



# School Rules and Queenswood Code

Issued by	Principal
Last review	September 2021
Circulation	Governor access through Clerk Queenswood Website Staff Portal

# ***SCHOOL RULES AND QUEENSWOOD CODE***

The School Rules are designed to reflect the Queenswood Code. Rules exist to ensure the smooth running of the school and to protect individuals from harm. All girls are expected to adhere to them for the good of the community and to enhance the reputation of Queenswood.

The following are strictly forbidden:

1. Bullying, including all forms of cyber bullying
2. Misconduct of a sexual nature
3. The possession, use or procurement for sale of drugs or harmful abuse of solvents (see school policy)
4. The possession or use of cigarettes, including e-cigarettes
5. The possession or consumption of alcohol without permission
6. Stealing and theft
7. Vandalism and wilful damage or misuse of the school's or other people's property
8. Leaving the site or going outside the boundary without permission
9. Receiving visitors without permission
10. Any breach of the School's Driving Policy
11. Any breach of the School's IT Policy for Pupils
12. Rudeness, foul language and deliberately malicious behaviour

## ***Expected Sanctions***

For a breach of the School Rules the expected responses may include:

### **First stage**

A letter written by the Principal or Deputy Head which briefly outlines the incident will be sent home. An appropriate sanction will be agreed such as detention or community service.

### **Second stage**

A second stage warning letter to parents with an internal suspension

### **Third stage**

A letter to parents from the Principal and an external suspension.

Further offences could lead to a pupil's loss of her right to be a member of the school.

## ***Exceptions***

Breach of rule 3 will result in a pupil's immediate loss of her right to be a member of the school.

Any offence, if sufficiently serious, may warrant additional or alternative sanctions depending on the nature and the priority of protecting the community. Alternatively, the sanctions structure may be invoked at the second or third stage.

## ***The Queenswood Code***

- We respect the privacy, property, culture and religious beliefs of everyone in the community.
- We value and respect each other as individuals, regardless of any differences.
- We accept responsibility for our environment, in order to enjoy and maintain it for the future.
- We uphold the rules of the community in promoting the safety, happiness and well-being of us all.

## **Related Policies and Documents:**

- Pupil Behaviour Policy
- Expulsion, Removal and Review Policy
- Smoking, Alcohol and Drugs Policy
- IT Policy for Pupils
- Anti-Bullying Policy
- Driving Policy for Upper Sixth Students