taking the work or ideas of someone else and attempting to pass them off as one's own is cheating (or 'plagiarism' as it is also known). The unauthorised copying of work from an unattributed source (for example, another pupil, any published material whether in printed or electronic form including books, articles, the internet, CDs, DVDs and diskettes), or allowing someone to hand in work which you have done as if it were their own, constitutes cheating and is a very serious offence. Such an offence may result in suspension. In the case of public examinations (including coursework) such an offence may result in expulsion and may lead to disqualification by the Board from all exams taken.
- * If you are using the internet or any other on-line computer service, you should at all times comply with the School's Information Technology Acceptable Use Policy and, in particular, you are not permitted to access any site that might be considered offensive, malicious or confidential. If you inadvertently come across a site which contains offensive material you must report the matter immediately to your Housemaster or the Director of IT. All IT use within the School is monitored to ensure that no improper use is made of the IT facilities. You are not allowed to have or contribute to any offensive or malicious material stored on or with your personal computer, neither are you allowed to

bring such material into School. This includes CDs, DVDs, diskettes and any form of permanent electronic storage. All forms of 'hacking' are forbidden. Such offences may lead to expulsion.

- * You are expected to show respect at all times to all adults in the Charterhouse community. In the academic context (and in the hashroom particularly) respect is shown by a greater degree of formality in relations between beak and pupil. The School expects high standards of behaviour at all times but courtesy, punctuality and appropriate dress are particularly important. You are expected to stand when any adult enters the hashroom. Serious or persistent offenders in an academic context (a hashroom or an exam room) will be sent to the Assistant Headmaster (Academic).
- * If you are put on 'Satis' (daily report form) give your sheet to the beak at the beginning of the hash.
- * If put into 'Extra School' or 'Extra Labour' you must tell your Housemaster and go to the session for which you are entered. Only the beak who punished you, in consultation with your Housemaster, may re-arrange or postpone this. Those who are placed in 'Extra School' or 'Extra Labour' three times in one Quarter must see the Assistant Headmaster (Pastoral).
- * Should a beak not arrive at a hash you should (unless instructed otherwise) remain in the hash room and work quietly on academic work for the remainder of the hash. At the next strike of the School Clock, it is the duty of the member of the division highest in alphabetical order to inform both the beak in the nearest hashroom and the Headmaster's Secretary of the beak's absence.
- * Private Study ('PS') periods should be taken in a library or in your own study. They are designed for work.
- * Attend, on time, all commitments, like hashes (and all Chapel, Adsum, Calling Over, school activities and meals) unless given specific permission to miss them.

HEALTH & SAFETY

Always act in a way that promotes your own and others' welfare. Be aware that smoking can seriously injure your health, and that misuse of drugs, including alcohol, can be fatal.

- * You must not bring anything to School which is harmful to yourself and others. The importing of drugs, dangerous implements/weapons, laser pens, alcohol, tobacco – and anything else which common sense dictates is harmful – may lead to suspension or expulsion in the most serious cases.
- * You may be required to leave the School if you are involved in drug abuse or in any way that is in breach of the School Drugs Policy.

- * You may drink alcohol only in Club or with the permission of a beak or otherwise in accordance with the Alcohol Policy. Bringing alcohol into the School or drinking contrary to the School's alcohol policy will probably lead to suspension. Supplying alcohol to others or serious or repeated drinking may lead to expulsion.
- * You must not smoke. Repeated and defiant smoking or any breach of the School Policy on smoking will have serious consequences. Supplying or selling tobacco to others is likely to lead to suspension.
- * Betting or gambling for profit or material gain is forbidden and is likely to lead to suspension.
- * You are not permitted to keep or drive a car or motorcycle at or in the vicinity of the School during term time and doing so may lead to suspension or, in the most serious cases, expulsion. Professional driving lessons are allowable but only with your Housemaster's permission. Otherwise you may only drive to and from School if accompanied by one or both of your parents. When at school you are not to travel in a car driven by someone under 21 unless with specific permission of your Housemaster.
- * You may keep a bicycle at School only with your Housemaster's permission. It must be registered, in good condition, and ridden with care, but not in the School grounds.
- * Your Matron must be aware of any medicine that you are taking. Do not under any circumstances give medicines prescribed for yourself to other people.
- * Those who miss lessons from illness must not play any games that day. Those who have a 'Day in House' may not take part in any activity that day.
- * Never do anything which would put yourself or others needlessly in danger.

BEHAVIOUR and RELATIONSHIPS

Good relations with other people are particularly important in a boarding school. Try to be cheerful, positive, and helpful in all that you do. Be aware that intimate physical relationships can have a powerfully destructive effect in a School context. Pupils must at all times comply with the School's policy on bullying.

- * Debagging is unacceptable behaviour and this offence is likely to lead to suspension.
- * A 'sack attack' is unacceptable behaviour and this offence is likely to lead to suspension.
- * Bullying of any kind is a serious offence. If your relationships with others stop them enjoying time at School, you will put your place here in jeopardy.

Severe or persistent bullying, including any acts of discrimination or harassment on grounds of sex, race or disability, may lead to expulsion.

- * The School forbids intimate sexual relations. If you put yourself in a compromising situation the School may have to interpret appearances at their most serious and you will be required to leave.
- * You must respect other people's property. Stealing, borrowing without consent, or damaging other people's possessions is strictly forbidden and may result in suspension or in the most serious cases expulsion.
- * Visitors to the School and members of the public should be treated with courtesy and respect.
- * You should comply with the School's policy on mobile phones at all times.
- * Contact with the media in connection with anything relating to the School or member(s) of the School community is forbidden without the approval of the Headmaster and a breach of this rule may lead to expulsion.

HOUSE

Your Housemaster has ultimate responsibility for you while you are at Charterhouse. In order to ensure his peace of mind and your welfare, he needs to know where, and under whose authority, you are.

- * You will be expected to be within stated bounds after 6.30 p.m., and you will need permission, often written, to exceed them.
- * After 6.30 p.m. you should sign in and out of House. All pupils must be back in House by 10.00 p.m. Specialists may return by 10.30 p.m. if signed out for a School activity.
- * Pupils may not visit another House after 10.00 p.m.
- * You must sign out of House before you leave the School grounds. This does not apply if you are representing the School and are not missing any hashes or Homebill.
- * It is a serious offence to leave your House (or, in the case of girls, your Hall/Hostel) after 10.30 p.m. without permission. If you are discovered to be or to have been out of House you will be liable to be suspended.
- * Respect the various rules which individual Houses have for visitors. You must always sign in and out when visiting another House.
- * If you wish to entertain guests from outside the School, you must have your Housemaster's permission.

ENVIRONMENT

The School grounds and buildings are for the use and enjoyment of all; care for them so that future generations will benefit from them too.

- * Be careful not to damage buildings or grounds. Report, and arrange to put right, any accidental damage. Do not leave any litter or put up any unauthorised posters.

- * Keep to footpaths, avoid crossing pitches and walking on the grass (see Grass Rules). This rule also applies when you are wearing sports clothes. It is, however, permissible to walk on the edge of a grassed area if you are wearing studded boots which will be damaged by walking on the path.

- * Bicycles must not be ridden on Northbrook, Under Green or other grassed areas.

- * Make sure that any noise you cause does not disturb other people.

- * You should refrain from eating and drinking out of doors except in the vicinity of Crown or similar designated areas.

N.B. Houses, Departments, sports and activities have their own rules which must also be known and observed. From time to time the Headmaster, Deputy Headmaster or Assistant Headmasters provide definitions of particular rules.

PUPIL COMPLAINTS

If a pupil has a complaint it may be addressed to the Head of House, Head of School, Head Girl, Tutor, Matron, Housemaster, Master of the Under School, Assistant Headmaster (Pastoral) or Deputy Headmaster as appropriate. If matters cannot be resolved by them, or if circumstances dictate a direct reference to him, the Headmaster can be consulted, or the School Medical Officer, who is the senior staff member responsible for the complaints procedure. Alternatively, the complaint can be referred to a member of the Independent Panel:

Dr Tony Childs
Leaside
Filmer Grove
Godalming GU7 3AB
Tel: 01483 423234

Mrs Sarah Ground
The Old Rectory
Church Green
Dunsfold
Godalming GU8 4LT
Tel: 01483 200438

Parents or pupils may also contact OFSTED on 08456 404040.