



# Rugby School

## Student Manual

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September 2020

## INTRODUCTION

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Rugby School is an educational community whose philosophy embraces the challenges of academic excellence, responsibility and leadership, friendship, participation in a wide variety of activities and spiritual awareness.

### The Community

Boys, girls and staff come to Rugby School from a wide range of backgrounds and from home and abroad. The staff, collectively, have very considerable experience and wisdom. The boys and girls have vast potential. All have curiosity and ability.

Whilst we have collective aims, everyone is treated as an individual: all boys and girls will be encouraged to develop their talents and gifts and to use initiative to achieve this.

As an individual, everyone is part of a larger group – a year group in a House, the House itself, a class, a team, the School community and Rugby town. We wish all members of the School to think of others at least as much as they do of themselves, giving as well as receiving, including all, trusting others, being tolerant of those who have different views and habits, respecting all around as individuals and caring about them, and always being prepared to help when needed.

These are demanding expectations, but within the Rugby School community there is much support towards these ends; we believe that a friendly and happy atmosphere brings out the best in all of us and we shall endeavour to treat all in this way and in a spirit of co-operation and generosity.

Above all, members of the School should treat those around them as they themselves would like to be treated. Any unpleasantness directed at any member of the School or the wider community will not be tolerated.

### Academic Excellence

One of the on-going challenges will be the achievement of the highest academic standards. You will be stretched and you will be surprised by what you can achieve. Hard work is expected as a matter of course; there will be pressure and you will have to take sensible initiatives not only in doing the work but also in managing when it is to be done. The more you become involved the more you will enjoy it. This will require commitment and determination to stay the course when you are stretched to your limit.

### Spiritual Awareness

To be a well-balanced individual we need a sense of spiritual awareness along with academic achievement and physical ability. The experience of holiness, an understanding of right and wrong, and respect for the worth of each human being; these are the invisible strands that hold our community together. These values are learned in every part of our lives but the School Chapel and the activities connected with it are a particular focus for our spiritual growth.

## Responsibility and Leadership

In a community, every individual bears significant responsibility. Setting a good example is a major part of this responsibility and ultimately this is one of the hallmarks of good leadership. Good discipline should come from members of the School themselves and should not always have to be imposed by the School. All boys and girls will need to develop self-awareness so that they can examine themselves critically and be aware of any shortcomings and, being aware of such, to admit them and rectify them.

You enter the School as a child and you leave newly adult. Increasingly we will expect all boys and girls to shoulder responsibilities for their work, for those around them who are younger and for the freedom they will be given. We expect boys and girls to be articulate but able to listen, to be forthright but courteous and to be extremely busy but always ready to help others when needed.

## Friendship and Relationships

One of the greatest gifts we can receive is that of friendship – being received into a group openly and willingly. For most adults, one of the best memories of School was the forging of friendships, many of which last a lifetime. We hope that friendships will spring up within Houses, between those in different Houses, within classes, within teams and within other extra-curricular activity. It is natural that in moving through a co-educational School that degrees of relationship will develop too. This is part of the awareness of adult life to follow.

A handwritten signature in black ink, reading "Gareth Parker-Jones", is enclosed in a thin black rectangular border. The signature is written in a cursive style with a long horizontal line underneath.

Gareth Parker-Jones

Head

## GUIDELINES AND RULES

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Inevitably in a community such as ours there are rules and regulations which are essential for the good running of the School and the impression it makes within the wider community. This *Student Manual* and the accompanying *Guidelines for Life at Rugby School* form the basis of the 'School Rules'. The *Rewards and Sanctions Policy* is also an important reference.

The School Guidelines apply throughout the term, including days on which the School opens and closes. They also apply to individuals or groups away from School on study trips, representing the School during the holidays and to travel to and from School at the beginning or end of term, Exeats and leave-out weekends.

The Guidelines, which are revised each year, are given to all students when they enter the School. New parents also receive a copy. They can also be found on Firefly and on the School Portal. The Student Manual may be found online in the same locations. Students are asked to sign every year to confirm that they are familiar with the Guidelines and the Student Manual and that they agree to abide by the rules laid out in them.



Peter Bell

Assistant Head (Houses)

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## ACADEMIC WORK

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### Students and staff share responsibility for academic success

Academic results are the primary responsibility of every student in the school. Ambition, positive endeavour and intellectual curiosity, supported by excellent teaching and strong tutorial assistance, will ensure students exceed their own expectations. Students will be expected not only to meet deadlines but also to keep up with and surpass levels suggested by previous results. Self-motivation and a willingness to study independently are both important ingredients in success.

Opportunities for academic research and for the broadening of understanding are many: through the myriad resources held in the Temple Reading Room; through Departmental guidance and input and through access to the Internet and Firefly, both in classrooms and in boarding houses.

Those who commit themselves most can expect the highest rewards.

### Good work

Work of exceptional merit, judged from an absolute standpoint, is recognised by the award of a Copy. Other excellent work judged from a personal standpoint, is recognised by the award of a Distinction. Students who are awarded a Copy or five Distinctions will receive a book token as a prize and a bookplate signed by the Head. Copies and Distinctions must be entered in the book in the Executive Head Master's study. The total number of Copies and Distinctions won by each individual is entered in the House list section of the Blue Book.

Commendations (Upper School) and Credits (Middle School) are awarded often for very pleasing pieces of work in class or prep or exceptional effort, and are recorded on the school system. There is a parallel system for games, music and drama. The award of large numbers will be recognised through certificates handed out by the Head at school assemblies.

### Prizes

Prizes are awarded annually by each academic department. They are awarded on the basis of "Excellence and Endeavour" by departments following consultation between all the teachers involved. Prizes are awarded their prizes on Speech Day.

### Poor work

Failure to attain expected quality or effort levels in work will lead to that work being repeated as an Imposition, after the teacher has helped with methods for improvement. If the work continues to be below standard, the student will receive an academic Detention. Three Detentions in one term will prompt a meeting with a member of the Senior Management Team (SMT). Poor reports may also require similar intervention. Continuing poor work may lead to the student's exclusion from the School.

An Imposition must be awarded by a teacher for work of a poor standard or for an incomplete prep or for a poor attitude to a lesson. The Imposition will normally be a piece of academic writing. The Imposition must be signed by the Hm.

Failure to submit an Imposition, or a serious breach of academic protocol, such as extreme rudeness in a lesson or repeated failure to hand in work, will result in a Detention. Detention lists are circulated at lunchtime on the day of the Detention. Detention has over everything although there may be a few exceptions. No student may be absent from Detention without prior clearance from the Assistant Head (Houses) through their Hm. Cutting Detention will result in gating until the next Detention and a visit to SMT.

### Study lessons

Students not attending a class must work in the TRR or in their study unless given permission to work elsewhere.

### Permission to miss lessons

Students who know that they will be absent from lessons must always ask permission of their teachers beforehand. Students who have music lessons during academic lesson times must ask permission of the teacher concerned at least a day before the lesson. Students who cut a lesson will be given a Saturday Detention and will be sent to the Head. If students give little, or no, notice of a music lesson, they will still be permitted to attend the music lesson, but will be placed in Sunday Detention in order to catch up on the missed work.

### Absence of staff from lessons

If a teacher does not arrive to take a lesson a student from the class must report this fact to a nearby teacher, preferably the Head of Department. This must be done not later than 10 minutes after the start of the lesson, and the remainder of the class must remain in the school (classroom) or outside it if it is locked for security reasons.

### Punctuality and dress

Students must arrive so that all lessons start on time with necessary equipment (books, paper, pen, calculators, laptops etc. as required). Students should be correctly dressed. Sports clothes may only be worn in exceptional circumstances and this should be explained to the teacher before the start of the lesson. Sports shorts or skorts should never be worn in lessons – a School tracksuit is the correct dress.

### Preparation (prep)

This must always be completed by the next lesson or by the deadline given by the teacher. If there are difficult circumstances, for example, evening engagements such as a House play, this must be discussed with the teacher **when the work is set** so that extensions can be requested. The Hm should also be made aware of any problems.

### Missed work and missed lessons

When students have missed work through absence of any sort, it is a first priority to catch up with what has been missed, preferably before the next lesson. If you miss a lesson, or another school

activity such as a music practice or sport session, through illness you are not allowed to attend a social event or go visiting that same evening.

## Reports

Both internal and external reports are seen by students with their tutors. There may be rewards or targets set where there are areas in need of improvement. All students are assessed in each subject by means of an effort comment, an attainment grade and explanatory comments. The Rugby School Grading Policy Statement is set out at the end of this booklet (Appendix A).

## Academic Integrity

All students at Rugby School are expected to abide by the principle of academic integrity at all times. This means, in essence, ensuring that their work is always authentically their own and that the sources from which they have constructed their views are visible and open. The school's expectations in relation to academic integrity can be found in the *Rugby School Academic Integrity Policy*, which is on the website.

Failure to apply the principle of academic integrity will be considered to be academic misconduct. This is defined as any behaviour, whether deliberate or inadvertent, that results in, or may result in the student, or any other student gaining an unfair advantage in one or more components of an assessment or piece of work. Academic misconduct includes the following:

- **Plagiarism:** the representation, intentionally or unwittingly, of the ideas, words or work of another person without proper, clear and explicit acknowledgment. Work includes but is not limited to the following: ideas, audio-visual material, graphs, images, data, computer programmes, illustrations, photographs, written text. The School uses plagiarism detection software to review coursework that is submitted for Public Examinations;
- **Collusion:** supporting misconduct by another candidate, as in allowing one's work to be copied or submitted for assessment by another, including copying homework and allowing one's homework to be copied;
- **Duplication of work:** the presentation of the same work for different assessment components and/or diploma requirements;
- Any other behaviour that allows a student to gain an unfair advantage or that affects the results of another student (for example, taking unauthorized material into an examination room, misconduct during an external or internal examination or class test, stealing examination materials, disclosure of the content of an examination paper within 24 hours of a written exam, falsifying a CAS record, falsifying data collected for IAs).

Academic misconduct is surprisingly easy for a teacher to spot; in serious cases, exam boards even have specially designed software that can detect it. Penalties for academic misconduct vary. If you copy another person's prep, you can expect to be placed in Saturday Detention. If you engage in academic misconduct in relation to a major piece of work, such as coursework, you can expect to be Rusticated after a visit to the Deputy Head (Academic).

Academic misconduct during an examination is dishonourable. Academic misconduct during an internal examination will result in an interview with the Deputy Head (Academic), a letter home and a Detention. In more severe cases, the sanction may be more serious.

If academic misconduct is discovered in a Public Examination, the Examination Board would have the right to cancel your entry for that examination, cancel all of your entries during that examination period, or even bar you from taking any future examination with that board. If an exam board discovers that coursework you have submitted has been plagiarised or is the result of another form of academic misconduct, you will certainly get no marks for the piece and may forfeit some or all of your GCSE, A Level or IB Diploma qualification. Each Examination Board and the International Baccalaureate Diploma Programme has its own specific policy that outlines how it will respond to academic misconduct. Rugby School will support the principle of academic integrity and will uphold Examination Board and International Baccalaureate Diploma Programme policies.

Any investigation and/or sanctions applied as a result of academic misconduct will be carried out in accordance with the *Academic Honesty Policy*. Sanctions that relate to academic misconduct will be given, and records kept, in accordance with the *Discipline and Rewards Policy*. Students may appeal sanctions given for academic misconduct following the *Complaints Procedure*. School Policies may all be viewed on the school website (<https://www.rugbyschool.co.uk/about/school-policies/>).

## CHAPEL

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As a school with a long-standing Anglican tradition, we believe that spiritual awareness must complement academic achievement, creativity and physical ability in the development of a well-rounded individual.

Attendance at services in the School Chapel is an important part of our corporate life, and this policy therefore applies to all students, including day boys and day girls.

All students are expected to attend morning prayers in Chapel on Weekdays (currently on Monday, Wednesday and Friday) and on Sundays. There are also occasional Congregational Practices.

Sunday's services usually take place in the morning at 10.30 am, but there is a small number of evening services at 6.30 pm. A number of services are designated 'whole school services'; on these special occasions all students, including day boys and girls, are required to be present. On the other Sundays, day students are not required to attend Chapel; though of course they and their parents are always welcome, and those who are members of the choir must fulfil that commitment.

All students – including those of other faiths, and of Christian denominations other than Anglican - must attend weekday Chapel. Appropriate Sunday or Holy Day observance is organised by the Chaplain in consultation with parents and Hms.

Visitors are usually invited for coffee with the Head, Preacher, members of the Senior Management Team and some members of the School in School House after the service.

All students should walk past the King's Oak on the way to Chapel and not go through the quads.

After Chapel, all students, must walk past the King's Oak and must not leave via the Old Quad gate.

## THE SOCIAL CONTEXT

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In general, members of the School are expected to exercise common sense at all times and to be welcoming, friendly and polite to each other and to all other people.

Bringing the School into disrepute is a serious matter, the consequences of which will be determined by the Head or another member of SMT.

### Visiting other houses

During the day, before 6pm, boys and girls may visit each other's houses. Visitors should go only to the common room areas of the house and must ask the tutor, matron or Hm on duty for permission to visit. After 6pm, they must sign in and out. Being in the wrong place in another house is a serious offence.

Day students may not go home before the end of their last commitment of the day. No boarding student may visit a day student's home without prior agreement from their Hm. Such actions would be considered 'out of bounds'.

### Visiting after signing in/out time

After 6pm, students should ask permission to leave their house and always sign out to a specific destination. If the destination is a house, students must sign in and, on leaving, sign out and return to their house. Where possible, permission should be sought on entry to another house. Round robin visits are not allowed. If going out to a function with no signing in/out system (a play, society or Chapel), students must sign out of their house, go to the function and return directly to sign in.

A summary of evening visiting times is given in the Calendar and is on the Scheme of Hours.

### Visiting 'The Close'

Students are permitted to walk around The Close (never across) during the day up until 6pm. D Block and Upper School Students are allowed to run around The Close as part of an individual training programme after 6pm throughout the year at their Hm's discretion. In the Trinity Term, students may use the Close in the evenings until 9pm if the Assistant Head (Houses) has issued the relevant notice and in accordance with this notice. School Field and School House students may use the area of The Close adjacent to their Houses for ball-games etc as allowed by House Rules. Students are reminded that litter should always be placed in the bins provided.

### Going to bed guidelines

These are the latest times for any house; some houses have earlier 'in bed' times:

- F Block to rooms at 9:30 pm and straight to bed
- E Block to rooms at 9:40 pm; in bed at 9:50 pm
- D Block to rooms at 9:50 pm; in bed at 10:00 pm
- LXX to rooms and quiet at 10:00 pm
- XX to rooms and quiet at 10:15 pm

There is more flexibility on Saturday evenings.

'To rooms' time signals an end to the use of phones, laptops or any similar electronic devices.

### Take away food in the evenings

Whenever possible a House delivery service should be chosen and no such deliveries may be made before 9:00 pm on weekdays and Sundays and 8:00 pm on Saturdays. Permission must be sought. If a House delivery service is not possible, Upper School students may go into the town to collect with their Hm's permission, between 9:00 pm and return by 10:15 pm, Sundays to Thursdays but **never Friday or Saturday**. Students must go **in pairs**.

## House procedures

Students are expected to follow all house procedures and routines. See Appendix H

## Society and team dinners

These must take place on a Saturday night. Under no circumstances may these take place during private study Sunday to Friday evenings\*. Arrangements for House events, society or team dinners must be made by a member of staff in consultation with the Assistant Head (Houses). A member of staff must always be present at any society or team dinner.

\*The only exception is for a small group of students to have dinner with a visiting speaker by prior arrangement with a Rugby School member of staff.

## XX dining out

Dining out is a Saturday night XX privilege; one person must organise the dining out and undertake the following procedure:

- The organiser must have permission from their Hm. The Hms of all attendees must give permission for them to attend and all Hms must know who is going to the meal.
- Please note only one party per restaurant will be permitted (the best restaurants book up early – Thursday is often too late). Maximum of 12 in a group.
- Book the table – not earlier than 7.00 pm and no later than 8.30 pm.
- Alcohol may be drunk with the meal **provided that at least one member of the party is 18**. Only students aged 18 may purchase alcohol and those under 18 may **only** drink alcohol with the meal. Students are allowed a bottle of wine between three or up to two alcoholic drinks (beer, cider). Students may not drink spirits, spirit-based drinks, cocktails or liqueurs.
- After the meal the receipt from the bill (fully itemised, including drinks) should be handed to the Hm. Be back in house on time.
- Failure to fulfil these procedures will result in the withdrawal of this privilege to all those in the party.
- Any student who attends such an occasion on a Saturday evening will not be allowed to attend further social events that evening, even if they have not been drinking alcohol.

## Birthday parties (for all year groups)

- These should be held on Saturday evenings and may **only** be held in Rugby. With specific permission from the Assistant Head (Houses), Sunday lunchtime may be used.
- The maximum number at the party (which should take the form of a supper party) must not exceed fifteen. This number must include **at least one parent or member of staff**. The guidelines for birthday parties are essentially as for the XX dining out routine (see above). Middle School students are never permitted alcohol and must return directly to their houses for CO.
- Any student who attends such an occasion on a Saturday evening will not be allowed to attend further social events that evening, even if they have not been drinking alcohol.

- A letter of intent or e-mail from the parent should be available to be shown to the Hm and Assistant Head (Houses) and permission obtained.

### Other meals out

Parents who wish to take their son/daughter out for a 'low-key' birthday meal during the week should always discuss this with the Hm. Permission will normally be given. Students from other houses should not be invited to such mid-week meals and permission will not be given for such gatherings. Alcohol should never be drunk mid-week. The Assistant Head (Houses) has oversight of this.

Students who go for dinner with parents at weekends, and who have had an alcoholic drink, will not be allowed to drink any more alcohol that evening, nor will they be allowed to attend any other social event that evening. If it is an early supper, and no alcohol has been drunk, the student must be back in the house before 7pm and will be required to undertake a breathalyser test before being allowed to the Saturday social at their Hm's discretion. One other student (maximum) will be allowed to accompany a family to such a meal.

Parties in Rugby must conform to the above guidelines and students may not attend parties away from Rugby unless they are family occasions with the permission of the Assistant Head (Houses).

Students may not organise trips to concerts or any other social event on a normal School night, including weekends during term time.

### House holidays

Members of the XX sometimes organise holidays during the study period at the end of their examinations. Rugby School does not support such holidays and can take no responsibility for organising any aspect of them. Rugby School is not responsible for the conduct or welfare of students on such holidays. Students who do attend such holidays must behave in such a way so as not to bring the School into disrepute.

## ANTI-SOCIAL BEHAVIOUR

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Rugby School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. The School's Child Protection Policy is available on Firefly, on the School Portal and on the website.

All those at Rugby School have the right to enjoy their learning, working and leisure free from intimidation or oppression or abuse. Any actions, behaviour or remarks that hurt or cause offence are unacceptable.

Tolerance, understanding and care for the welfare of others should be a characteristic of the School community. Students should support each other by reporting all incidents of unpleasant behaviour to the appropriate person – there should be a community responsibility to prevent anyone being hurt, threatened, upset or frightened. The community should be aware of the hurt and upset that

insults, derogatory terms and teasing can inflict. School should be a safe and secure environment with a supportive climate.

Rugby School is committed to helping both those who are harmed and the perpetrators. We will do our best to ensure the safety of the victim and to support improved behaviour from the perpetrator. However, physical abuse, psychological abuse, racism, homophobia, hate-speech or sexism conducted by an individual, or group, have no place at Rugby School and will be dealt with as serious offences.

The Rugby School 'Behaviour and Discipline Policy' may be found on the website and on the School Portal. It should be read in conjunction with the 'Anti-Bullying Policy' and 'Permanent Exclusion and Required Removal Policy'.

### Violence or aggression

Violence or aggressive behaviour towards any member of the School community, whether part of a pattern of bullying or in isolation is wholly unacceptable.

Boys and girls are not allowed to possess offensive or dangerous weapons, lighters, fireworks, knives, air guns, laser pens etc. Students should remember that any object used for a purpose other than for that for which it was designed, can be considered a dangerous weapon. Possession or use of an offensive weapon would probably lead to rustication and a Final Warning.

### Countering Bullying

This section is a summary of the 'Rugby School Anti-Bullying Policy'.

Bullying is behaviour by an individual or group, sometimes repeated over time, that intentionally hurts another individual or group either physically or emotionally. The School does not accept bullying in any form.

A full copy of the Rugby School Anti-Bullying Policy can be found in the following places:

- School Portal
- Firefly
- A paper copy can be obtained by contacting the Deputy Head (Pastoral)

The policy can be made available in large-print or other easily accessible forms.

### Bullying behaviour – guidance notes for students and staff

Sometimes victims of bullying behaviour do not want to tell anyone because of:

- fear of what the person responsible for the bullying behaviour (or others) might do
- fear of what could happen if the person responsible for the bullying behaviour is punished
- a desire not to tell tales
- a belief that one must accept bullying behaviour
- a belief that bullying behaviour is in some way deserved

However, if you are experiencing bullying behaviour, or know someone else who is, you must speak out because:

- sharing what you know with others will help to ensure that the situation can be properly managed
- bullying behaviour thrives on secrecy; once it is brought out into the open it is less likely to continue – do not give the bully power by not telling
- telling someone else will help victims to start to come to terms with their own feelings
- it may save others becoming victims of the same bullying behaviour

**Bullying behaviour is too important not to report. If you are experiencing bullying behaviour, know someone that is experiencing bullying behaviour or see bullying behaviour - tell someone.**

What will happen?

- All possible support will be given to the victim to help them deal with their feelings and to develop strategies for combating their vulnerability.
- The person responsible for the bullying behaviour will be asked to talk to their Hm or a member of SMT so that the seriousness of the situation can be explained to them and so that he/she can discuss their behaviour and find ways to change it.
- It is possible that the person responsible for the bullying behaviour has not appreciated the distress caused and will be immediately and genuinely repentant.
- In some cases, for example the bullying of younger students or particularly unpleasant behaviour, bullies should expect to be rusticated and placed on a final warning.
- The person responsible for the bullying behaviour may have disciplinary action taken against him or her at the discretion of the Hm, Deputy Heads or Head.
- The person responsible for the bullying behaviour must be helped to appreciate that repetition of the bullying behaviour may lead to either sanctions being applied or the disciplinary procedures activated.
- Should a person responsible for bullying behaviour ever prove unable to change their behaviour, or should the bullying be extremely serious in the view of the Head, then his/her place at the School would need review.
- Careful monitoring will take place to prevent any recurrence of bullying and everyone is responsible for supporting the victim and for helping the person responsible for bullying behaviour change their behaviour.
- Examples of behaviour that Rugby School considers totally unacceptable include the deliberate use of racist or homophobic language towards a member of the community, the teasing of another because of a disability, older members of the school being physically or psychologically threatening towards younger members, dorm raids, bed-flipping or any form of initiation ceremony. Such actions will almost certainly result in Rustication and a Final Warning and could result in immediate Permanent Exclusion or Required Removal.

**For a student the relevant person to contact is their Hm or their tutor or a member of the Levee. Alternatively, they can speak directly to the Designated Safeguarding Lead, Mrs Sally Rosser**

**(Deputy Head - Pastoral). The Chaplain, Assistant Chaplain, School Counsellor, Assistant Heads, Deputy Heads and Head are others who can help.**

## Stealing

Stealing is completely unacceptable in our community. Students who are found to have stolen the property of others are typically Rusticated and put on a Final Warning. The same applies to any student found guilty of shoplifting, although this is likely to be reported to the Police. Remember that borrowing without asking is stealing too.

## SMOKING, ALCOHOL AND DRUGS

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It is usually within a social context as teenagers that people initially drink, smoke or experiment with drugs. The use or misuse of alcohol and the use of tobacco and drugs can be very damaging both to individuals and society; therefore, Rugby School has established important guidelines and rules in these areas. The Rugby School 'Smoking, Alcohol and Drugs Policy' is available on the Internet, the School Portal and Firefly. A paper copy may be obtained from the Assistant Head (Houses).

The consumption of a limited range of alcoholic drink is permitted for senior students on certain occasions and in certain places. Smoking and drugs are forbidden. Indeed, providing, selling or using illegal drugs is regarded as a very serious offence.

## Drinking

With the permission of their parents and their Hm, students in the Upper School may drink alcohol in accordance with licensing law at supervised social events.

With the permission of their Hm, students in the XX may go out for an evening meal in a restaurant on a Saturday night (see above under 'Dining Out'). They may **not** have any alcoholic drinks at a pub beforehand or afterwards, but may drink wine, beer or cider with the meal. The same rule applies for students who are under 18 if they go out with their parents or other authorised adults during term time. With the permission of their parents, and on each occasion of their Hm, students in the XX who are over 18 may visit certain specified public houses. Full details are given in Appendix E.

Licensed and off-licensed premises are otherwise strictly out of bounds. No-one in the School may purchase or consume alcohol at any time except in the above circumstances or at special events supervised directly by the Hm or another authorised member of staff.

Parents who intend to take students out to pubs or restaurants (for example after matches) should always discuss this with their son or daughter's Hm before doing so.

**Offences involving alcohol**, where students are either caught drinking, in possession of alcohol or clearly under the influence of alcohol (in the opinion of any Rugby School member of staff), will be treated as follows:

- First offence - See Assistant Head (Houses); one to two weeks' gating and a letter home.
- Second offence - See Assistant Head (Houses) and the Head; two weeks' gating and a letter home.
- Third offence - Rustication and Final Warning. Meeting with Head and parents.
- Fourth offence - Permanent Exclusion.

The drinking of spirits or spirit-based drinks (e.g. cocktails or shots) or the bringing of spirits into School will lead to an 'acceleration' through the disciplinary stages. Any student who, through the influence of alcohol, becomes ill and has to be supervised by a member of staff for their own safety, or who requires hospital or paramedic treatment, may be accelerated to a third offence immediately, with the attendant punishment.

Students should note that they are responsible for their behaviour at all times and should take particular care if drinking alcohol. Being drunk, or behaving as if drunk, is sufficient for disciplinary steps to be taken, **regardless of the source of the alcoholic drink.**

Supply of alcohol to other students is particularly serious and will also lead to an 'acceleration' through the disciplinary stages, usually to at least the third stage.

Students who misbehave may at the discretion of the Assistant Head (Houses) be banned from social events for lengthy periods at the behest of the Student Social Council.

Occasionally Hms may ask a student or group of students to take a breathalyser test if there are reasonable concerns that illicit drinking has taken place. A positive result would be treated in accordance with the drinking sanctions and the 'Smoking, Alcohol and Drugs Policy' (outlined above). Refusal to take a test would imply guilt and will be treated as such.

The SMT also reserves the right to randomly breathalyse students at social events in order to support those who might feel pressured into drinking by their peers. (See 'Breathalyser Protocol' for more detail, Appendix E)

Routine use of breathalysers by Hms is also covered in Appendix E.

## Smoking

Students are not allowed to smoke. Smoking is a health and safety risk and is particularly serious in boarding houses as it exposes others to passive smoking and is a significant fire risk. Smoking in public buildings in England is illegal and carries a heavy fine. Students who smoke in-house are likely to be treated more harshly and may be internally rusticated.

A student, who is caught smoking, is suspected of smoking, is found to be consorting with smokers, smells of smoke or is in possession of tobacco or smoking paraphernalia will be subject to the School's disciplinary procedures.

- First offence - One week's gating; letter home from Hm
- Second offence - See Assistant Head (Houses); up to two weeks' gating and a letter home
- Subsequent offences - Rustication and a Final Warning. Meeting with Head and parents.

Although we will do all we can to help students with a smoking problem, Rugby School is not suited to anyone with a serious smoking habit. Students who do smoke persistently and refuse to follow a 'quitting regime' are putting their place in the School in jeopardy.

Vaping is not permitted. Sanctions as per smoking (above).

### Drugs and Other Substances

The Rugby School Smoking, Alcohol and Drugs Policy sets out the consequences of the use of illegal drugs. All parents and students sign a form acknowledging that they accept the terms of the policy. Since boys and girls sign this form in their own right when they are sixteen, the policy is summarised in Appendix B at the end of this booklet and is available on the School website.

The School is aware that some substances, for example New Psychoactive Substances, Nitrous Oxide or aerosol propellants, which are not illegal, may have an intoxicating and/or hallucinogenic effect. The use of any products which have such an effect is against School rules and students using such substances may be dealt with in a similar fashion to those who use illegal substances.

### Other considerations

Mood-enhancing products, such as 'Poppers', are absolutely forbidden. Use, supply or possession of these will be dealt with under the 'Smoking, Alcohol and Drugs Policy' and the 'Permanent Exclusion and Required Removal Policy'.

Stimulants such as 'Pro Plus' are also not permitted and students are strongly advised to avoid caffeine-laden drinks such as Red Bull.

Dietary supplements, such as protein powder, are discouraged and will be confiscated if found. Exceptions to this will be made if the supplementation is part of a medically-supervised training programme for elite sports performers and the parents of such students must inform the Hm in writing that they are happy for the supplementation to continue whilst at School. Such supplementation will be monitored by qualified members of the Sport Department.

### 'Gating'

'Gating' (or 'Gation') is a socially restrictive sanction that does not encroach on academic or extra-curricular activities. Students who are 'gated' must carry a card that a member of staff signs at each hour throughout the day. Students who are 'gated' may only go home in exceptional circumstances and only with the permission of the Assistant Head (Houses). Day students who have been 'gated' should be 'grounded' at home by their parents. Students who break their 'gating order' may be Rusticated (Temporarily Excluded) and placed on a Final Warning. Students who are gated may not visit other houses, receive visitors nor may they go into town.

## RELATIONSHIPS

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Personal relationships are one particularly significant area in which values are important. You need to understand that we feel that School is not a place for sexual intimacy. We hope that your School life will foster wide friendship rather than exclusive relationships. The following observations and guidelines should be followed as a minimum standard of conduct (see also Appendix K):

- a. Before talking about restrictions and punishments it is important to point out that the reason for the paragraph above is in fact one of freedom. While it is natural and right for relationships to develop, School is essentially a place for a wide range of friendship, activity and intellectual discovery. Sexual intimacy at this stage can and often does involve pressure from and occasionally exploitation by one party or the other – and this can and does get in the way of what you are at School for. Moreover, following a recent change in the law, sexual intimacy with/between persons under 18 years old may attract criminal liability and punishment. Therefore, the issue is an important one and must be regarded as a serious matter (see Appendix K).
- b. In relationships do please remember to think of the other person.
- c. One useful guideline for what you can and cannot do is defined by the phrase ‘causing embarrassment to others’. It is therefore inappropriate for students of any age to engage in sexual petting or kissing on pavements, outside Houses, in common rooms, at School social events or in pubs for those who are over 18. Members of staff will put an immediate stop to such behaviour.
- d. You should also remember, at all times, to respect the feelings of others. If your advances are unwanted, not only will you be causing hurt to others but you could risk criminal sanctions.
- e. Sexual intimacy is an even more serious matter. If a member of staff comes across a couple who are to some extent undressed and clearly engaging in a sexual act other than sexual intercourse, it is likely that rustication will ensue wherever they may be – in houses or elsewhere in the School.
- f. Anyone who engages in sexual intercourse at School will be expelled. For legal reasons, the relative ages of those involved in such activity could seriously exacerbate the consequences, as it could for any misconduct of a sexual nature
- g. Co-ed rooms are provided in all houses. When students visit other houses, they may only move between the entry to the house and the co-ed rooms. Signing in/out must always be done when appropriate. Any visitor going beyond the co-ed rooms into another area of the ground floor of the house or above will, at the very least, be subject to gating.  
Any couple who are behind a locked or blocked door will, in all probability, be Rusticated.
- h. In house co-ed rooms, couples must behave in a way which would be appropriate if a member of staff were in the room, and in a way which would not cause embarrassment to other members of the house.

- i. Personal displays of affection are not appropriate through most of the School day. Walking arm in arm or holding hands and so on should be reserved for later in the day, that is after supper during week-days and after the formality of Sunday morning services when changed into casual dress.
- j. The same rules and guidelines apply on all School trips, both during term-time and in the holidays. Staff in charge of such trips will always issue their own detailed guidelines on all aspects of that particular trip before it takes place.
- k. It is impossible to give you exact rules for every situation; these rules and guidelines are as clear as we can make them. They are intended to help you: please observe them.

## APPEARANCES

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### General

At all times boys and girls should dress tidily. All clothing must be clean and in good repair.

School uniform must be worn until after the end of the last lesson of each day as shown in the Scheme of Hours – whether it is a lesson or study lesson or a period of ‘exam leave’ at School. This applies even if an individual has finished his or her last lesson of the day. On Sundays, suits must be worn until after the main service if in the morning or just for the service if in the evening.

Suits may also be required for visits to concerts, plays and lectures unless otherwise set out in writing on the relevant notices by the member of staff concerned.

Suits and School uniform should conform to the Dress Regulations. Individual shirts, ties and so on are not permitted, unless otherwise stated. Personal ties may be worn for Sunday Chapel only.

At other times casual dress may be worn provided it is tidy and reasonably smart. Staff reserve the right to ask students to change clothing if casual dress is deemed unsuitable for whatever reason.

Sports kit should be kept for sport. It may **be worn in the town, but regulation tracksuit trousers must be worn**, no shorts, skirts or skorts may be worn in the town. House hoodies are **not** official School sports kit.

The Clothes Lists are published annually and made available to new students. Copies can be obtained from the Assistant Head (Houses).

### Hair

Boys’ and girls’ hair must appear natural within normal limits (Hms and Assistant Head (Houses) to judge).

Boys’ hair should be off the collar; no ponytails; no Alice bands; not unkempt; at the other extreme it should not be unreasonably short. No one should have a shaven head, either fully or partially, which is shorter than ‘number 3’.

For boys and girls, if their hair appears beyond reasonable limits in the judgement of the Hm or the Assistant Head (Houses), they will be referred to a local hairdresser for possible remedial action. If does not solve the problem immediately, there will be 1-2 weeks’ gating followed by “home” activity

only until deemed normal (implying no away fixtures, no trips/visits (educational or social), no town visits; normal campus activity only excepting major public functions, each considered separately).

### Eating and drinking outdoors

Boys and girls should not eat or drink around the School or in outdoor public places, nor may they do so in classrooms, during talks or lectures, in concerts or in Chapel. This includes chewing gum.

Occasionally there are situations where food is consumed outside within the School grounds. Both here and elsewhere all litter must be removed and properly disposed of. Bins are provided adjacent to the Stodge and on The Close; please use these.

### Dress Regulations

#### From Advent 2020 for New LXX and F Block

##### Suppliers

School uniform must be bought from [www.schoolblazer.com](http://www.schoolblazer.com) and sports kit from [www.kukrisports.co.uk/rugby-school](http://www.kukrisports.co.uk/rugby-school). Items marked with an asterisk must be purchased from the School suppliers.

##### School Dress

All School dress items must be in good repair, clean and smart.

All students wear:

1. \*The School tweed jacket or the School blue jacket with gold buttons for Levée.
2. \*A plain, pastel-blue shirt. Shirts must be tucked into the trousers or skirt.
3. Plain black, leather, polished shoes of a sensible style for moving around the campus. Shoes must be smart. Trainers are not allowed.
4. \*If necessary, a School crested V-neck jumper. No other jumpers are permitted.
5. \*If necessary, a School or House scarf or pashmina. No personal scarves or pashminas are permitted.
6. \*If necessary, a dark, wool coat may be worn over the School jacket. The coat must be longer than the jacket.

In addition, boys wear:

7. \*Their House tie, a Levée tie, a Deputy Head of House tie, a Sixth tie or a Sports Club tie if awarded.
8. \*Plain, navy trousers with a black or brown belt.
9. Plain, dark socks.

In addition, girls wear:

7. A House badge and a Levée or Sixth badge, if awarded. Available from the House.
8. \*The School navy skirt.
9. Plain, black tights or dark socks.

### **Hair & Make-up**

- Hair must be tidy and natural-coloured and must not be extreme in style (as judged by the Assistant Head - Houses).
- Make-up should only be worn in the Upper School and must not be obvious.
- Nail varnish must be natural in colour.

### **Jewellery & Tattoos**

- Jewellery should be kept to a minimum. Students may wear a watch, one discreet necklace beneath the shirt and one ring. Girls may wear one small stud in the ear-lobe of each ear. No other piercings should be visible. No bracelets or wristbands may be worn.
- Students should not have tattoos that are visible at any time, including when in casual clothes or sports kit.

### **Suits**

\* All students need a School blue jacket from School Blazer to wear with their navy trousers or skirt as a suit. For the Levée, this jacket has gold buttons and is worn at all times.

### **Miscellaneous**

- All students must remain in School dress until after the end of the last timetabled lesson each day, even if they themselves have finished lessons. If sports kit is worn in lessons, School tracksuit trousers must be worn.
- Students should not go into town wearing sports shorts or skorts – tracksuit trousers or leggings should be worn.
- Headphones should not be worn with School dress or sports kit.
- Casual dress should be appropriate for those representing Rugby School and should not draw attention to students. Members of staff reserve the right to request that students change into more appropriate clothing if deemed necessary.

## **From Advent 2020 for XX, LXX, D Block and E Block**

### **General**

Any replacement items of uniform or sports kit must be of the new style and conform to the regulations for New F Block 2020. Mixing and matching of new and old uniform styles will be permitted until September 2022. From this date, all students must be wearing the new uniform.

### **School Dress**

All School dress items must be in good repair, clean and smart.

All students wear:

1. The School tweed jacket or a Levée jacket.
2. A plain, pastel-coloured shirt. Shirts must be tucked into the trousers or skirt. Alternatively for girls, the blouse may be of the fitted style bought only from the School Shop that is designed to sit outside the skirt and still look smart
3. Plain black, leather, polished shoes of a sensible style for moving around the campus. Shoes must be smart. Trainers are not allowed.
4. If necessary, a plain-knit, V-necked, navy jumper.

5. If necessary, a School or House scarf or pashmina. No personal scarves or pashminas are permitted.
6. If necessary, a dark, wool coat may be worn over the School jacket. The coat must be longer than the jacket.

In addition, boys wear:

7. Their House tie, a Levée tie, a Deputy Head of House tie, a Sixth tie or a Sports Club tie if awarded.
8. Plain, charcoal grey trousers with a black or brown belt.
9. Plain, dark socks.

In addition, girls wear:

7. A House badge and a Levée or Sixth badge, if awarded.
8. The School grey skirt.
9. Plain, black tights or dark socks.

### **Hair & Make-up**

- Hair must be tidy and natural-coloured and must not be extreme in style (as judged by the Assistant Head - Houses).
- Make-up should only be worn in the Upper School and must not be obvious.
- Nail varnish must be natural in colour.

### **Jewellery & Tattoos**

- Jewellery should be kept to a minimum. Students may wear a watch, one discreet necklace beneath the shirt and one ring. Girls may wear one small stud in the ear-lobe of each ear. No other piercings should be visible. No bracelets or wristbands may be worn.
- Students should not have tattoos that are visible at any time, including when in casual clothes or sports kit.

### **Suits**

All students must have a smart dark grey, blue or black plain suit with matching top and bottom. For girls, this may involve a skirt and matching jacket or a trouser suit. Suits should be of a style appropriate for wearing to a formal business meeting.

### **Miscellaneous**

- All students must remain in School dress until after the end of the last timetabled lesson each day, even if they themselves have finished lessons. If sports kit is worn in lessons, School tracksuit trousers must be worn.
- Students should not go into town wearing sports shorts or skorts – tracksuit trousers or leggings should be worn.
- Headphones should not be worn with School dress or sports kit.
- Casual dress should be appropriate for those representing Rugby School and should not draw attention to students. Members of staff reserve the right to request that students change into more appropriate clothing if deemed necessary.

## COMMUNICATION

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Always show good manners in terms of greeting amongst yourselves, with all staff, with all visitors and with members of the public. Everyone working in the School should be treated with proper and equal respect.

When you receive a written invitation, reply as soon as possible in writing unless otherwise suggested. After you have been to a function for which you received an invitation, be prepared to write a thank you letter.

### Press and/or Media

If approached by the Press and/or Media, i.e. the representatives of a newspaper, the television or radio, students are asked to refer them to the Head or Marketing Department. **Students must not speak to the media or provide them with any materials without the permission of the Head.** Breaking this rule may result in Permanent Exclusion.

### Mobile phones etc

Students may have mobile phones/handheld devices provided that they are registered with the Hm. It is important that the house has a record of all student mobile phone numbers for safety reasons.

Upper School students may have their mobile devices at all times, however, they must be switched off in Private Study time, in lessons and study lessons. The same applies to the Temple Reading Room, and no mobile phones should be taken there, particularly during Private Study time. Should you do so, you will be sent back to house for the remainder of the evening.

New boys and new girls entering the F and E Blocks will leave their mobile phone with their Hm until the first Leave-out of their first term.

F and E Block will only have access to their phones following lesson time each day. This is straightforward for Monday, Tuesday, Thursday and Friday. On Wednesdays, they may have access to phones following their afternoon activity. In practice, this will mean access from 4pm. On the weekend, F and E Block may have access to their phones from Saturday lunchtime.

The D Block may have access to their phones when they are in House, but should not take them to lessons or Tuesday/Thursday afternoon sport (with the exception of away matches). D Blockers are encouraged to keep their phones in their lockers during the day.

In all houses, middle school students must 'lodge' their mobiles and other electronic devices with their Hm overnight. Middle school students must also hand in their mobile devices to their Hm during Private Study time.

Exceptions may be made, by arrangement with the Hm, for overseas students to phone their parents.

Students must avoid the use of mobile devices in public places and around the campus, including in corridors and hallways, as this can attract unwelcomed attention, provides a dangerous distraction when near roads and is considered rude by many people.

If students are found to be using their phones around the campus, or at times that are not permitted by the guidance above, staff will confiscate them for a period of time and the phone will be kept by the Hm until such time as the Hm feels the student is ready to have the privilege restored.

Students should only contact staff on their mobile numbers in an emergency situation.

### Firefly, the Internet, Social Media and E-mail

Communications in these areas have become very much part of our daily routines. It is, however, a minefield where much can go wrong. The School has published a lengthy document about our concerns in these areas. Undoubtedly this document will be amended every year but it is sufficiently important that we ask parents and students to sign a form to acknowledge the fact that they accept our terms for the use of facilities in these areas.

It must be remembered that these services are provided primarily for academic and educational purposes – not for games, socialising and other dubious entertainment. **The internet must not be taken for granted.** If accessed material is thought to be illegal, the police may be consulted.

## HEALTH

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### 'In House' Care

Students who are unwell in their House should report immediately to the House Matron. Matron will address the problem or refer the student to the School Doctors or Nurses (see 'San' below). Students who feel unwell during School activities should immediately tell the member of staff in charge of the activity. The member of staff will refer the student either to the House Matron or to the Sanatorium (San).

### The San

The San provides an easily accessible, friendly and confidential health service for all students. Maintaining good health at Rugby is supported and assisted by our experienced health care team of Doctors, Nurses, Physiotherapists, Podiatrist and Counsellors.

Students are encouraged to discuss their concerns before they become problems.

Before students join the School parents receive medical papers from the San. There is a full information form, which is seen by the Hm before being passed on to the San. Parents may choose to send more confidential information directly to the San.

The San is open every week day and on Saturday from 7.30am – 7:00pm, and on Sundays from 11.00am – 2.00pm. Open access is encouraged. Students are welcome to discuss any concerns with the trained Nursing Sister on duty. The School Doctors hold a surgery every weekday and an appointment system is available. Overnight nursing care may be available if required. Week-end, evening and overnight medical cover is provided by GP 'Out of Hours Service', which can be contacted by dialling the Revel Surgery.

### Confidentiality

All medical, nursing and counselling consultations are confidential.

### Communication

Parents and guardians are very welcome to visit or telephone the San at any time.

### Physiotherapy

Physiotherapy services are available at the School, accessed either through the San or the Director of Sport. Private medical insurance usually covers the cost.

### Dental treatment

Routine dental treatment should be arranged at home. Emergency dental treatment is rarely covered by the NHS in this area, but we have arranged that private emergency dental or orthodontic treatment can be accessed locally. The Personal Accident Insurance Scheme offered through the School does provide cover for certain emergency dental injuries.

Mouthguards are fitted by OPRO every September.

### Podiatry

This service is offered on a private consultation basis in the San. Treatments costs are paid direct to the podiatrist

### Other treatment

Students may not attend complementary therapists in the town of Rugby without the consent of their parents being given to the Hm.

### Medicine

Students may keep some medicine prescribed by their doctor in their rooms in cupboards or drawers out of sight, but must not leave medicine in public places or in pigeon-holes. It can be an offence to possess certain medicines or substances which have not been obtained through a doctor. Students must not dispense any medicines to other students. Permission to self-medicate must be given by the Hm or Matron.

### Eye care and eye protection for sport

All students who wear spectacles whilst playing games should be provided with a pair of glasses with plastic lenses. No student may play Rugby football wearing spectacles. The Squash Rackets Association recommends eye protection, particularly for beginners, and it is mandatory for all doubles players. At Rugby **all students must ensure they wear eye protectors when playing squash**. Notices to this effect are displayed in the Sports Centre. Open eye protectors, without lenses, are

cheap and available at sports shops. They should be to British Standard 7930-1. Closed eye protectors are more expensive, but can have prescription lenses fitted into frames and are available from opticians.

Students are encouraged to have yearly eye tests arranged at home before the start of the academic year.

### Allergies

It is very important to let the San, Hm and Matron know if a boy or girl has any strongly allergic reactions to particular foods, insect bites or medicines, or if they have been prescribed an EPIPEN, and bring 2 EPIPENS with them to School at the start of each term.

### Matters of health

In matters of health (for example in cases of anorexia nervosa) the Hm reserves the right to recommend to the Head Master that a student be removed from the House or the School if the Hm's duty of care is compromised or becomes impossible. The outcome of such a situation would be for the parents, School and home doctor and consultant to arrange for full and appropriate treatment either at home or in hospital.

### Travel vaccinations

For **boarding students** travelling abroad, on School or personal trips, immunisations can be facilitated by the San nursing team (following up to date guidelines). We require a minimum 6 weeks' (preferably 6 months) notice before the date of travel to ensure that immunisation schedules can be arranged and completed in time. The San nursing team can provide travel vaccination advice to **day students**; however they will need to contact their registered GP to arrange for the vaccines to be given. The San is not a registered Yellow Fever Centre and therefore this vaccine cannot be given at the San.

### Off-Sport Cards

Students who are unable to take part in particular sporting activities due to injury or illness must present a blue 'Off-Sport Card', signed by the San staff and the House Matron, to the appropriate games teacher.

A student who has been Off Sport for an extended period of time will be required to produce evidence of an appropriate medical assessment before returning to sport.

### Information for Teaching Staff

Non-confidential medical information (eg asthma, allergies etc) is shared with the staff. It is important that staff who teach, take games, organise visits and expeditions have such information. For any extended trips or expeditions parents are asked for a medical update.

### The School health care team

The San team is led by Dr Steve Brown. There are male and female doctors in the team and the nursing team is run by Sarah Harris.

They can be contacted through the San:

Telephone: 01788 556199      Fax: 01788 536704      E-mail: [san@rugbyschool.net](mailto:san@rugbyschool.net)

### The School Counselling Service

The School Counsellors, Mrs Mikala Torrance and Mr David Woodall, can be contacted through the San, or directly.

Mikala Torrance: Tel:07584 481068      E-mail: [mt@rugbyschool.net](mailto:mt@rugbyschool.net)

David Woodall: Tel 07971 274811      Email: [dt@rugbyschool.net](mailto:dt@rugbyschool.net)

### Hospital Care

Students may be referred to the local hospitals for consultations, X-rays or day care. Students would normally be accompanied to the hospital by House staff and should never go to the hospital alone. Please note however, that whilst we will do all we can to support students with medical problems, School staff cannot accompany students to routine medical or dental appointments outside the Rugby/Coventry area; responsibility for this lies with parents or guardians.

If a student requires emergency hospitalisation, initial treatment is likely to be through the National Health Service but afterwards provision can usually be made for private medical care.

The School Sanatorium:	Sister Harris      }	
	Dr Brown      }	Tel: 01788 556199
Security (K9)	Lee Hayward	Tel: 07963 040660
GP Out of Hours Service		Tel: NHS 111

## SPORT

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Sport forms an integral part of extra-curricular activity.

All boys and girls will take part in sport at least three times a week. A high proportion of boys and girls are in School teams involving up to five days a week.

Essential points are as follows:

- All sports kit must be appropriate School or sports clothes as set out in the clothes lists. Only this may be worn for formal practices and matches. No House kit should be worn, unless for a House match.
- Sports kit should always be worn smartly – shirts tucked in and socks pulled up.
- When going to and from sport boys and girls must not wear the boots or shoes in which they intend to play. Alternative footwear must be worn.
- All sports kit should be marked with name and House. Everyone should have appropriate kit and should only wear their own.
- Spectacles worn for sports must have safety lenses.
- Everybody must learn to swim. Swimming tests are held at the beginning of the Advent term and regularly thereafter. Boys and girls must attend lessons until they have passed the test, and until this time they may not use the pool at other times. When going to and from the swimming pool boys and girls must be in School or tidy casual dress depending on the time of day.
- Members of School teams in away fixtures involving missing lessons must seek permission from the teachers whose lessons they will miss. No-one may ever leave during a lesson. Departure times always follow the end of a lesson.
- Members of School teams in away fixtures are ambassadors for the School. Unless otherwise stated, suits are worn for away fixtures. Smartness and absolutely correct behaviour is expected.
- School sports kit may be worn in the town as long as the kit is official School kit and tracksuit trousers are worn. Sports skirts, skorts or shorts must not be worn in the town.
- Members of the School must never take short cuts through the hospital grounds on their way to Springhill and Polo playing fields.
- Informal activities such as skateboarding or rollerblading are allowed **provided the Hm is aware of where this is taking place.**
- Those who 'cut' formal co-curricular activity (including Community Service, Sport, CCF, music rehearsals etc.) will be placed into Saturday evening detention.

## WHERE YOU MAY GO AND WHEN

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This section deals with the town, the surrounding area and being away from Rugby during term time.

### The Town

Members of the School are allowed considerable freedom within the near and central part of the town. The local people are very conscious of the large numbers of boys and girls who are around

the town during term time. They and we expect high standards of courtesy, consideration and politeness at all times. There are a number of important guidelines:

- No-one may visit the town during lesson time and before lunchtime on all days. Students must be signed back into their house by 6:00 pm in all three terms, unless a signed note from the Hm has been obtained.
- Students must wear correct School Dress if in the town before the end of the last lesson on any day **even if they themselves have finished all of their lessons**. At other times, full normal School Dress, full correct School Games kit with tracksuit trousers or casual clothes should be worn. **It is not permitted for students to be in town wearing a mixture of these types of clothing, for example a School skirt and a House hoodie is not appropriate. Games shorts, games skirts and skorts must not be worn in the town at any time.**
- The map, following on from the list of tradesmen, indicates those parts of Rugby you may visit. The areas outside the thick black line are out-of-bounds. The station and its access road, Murray Road, are in bounds for arrival and departure at the beginning and ends of term, Exeats and leave-outs. At all other times permission should be sought from the Hm. If you wish or need to go beyond the 'Bounds' line, you should let your Hm know and discuss your intentions. **Day students** should refer to the Guidelines for Day Students and Day Boarders (Appendix G).
- Within the town there are quite a number of places which are out-of-bounds: public parks and recreation grounds, blind alleys, waste ground, building sites, car parks, hotels and public houses, licensed premises, all clubs (for example the Irish Club), betting shops, off-licences, places of public entertainment and public meetings and private houses other than a teacher's house or that belonging to a boy or girl from the School (with permission from Hm). The Heads of School publish a notice about cafés each year.
- Students may go to **all non-licensed cafés** and food outlets within bounds but should note the following restrictions:

Pizza Express - Upper School only

Prezzo - Upper School only

McDonalds - D Block and above only through the week

All students on Sundays between 1.30pm and 5.30pm

It is absolutely essential that boys and girls behave with extra courtesy and good manners in such places. Members of the public are very sensitive to rude and unruly behaviour. The School consults with the managers on an *ad hoc* basis. Please do not occupy unnecessarily large amounts of space, nor should you draw attention to yourselves. If you visit a café, please buy enough food or drinks to justify the length of your stay and the number of people in your group.

**The School rules on smoking and the consumption of alcohol apply – breaking the rules will result in the withdrawal of the privilege of the use of cafés.**

**Bars, such as Bank and Bacco Lounge, are licensed premises and are out of bounds to all, except those who may visit the pub and only on Wednesday evenings between 9pm and 10:15pm.**

Permission may be given by an Hm for visits to the town after tea. Such visits might include:

- a) going out with parents or staff.
- b) dining out on Saturday evenings (see earlier).
- c) late evening visits to collect ordered food. This is not permitted on Fridays and Saturdays when House deliveries only are allowed.
- d) going to the Cineworld Multiplex Cinema (see Appendix F).

Students may not go out during the day or in the evening with anyone beyond their immediate family (parents, grandparents, brothers or sisters [over 21]) unless their Hm and their parents have given their permission.

### Moving around

Students are conspicuous around the campus and may present a nuisance to the public if they are not careful of how they conduct themselves.

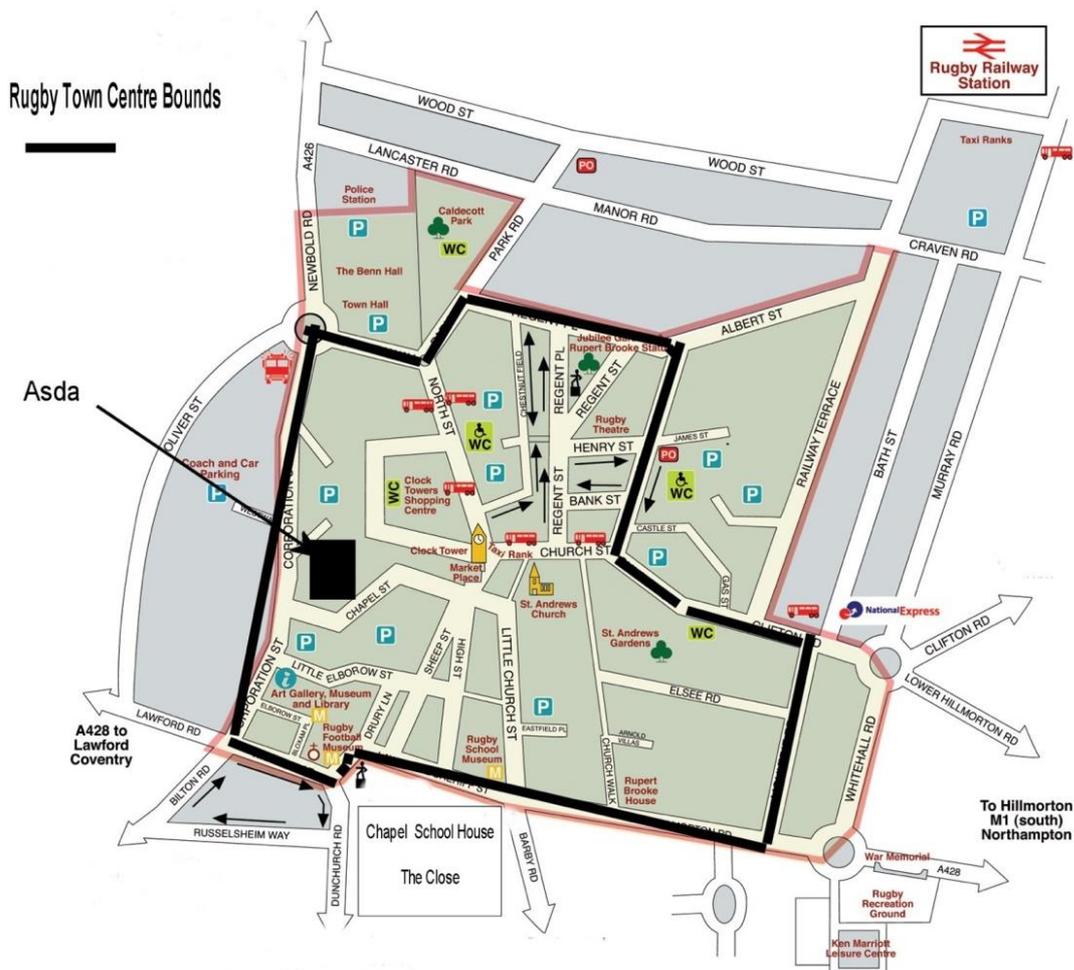
Therefore:

- Never walk in line abreast in pedestrian areas and never crowd pavements.
- Around the School, use the paths and avoid cutting across grass.
- Always take care when crossing roads. Always use pedestrian crossings.
- Never use a mobile phone whilst moving around.
- When you go to Springhill for sport, you must not cut through the hospital grounds.
- Cycling and skateboarding are not allowed in the town or hospital area.

### House notes

Articles may be bought on credit from a limited number of tradesmen licensed by the School and on production of a House note signed and stamped by the Hm or a tutor. **Once signed, no note may be altered in any way.** The maximum value of goods on a note may not exceed £10 unless parents have approved in writing for the purchase of a more expensive item. Tradesmen must not be asked to supply a more valuable article in exchange for a note supplemented by cash, or to supply on credit any article other than that specified on the note. The system is intended for essential items only.

## School Bounds



## Being out-of-bounds

Students who are found to be out-of-bounds will be gated for at least one week. The sanction may be more severe, for example Rustication, in the case of students being out of bounds in dangerous areas or after dark. Being out-of-bounds after lights out or on a school trip is a very serious offence and will result in Rustication and a Final Warning.

## Running

Students are allowed down the Barby Road to the crossroads with the Ashlawn Road but no further, but only with their Hm's permission in each case. Special permission may be gained from the Hm if students want to go running beyond this area. **Students must not go running along Barby Road before breakfast or after dark unless accompanied by a member of staff. Students in the D Block and above may run around the Close before breakfast or in the evening with their Hm's permission.**

## Fake ID Cards

False ID cards are illegal, and possession could lead to a criminal conviction. Therefore, fake ID cards are strictly forbidden and possession of such would usually lead to Rustication with a Final Warning, even if the card has not been used.

### When you may leave your House

From breakfast to signing out time in the evening you are free to come and go from your House. On Sundays, when there are few formal and structured activities, you should let your Hm know if you intend to be out of the House for a significant time. Each House operates guidelines in this respect, but it is vital that your Hm knows where you are at all times.

Between signing out time and bed times is dealt with in the earlier section 'The Social Context'.

**Between bed time and breakfast: it is a very serious offence for any student to be absent from his or her house in the course of the night without permission. Rustication and a Final Warning is the minimum sanction, whatever the reason for leaving the House, unless an emergency has occurred.**

### Away from Rugby during term time

**If a student wishes to spend time at home during term-time, the Assistant Head (Houses) must give permission, including for special family occasions. This includes weekends.** It does not apply for arrangements organised by school staff, such as school trips to theatres, fixtures, field trips; nor does it apply for University Open days or interviews nor for unavoidable medical appointments, i.e. those which cannot take place outside of term time – Hms may give permission in these situations.

Anyone who is going to miss a lesson must, as a courtesy, request permission from all staff whose lesson or activity will be missed. This applies when lessons are missed for music lessons or games. Reasonable notice is required (see 'Permission to miss lessons' section).

Any individual student who is going out with anyone from outside the School, or visiting anyone outside the School must obtain prior permission from his or her Hm. We do not generally give permission for boys and girls to go out with, or meet, those under the age of 25, unless written parental permission is obtained in advance. Permission will generally not be given for students to be driven by anyone under the age of 25 except in exceptional circumstances and only after consultation with the Assistant Head (Houses).

Older students may be granted short periods of **study leave at home** (students from overseas may stay with Guardians) during GCSE, AS or A2 examinations. Study leave must always be arranged with the permission of the Hm and parents in accordance with School guidelines on the examination period. Travel arrangements must always be clear. **All students on study leave must observe the spirit of the School Guidelines.**

Students whose term finishes early due to public examinations may only return to the School for an official activity or with the express permission of their Hm.

### School Trips

School Guidelines apply at all times during School Trips, be they day trips or trips involving overnight stays in this country or abroad. The punishments for being out-of-bounds on a school trip may be more severe than those applied whilst in Rugby, reflecting the relatively higher risk to students in unfamiliar surroundings. Any student who is out-of-bounds on an overnight school trip will be Rusticated and a Final Warning given as a minimum.

### **Weekends away from Rugby**

Rugby has a full-boarding ethos and term time is reasonably generously split up into Leave-out weekends and longer Exeats. There are substantial weekend activities and even during a quiet weekend, time is needed to catch up on work. All students are required to be in school for weekend activities and boarders are not expected to go home during term. (see 'Away from Rugby during term time')

### **Starts of term**

All boys and girls should return punctually at the beginning of terms and following Exeats and Leave-outs. If any delay is foreseen, students should ensure that their parents or guardians notify their Hm as soon as possible. Students should report to Hms immediately on arrival back in Rugby.

### **Returning to School after Leave-outs and Exeats**

Houses do not open until 6.30 pm and students must never return earlier unless special arrangements have been made.

### **Respecting term dates**

All students are expected to remain at school until the official end of term, start of Exeat or a Leave-out. Dates are provided well in advance so that flights can be booked on the end-of-term date or the day after.

Occasionally School or House functions take place on the evening before school departure and parents who come from afar may take their children home. Hms will provide guidelines.

If, for any other reason, early departure is requested it must be in writing to the Assistant Head (Houses).

## TRAVELLING

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You will be involved in a significant amount of travel in your time at Rugby from walking between lessons to flying between continents.

### Within and Around Rugby

Apart from paths within the Close, members of the School share pavements with the public. Between lessons and going to and from Chapel large groups use the pavements. It is very important to show due courtesies especially avoiding walking several abreast taking up the whole pavement

Taxis may be used for travel to and from the station. Taxis are not allowed for any internal School use such as going to sports at Springhill.

The School is unable to 'recommend' any taxi company since that implies **we** have checked taxi drivers with the Disclosure and Barring Service and we are unable to do this. We are able to list the telephone numbers of all the Taxi companies working in Rugby as information not recommendation. If taxis have to be booked, this is to be organised by students or parents.

### Bicycles

Bicycles are not normally required at School.

Parents must send written permission to their daughter/son's Hm before he/she is allowed to ride a bicycle at School. A standard permission form is available from Hms.

Bicycles may only be used to travel to and from School or for use during a supervised Sport activity.

### Travelling further afield

- Trains

It is advisable to buy tickets in advance with booked seats. Mainline trains are busy and queues at the ticket office can be long. At the beginning and end of term and during Exeat and leave-out travel Rugbeians tend to overwhelm the seating capacity. Politeness, restraint and courtesies are at an absolute premium. School rules apply on all such journeys.

- Coaches

Many School trips involve travel on coaches provided by local companies. Sensible and quiet behaviour is expected, and it is the responsibility of individuals to remove their litter. Seat belts must always be worn.

- Cars – Driving to and from School

Day students (including day boarders) may be given permission to drive to School when they have passed their driving test. It is important that the School, the parents and students should be absolutely clear about the conditions for use. The risks are so great that we must be very specific about what we are prepared to permit.

Information and conditions of use are available from Hms. The sheet for signatures and a copy of the conditions are available from Hms.

Students in the XX, who are on study leave, may also be entitled to drive to and from School. Hms should be consulted on this.

- Motor bikes, scooters etc.

Under no circumstances will these be allowed for transportation to and from school.

### Driving lessons and tests

- Lessons

Boys and girls who have reached their seventeenth birthday may take lessons whilst at School with their Hm's permission. Parents should write to the Hm requesting this permission. The Hm is unable to recommend instructors for the same reasons as set out under taxis earlier in this section.

Lessons may only be arranged in free time; ie, not in lessons or study lessons, nor in organised extra-curricular activity time. The instructors are accustomed to this constraint.

Finance should be arranged between parent and instructor through their son/daughter rather than through the School.

- Tests

Boys and girls may apply for these reasonably openly. We accept that members of the School may have to miss lessons or other extra-curricular activity for this purpose. When applying for a test date, students should consult their calendar carefully, with advice, if required, from their Tutor or Hm.

It is advised that students should arrange to do the written test at a home centre if at all possible. Written tests for those in Rugby are done in Coventry and this could involve missing a whole morning at School.

## SECURITY AND OTHER MATTERS

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Your personal safety is of the greatest importance. You should be familiar with escape routes in the event of a fire. This is the case in your House, in each of the classroom blocks and in other buildings such as the Theatre, TSR, TRR – even the Chapel!

You must be aware that not all parts of the town are necessarily safe at certain times. We positively advise modest casual dress for visits to the town after 4.00 pm and especially so on Saturday afternoons. Girls must always be accompanied when walking after dark, even along the roads within the School area.

Most buildings have coded security locks; the codes must not be discussed openly (or shouted to a friend waiting to gain access!). All belongings should be clearly named and insured. Lost property

tends to find its way to the Porters' Office, the Technician's Office in the Science Schools or the Sports Centre Reception. When naming belongings, do so clearly, with name, initials and house.

The School employs Security Officers who advise on all aspects of security.

Keep cash to a minimum and you must not ask to borrow money from other boys and girls. Money must not be lent! Bank cards must be kept safely and hidden; pin numbers must not be disclosed to anyone.

All forms of gambling/betting and internet dealing are forbidden.

Any damage to School property should be reported without delay to the Hm.

Boys and girls are not allowed to possess or borrow keys for access to locked buildings. Apparatus, equipment, tools etc. may not be removed from anywhere in the School without specific permission from the teacher in charge of that activity.

See Appendix I for more information.

## HELP GUIDE

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Despite everyone's best intentions, life has its ups and downs. When there are difficult moments for boys and girls there are a number of ways in which help may be sought. Even when you are aware of how you might receive help it is quite another matter to make the decision to do so. We hope that you will make the decision to find help so that your concerns or difficulties can be resolved or minimised. The following should be helpful:

### Worries and problem situations

There are many problems and situations which may upset you. For example, you may not be able to manage alone in the following situations:

- There are pressures or difficulties at or from home
- You feel you are unable to cope owing to problems with work or for social reasons (eg pressure or difficulties with friendships).
- You or your friends are being bullied; possibly unfriendly or incessant teasing, being physically pushed around or being excluded
- You receive upsetting e-mails or text messages, or discover that rumours are being spread about you via social media or the internet
- You feel low, depressed or ill
- You feel that another student is not eating properly or may be harming her/himself
- Someone has hurt your feelings, abused you or made suggestions you think are not right
- You feel that there are intrusions into your space or privacy
- You think you are being unfairly treated

- You feel you have been treated unreasonably by a member of staff

Everyone has worries, problems and difficulties from time to time, which may be major or minor and which may affect either an individual or a group. They almost certainly cause anxiety. At Rugby, matters can usually be resolved if you talk openly to the right person. You may or may not be able to sense who is the right person, but you should go to someone with whom you feel comfortable. You may wish to telephone home but in the first instance it may be better to talk to a friend or seek out one of your teachers, your Tutor, Matron or Hm. They will always be prepared to listen. On the other hand you may wish to speak directly to the Chaplain, the San Sisters, the School Doctors, the School Counsellor, the Assistant Heads, the Deputy Heads, or the Head.

Some new problems are best dealt with by individual contact with one person, but others may need to be dealt with by several people. It is important to emphasise that you may choose the people with whom you would like to speak.

Your choice may depend on the circumstances and your feelings at the time and you do not have to tell anyone else what you are doing.

Some useful contact telephone numbers are:

The Chaplain:	Rev. Richard Horner	Tel: 07876 585014
	4 Horton Crescent,	or
	Rugby CV22 5DL	01788 556481

All members of staff:	You will find telephone numbers on laminated lists in Houses
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The School Counsellor:	Mrs Mikala	- San	Tel: 01788 556199
	Torrance	- Mobile	07584 481068
		- e-mail	mt@rugbyschool.net

(A confidential message may be left and she will get back to you as soon as possible through the internal mail)

Designated Safeguarding Lead (DSL)	Mrs Sally Rosser	Tel: 07917 550976
		01788 556350
- Deputy DSL	Miss Lisa Greatwood	lg@rugbyschool.net

The School Sanatorium:	Sister Harris	}	Tel: 01788 556199
	Dr Brown	}	

Independent Listener:	Mrs Lisa Haywood	Tel: 07889 804859
Security (K9)	Lee Hayward	Tel: 07963 040660
NHS Warwickshire Out of Hours Service		Tel: 01788 542212
Childline:	Freepost 1111 London, N1 0BR	Tel: 0800 1111
Warwickshire Social Services Department		Tel: 01926 410410
Ofsted:		Tel: 08456 404040
Children's Commissioner for England (Help at Hand)		Tel: 0800 528 0731

### Support if you are in trouble

**It is important for you to bear in mind that, if you are in trouble over some matter, you may have your friend, House Tutor or member of staff with you when you are talking with your Hm, the SMT or the Head.**

### What you should do if you feel that you need to make a complaint about something

Sometimes you may feel that you would like to complain about something that is worrying you. The first thing you should do is speak to any member of staff (eg your Hm or Tutor). If you wish, you can take a friend, another student, an older student or a member of staff with you.

If the matter is not settled to your reasonable satisfaction then you can make a formal complaint.

The procedure for making a formal complaint may be found in the 'Procedure for Dealing with Complaints' on the School website.

**You do not have to inform an individual or anyone else that you are complaining about them**

### Confidentiality

**The School understands that you may wish to talk about a problem only if it is kept secret. In many cases this is possible, but there are two exceptions you should be aware of:**

- The Head is required by the Governors to make sure he is aware of all issues affecting the safety and welfare of students at the School. This means that the Head will need to be kept

informed by school staff of the broad nature (but not usually the details) of any serious health, safety or welfare issue of which they are aware. If your problem or complaint involves the Head then one of the Governors or a Deputy Head will be informed instead.

- The School has a legal duty to keep your parents/guardians informed about your welfare and progress at School. However, if you do not wish them to be informed, please say so, so that the options can be discussed with you.

**However, please do not let this stop you from raising complaints or saying when you are worried or upset. Most students, who find the courage to speak up, subsequently say that they were helped and relieved and that the problem was eased by talking it through with someone experienced and helpful.**

## APPENDICES

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This section includes fuller details of matters referred to earlier in the guide.

Appendix A	Rugby School Grading Policy
Appendix B	A Summary of the Rugby School Drug Policy
Appendix C	Clothing Requirements for Games
Appendix D	Guidelines on filming and photography
Appendix E (i), (ii)	Visiting Public Houses, Pub Cards and Breathalyser Protocol
Appendix F	Cineworld Cinema
Appendix G	Guidelines for Day Students
Appendix H	Summary of House Sanctions
Appendix I	Your Safety at Rugby School
Appendix J	Student ICT Acceptable Use Policy
Appendix K	The Sexual Offences Act 2003
Appendix L	Schemes of hours

## APPENDIX A – RUGBY SCHOOL GRADING POLICY – A SUMMARY

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The Grading Policy applies to all reports where grades are issued.

Two grades are given, one for effort and the other for attainment:

a) Effort (for all year groups)

- Excellent
- Good
- Room for Improvement
- Poor

b) Attainment (for Middle School)

GCSE

- 9 – highest grade
- 8
- 7
- 6
- 5
- 4
- 3
- 2
- 1 – lowest grade

Grades for the Upper School are issued in accordance with grading used by the relevant exam boards. For those taking A levels grades range from A\* to E, for those taking PreU courses they range from D1 to P3.

The Attainment grades relate to GCSE & A-level grades **but are not predictions**. They reflect the quality of work achieved during any given reporting period, including the standard of note taking, essay writing, research, analysis and problem solving. End of term examinations, block tests and practice examination papers are better indicators of likely final results.

The F Block grading is not linked to a GCSE standard but is measured against our normal expectations of student attainment at that level.

## APPENDIX B – A SUMMARY OF THE RUGBY SCHOOL DRUG POLICY

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It is the policy of Rugby School that it shall actively discourage the illegal use of controlled drugs and shall treat cases of misuse by students or staff as serious misconduct. Please see the Rugby School policy on Smoking, Alcohol and Drugs on the School website for more details.

### Misuse

**Any student caught in possession of or using controlled drugs shall be expelled, except in extenuating circumstances and at the discretion of the Head. Any student caught supplying or inciting the use of controlled drugs, or being in possession of them with intent to supply, shall invariably be expelled.**

Please note that 'being caught' may also mean convincing evidence leading the Head to be satisfied that controlled drugs have been used or supplied.

### Suspicion of Misuse

If there are reasonable grounds to suspect that a student is misusing drugs such as:

- a decline in performance in school work
- marked swings in mood
- excessive tiredness
- sores and rashes especially on the mouth or nose
- a lack of interest in physical appearance
- an unwillingness to take part in school activities.
- other signs or evidence, such as the finding of certain items of equipment, behaviour on a particular occasion, or other information that has been gathered.

The Head or another member of SMT will decide if further investigation or a drug test is warranted.

### Authority to perform testing

- A testing consent form signed by parents, and also by students who are or will become 16 years of age or older during the academic year, will be required.
- It is a condition of acceptance of a new student into the School that a signed consent form is returned to the School.
- If practicable, in the case of a new suspect, the School will contact the student's parents at the time to let them know of the requirement for a drug test.

## Drug test

The test will be carried out by an independent and licensed laboratory. The test may be a urine test, an oral fluid test, a hair test or another means of drug testing approved by the Head.

If the test confirms that controlled drugs have been taken the student may be Permanently Excluded from the School.

If there are extenuating circumstances and the student is not expelled from the School:

- The student will be put on a random drug testing programme.
- If any subsequent tests are positive the student will be required to leave the School.
- Refusal to a test in the circumstances may result in the student being required to leave the School.

## Charging for the Test

Invoices for each test will be passed directly by the Assistant Head (Houses) to the Bursar when appropriate. The School will cover the cost of a first test required by the School which is negative, but parents will be charged for a first test which is positive and for any subsequent tests which prove to be necessary and in accordance with School Policy.

## Confidentiality

The records of testing will not be used for any other purpose and they will be destroyed when the students concerned leave the School.

**Full details are available in the Smoking, Alcohol & Drugs Policy on the Rugby School website.**

NGH September 2020

## APPENDIX C – CLOTHING REQUIREMENTS FOR SPORT

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### Sports kit suppliers

Kukri - <https://www.kukrisports.co.uk/rugby-school/>

### Full sports kit requirements

Students must wear Rugby School sports kit during games or when playing for the School. The requirements vary between sports and information is below. No personal or house kit should be worn for School sports sessions or matches.

When representing the School in matches, pupils are to wear the School ¼ training top and training trousers. The match shirt should only be worn in matches.

A 'skin' may be worn under the shirt – navy or white only. Leggings may be worn under the skort for training only – navy or white only.

<i>Rugby Football</i>	Training trousers, revisable training top, match shirt, rugby shorts, navy socks, rugby boots, shin-pads, mouth-guard and water bottle
<i>Girls' Hockey</i>	Training trousers / leggings, training top, match shirt, polo or tee shirt, skort, hockey socks, hockey stick, shin-pads, mouth-guard, water bottle, training shoes and astro-shoes
<i>Boys' Hockey</i>	Training trousers, training top, match shirt, polo or tee shirt, shorts, hockey socks, hockey stick, shin-pads, mouth-guard, water bottle, training shoes and astro-shoes
<i>Netball</i>	Training trousers / leggings, polo or tee shirt, netball dress, white ankle socks, water bottle and training shoes
<i>Soccer</i>	Training trousers / leggings, training top, match shirt, rugby shirt, shorts, socks, soccer boots, shin-pads and water bottle
<i>Tennis</i>	Training trousers / leggings, white polo shirt, white School skort or shorts, white ankle socks, tennis racket, water bottle and training shoes
<i>Cricket</i>	School cricket whites, School cricket cap and cricket boots. Cricket bat, pads, box, helmet and gloves.
<i>Athletics</i>	Training trousers, training top, athletics vest, navy shorts, white ankle socks, training shoes and spikes (optional).
<i>Other Sports</i>	Guidelines only: Training trousers, training tee or polo shirt or ¼ zip mid layer top. Navy shorts (boys) or skort / leggings (girls), white ankle socks.  Kit may vary as appropriate.

### Important general points

All students should have a navy swimming costume or trunks.

All new 13+ students require a hockey stick in Advent Term.

### **Naming sportswear**

Please ensure that ALL ITEMS including are clearly named with sewn on woven nametapes.

Note that for the match shirt and training jacket small nametapes should be used on the inside collar and on the waistband of the training trousers. (School outfitters provide this service for uniform items).

## APPENDIX D – GUIDELINES ON FILMING AND PHOTOGRAPHY

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- The most important point is the need to respect other people’s privacy. No photo, mobile phone or video clip may be taken of a student or a member of staff (teaching or non-teaching) without their permission or without the permission of their Hm/member of staff in charge of the activity. Any such act contravenes the ‘Rugby School Images Policy’ and our policies on the acceptable use of ICT (Appendix K).
- This principle covers all photographic media, including mobile-phones, video cameras or ordinary photo stills.
- A school is not the same as a family and we must be aware of individual sensitivity. Video footage by its nature has a broad focus and is therefore more likely to incorporate images of individuals who would prefer not to be filmed. For this reason, we do not allow students to take footage of aspects of life at Rugby School unless in a controlled environment and with the express permission of the Hm / member of staff and with the full consent of all involved.
- Misuse of equipment is likely to result in its confiscation.
- Students are strongly discouraged from bringing expensive and unnecessary equipment to School. It all adds to the security risk.

## APPENDIX E (i) – VISITING PUBLIC HOUSES

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Students in the XX are permitted, with their parents' permission, to visit public houses after their 18th birthday. Only pubs within normal School bounds may be visited, with the addition of the 'Raglan Arms' on Dunchurch Road. 'The Seven Stars', 'The Merchant's Inn' and the 'Alexandra Arms' are out of bounds.

The School operates a system whereby, on becoming 18, a student can be issued with a bright yellow pub card, complete with photograph and student details. This is kept in the Hm's study and can be obtained on a Wednesday night (9.00pm – 10.15pm) and a Saturday night (8.00pm – 10.15pm). The students sign out to one of the approved pubs, all of which are near the School. They must have their pub card with them and be prepared to show it to the publican and duty member of staff. Students may not smoke or consume spirits, they must also return to the House on time. Any student who abuses this privilege in any way, including being drunk, will have their permission to visit the pub rescinded for an appropriate period to be decided the Hm. They may also face a School punishment as laid out in the 'Guidelines'.

### PUB CARDS

#### Issue of Cards

1. A pub card will only be issued if the parental consent form has been returned to the Hm.
2. The card is available to members of the XX after their eighteenth birthday. It is issued by Hms and requires a passport-sized photograph.

#### Routine

Pub cards must be collected from the Hm on departure from the House. **The Pub name must be clearly entered** in the signing out book and no other pub may be visited.

Normal signing in times apply. Students may not smoke or consume spirits.

At the pub, students may be asked to produce their card by either the publican or a member of staff.

On return to House students must sign in again and **return their card to the Hm**, or tutor, on duty.

Students may not visit another social event before going to a pub. After visiting the pub students must return to the House to sign in and will not be allowed to visit another social event.

Students who are 18 may also join the pool club, Riley's, in Bank Street. Students may only play on Wednesdays between 9.00 – 10.00 pm and on Saturdays between 8.00 – 10.00 pm.

## APPENDIX E (ii) – BREATHALYSER PROTOCOL

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1. Breathalysers may be used by SMT and Hms/DHms as a deterrent, and to provide clarity in the event of dispute, about a student's consumption of alcohol.
2. Breathalysers are used primarily in the event of duty staff being unconvinced by the honesty of individual(s), or if there is sufficient uncertainty to merit the clarification which a reading would bring.
3. SMT and Hms will usually warn groups of students about the possible use of breathalysers, and will act on that warning in the event of reasonable suspicion of alcohol abuse.
4. There will be occasions when members of the SMT duty team and Hms may carry out 'random'\* tests. The principle of random testing serves to act as a deterrent to students and encourages them away from drinking illicit alcohol, perhaps under pressure from their peers. There are also obvious health benefits.
5. Hms and SMT would not automatically test a whole year group in a House if one member is caught. However, events may suggest a pattern, in which case Hms reserve the right to carry out large-scale checks.
6. SMT, Hms and DHms have been trained in the use of breathalysers and are authorised by the Head to ask any student to give a breath sample at any time. Breathalysers are regularly calibrated to ensure accuracy.

More information may be found in the 'Smoking, Alcohol and Drugs Policy' on the school website.

\*"Random" in this context means a student would not necessarily be giving cause for suspicion.

## APPENDIX F – CINEWORLD CINEMA

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Hms' permission must be sought in advance with full details on time and transport and all students must present their Hm with their ticket stubs on return to Houses

### When?

Saturday evenings and Sunday afternoons only. Not weekdays.

### Transport

F and E Block in supervised groups only and by coach or minibus only.

D Block by taxi in groups of at least 3 or 4, if unsupervised.

LXX and XX by taxi, at least in pairs.

Taxi: to collect and return to House; n.b. return taxi to be booked in advance.

N.B. No student is allowed to go on foot, by bicycle or on public transport.

### Return time

Normal return times must be adhered to, check show-times prior to departure from Houses. Hms must be kept informed of any change to timings.

### Deluxe Theatre

There is a deluxe theatre with a licensed bar. The bar is out-of-bounds and anyone drinking there will fall foul of the alcohol rules.

### Prices

There is a reduction for students provided you have a student ID card.

All students must present their Hm with their ticket stubs on return to Houses.

### Programmes and booking

Show times are on the cinema's website at: [www.cineworld.co.uk](http://www.cineworld.co.uk) and bookings may be made online.

## APPENDIX G – GUIDELINES FOR DAY STUDENTS

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At Rugby School we wish to see day students fully integrated into the life of the School and to avoid any friction which might arise if their lifestyle is allowed to be different from those who board in the School. The care of day students is a shared responsibility between School and home.

### Out of School Activities

It is particularly valuable for day students to enter fully into the general life of the School and they will be most welcome to stay on at School for activities which take place in the evenings. Advantage should be taken of the opportunities offered by the School and students should develop their natural abilities by taking up Art, D & T, music, drama, various sports and other voluntary activities. Parents are most welcome at Chapel, concerts, plays and matches.

### Homework (Prep)

It is important that students should be able to concentrate on their prep undisturbed and without interruption. Formal prep begins in boarding Houses at 6.00 pm and ends at 9.00 pm, with a break for dinner at 7pm. Day students should do their preparation at these times if possible.

If the work set for prep seems too much, too little or too difficult, we would be grateful if you would at once inform the Housemaster or Housemistress (known as Hm).

Students should go to bed at a reasonable time; in boarding Houses younger students go up to bed at 9.30 pm in winter and 9.45 pm in summer. 10.15 pm is the latest bedtime. It is a long day at School and students need their sleep.

### Discipline out of School

The same School rules apply to day students as to full boarders. We do ask the parents of day students and day boarders to see that their son/daughter observes the spirit of these rules, even at weekends. In particular, day students should not visit public houses and other places which are out of bounds during the week or at weekends, nor should any parties or late nights be permitted without prior consultation with the Hm by the parents.

Day students may not go home before the end of their last commitment of the day. No boarding student may visit a day student's home without prior agreement from their Hm. Such actions would be considered 'out of bounds'.

Please note School Detention is on Saturday evening from 7:30pm until 9:30pm. There is a Deputy Heads' Detention on Sunday afternoons, from 2:30pm until 4:00pm.

### Sunday Attendance

Sunday's services usually take place in the morning at 10.30 am, but there is a small number of evening services at 6.30 pm. A number of services are designated 'whole school services'; on these special occasions all pupils, including day boys and girls, are required to be present. On the other Sundays, day pupils are not required to attend Chapel; though of course they and their parents are always welcome, and those who are members of the choir must fulfil that commitment.

### **Transport to and from School**

Parents may choose to give a signed permission for their children to use a bicycle during term time or may undertake instead to transport their children to and from School to ensure that they arrive in good time and can play a full part in School and House life.

Senior students may be given permission to drive themselves to School. Please refer to the 'Driving to and from School Policy', available from the Hm.

### **Absence and 'Off Sport**

You are asked to inform the Hm by 8.10 am if on any day your son/daughter is unable, because of illness or for any other reason, to come to School.

If your son/daughter has to be away for any other reason please ask, through a letter to the Hm, well in advance.

The term dates are published well in advance to allow parents to plan and book holidays. No student will be given permission to be absent from School to go on holiday.

Day students may attend the School San if they are unfit for sport, after first consulting their Hm/Matron.

When students who have been ill return to School they should report to their Hm by 8.10 am as fully fit for all School activities and games, unless they have a note to the contrary from their parents or doctor.

### **Timings**

Day students must sign in by 8.10 am. Once all School commitments are completed day students may go home. Day students should not return home during the school day except with the permission of their Hm. If a student is required to stay on at School after 6.30 pm, the Hm should be informed and tea arrangements made.

Please note that day students may not invite boarders or other students to their home during term time unless permission has been granted by the Hms and only then if an adult is present.

## APPENDIX H – SUMMARY OF HOUSE SANCTIONS

---

House Sanctions may be given by Hms, DHms, Matrons and Tutors (record to be kept by Hm)

Punishments may be selected from the following list:

### Minor

Involves: Recording the offender's name on ISAMS as appropriate.

Given for: Repeated untidy appearance or bedroom, behavioural offences, dangerous road crossing etc

### Early Reporting

Involves: Reporting to dining hall in normal School dress at a time between the rising bell and breakfast CO.

Given for: Late for any CO, missing any CO.

### Early to bed

Involves: Being in bed at an earlier time than usual.

Given for: Generally boorish and antisocial behaviour, especially during the evening.

### Hall Prep

Involves: Doing part of all private study in Hall for one or more evenings.

Given for: Any study lesson or private study infringement. General lack of academic progress or lack of appropriate attitude to learning.

### House Detention

Involves: Silent work for one to two hours on a visiting night (often Saturday).

Given for: Cumulative work problems due to some form of neglect. Any serious House offence which around the School might result in a School Detention. Cutting a co-curricular commitment is punishable by Saturday night School Detention.

### House Gating

Involves: Gating through the House rather than the School. Gating sheet is not signed out of the House during School routines. May have local caveats such as gating from the Town. If broken, may result in School gating – breaking this leads to Rustication.

Given for: Persistent lack of punctuality, insolence, disobedience, signing out offence, etc. Late return to the House (gating, on the next visiting night).

### House Tasks

Involves: Doing jobs that have to be done by someone: picking up rubbish (NB gloves and litter pickers needed), sweeping quads, clearing up dining room, helping to clear up after meals, helping distribute laundry, tidying bookshelves and newspapers.

Given for: Routine untidiness, unpunctuality, moderate rudeness, persistent truculence; leaving litter, books and belongings in public places after warnings; bad manners or causing unreasonable mess during meals etc.

### Period of Confiscation

Involves: Confiscation of offending item.

The period and terms of confiscation must be clearly spelt out, and the article must be seen to be kept in a secure place (or be sent home). Nothing may be permanently confiscated except for offensive weapons, fireworks, alcohol, cigarettes or anything else not allowed within the School Guidelines.

Given for: Inappropriate or untimely use of laptop, mobile, or other electronic devices.

### Late for Chapel or School functions

Involves: Reporting to the Heads of School under the oak tree at 8:15am.

Given for: Being late out of the House or late to Chapel.

This sanction should be used more frequently especially by Hms and DHms who see their members of their House entering Chapel in the last dribs and drabs in front of the whole School.

**All sanctions are to be recorded in the House punishment book**

**No fines – No runs – No copying out rules – No lines**

## APPENDIX I - YOUR SAFETY AT RUGBY SCHOOL

---

- Do not leave items of value lying around; it takes but seconds to lock an item away and only a couple of seconds for a thief to steal them.
- Do not keep cash or irreplaceable items of value in your study room unless locked away.
- Don't leave anything valuable on view. Opportunist thieves will take advantage if you do.
- If you are the last person to leave a room, please make sure the windows are shut.
- When entering or leaving a building, make sure the door is closed so that outsiders can't just walk in.
- Mark your more expensive belongings clearly with an Ultra Violet Pen or Etching tool. Please make a note of the make, model and all serial numbers detailed on your belongings, so that if property is lost or stolen you have all the information needed to be given to a member of staff or the police.
- Kensington Locks are supplied with all laptops as a way of securing them to your desk. They are not designed to withstand a determined attack, however, so please pack laptops out of sight when you are not using them.
- Never leave Laptops or other equipment unattended in any area of the School campus.
- Do not be afraid to challenge strangers, "Can I help you Sir or Madam; I'll just let Matron etc know that you're here", will normally unsettle the most confident of thieves.
- Do not shout out door codes so people can overhear and do not let strangers see what numbers you are tapping in when you key in the codes.
- Conduct yourself quietly and sensibly as you travel around the School, or when in the Town centre. If you feel threatened in Town, go into the nearest shop and ask the shopkeeper to contact the Rugby BID rangers.
- Never get involved if someone wants to start a fight.
- **Road safety is really important.** Cross roads safely, making sure you look both ways first and do not dawdle in the road as cars can come around corners faster than you think. It is too easy to assume that the school grounds just belong to you!
- **Do not crowd other people off the pavements.** Respect for others helps us preserve the good image of the School amongst people in the town.
- In the evenings and always when you are in town, go in pairs, never alone.
- Do not go into areas which you know are out of bounds.
- Don't head for home or elsewhere if it means you will be leaving someone behind alone.
- Don't be flash with your cash or mobile phone. Do not use mobiles in the street.
- If using a cash point, go with a friend and use busy well-lit areas.

- If you are targeted by a robber do not place yourself at risk of injury. Items such as a laptop computer's are not worth getting hurt over. Hand it over and try to remember as much as you can about the thief. The Police will want a description.
- If you are worried, frightened or think you may be in danger, call "999".
- Report any areas or situations of concern to a member of staff as soon as possible. Do not delay reporting and incident just because you think you may get into trouble.
- Respond promptly and sensibly to Fire Alarm activations. Follow the instructions given by members of staff.
- All electrical items in houses must be PAT tested by a qualified electrician at least once per year and this applies to portable appliances brought into School. Any non-tested appliances should not be used and may be removed by house staff until they can be tested. No pupil should have heaters, TVs, fridges or plug-in fairy lights in their rooms.

## **APPENDIX J – STUDENT ACCEPTABLE USE OF ICT**

---

**Rugby School expects its students to behave online as they would offline.**

All students must familiarise themselves with the Rugby School E-safety Policy' and must sign to confirm that they will abide by its provisions.

Online misbehaviour is a serious issue. Cyberbullying is bullying and will be dealt with severely.

## APPENDIX K – THE SEXUAL OFFENCES ACT 2003

---

### What does the Act say?

1. It criminalizes “sexual acts” involving “children”, *regardless of their consent*.  
A “child” is defined as someone under the age of 16.
2. Most sections refer to offences committed by people over 18 but you ought to know that according to the law, a sexual act with a “child”, committed by **anybody** of **any** age, is illegal, **regardless of consent**.

### What is a “sexual act”?

A “sexual act” is something which a reasonable person would regard as being sexual in intent. This can cover:

- Serious kissing or sexual touching – whether clothed or unclothed.
- Grooming. It is an offence to meet a child under 16 intentionally if you have met or communicated with that child on at least two earlier occasions and have the intention of committing a “relevant offence”.
- Causing a child to watch a sexual act. This also covers supplying a “child” with pornographic material such as films, pictures, magazines or getting him/her to watch sexual images via a webcam.

### What are the penalties?

Penalties vary and are lighter for people under 18.

- The maximum penalty is life imprisonment for penetrative acts involving a child under 13.
- A similar act with a “child” between 13 and 16 carries 14 years in prison.

### What does it mean for me?

Provided your behaviour does not extend beyond objectively harmless displays of affection, there is no problem (holding hands, hugging) but you need to be aware that kissing or minor acts of sexual exploration, consenting or not, may now lead to both parties being guilty of an offence, if one or both of the people involved is under 16. Relationships between Sixth Form students and students in the Middle School could be particularly difficult.

Our Guidelines are already clear in what they say about sexual intimacy. “If a member of staff comes across a couple who are to some extent undressed and are clearly engaging in a sexual act other than sexual intercourse, it is likely that rustication will ensue”. “Anyone who engages in sexual intercourse will be expelled”. This document is not intended to replace our Guidelines but to make you aware of the wider implications of engaging in sexual activity because the Act is both clear and strict.

## APPENDIX M – SCHEME OF HOURS

SCHEME OF HOURS – From 2020<sup>3</sup>



### Weekday Routine – Mornings

Monday	Tuesday		Wednesday	Thursday		Friday	Saturday
BREAKFAST							
Chapel 08:25	Assemblies 8:15		Chapel 08:25	Assemblies 8:15		Chapel 08:25	
Lesson 1 08:45 - 09:35	Lesson 1 08:45 - 09:35	F Block Sport	Lesson 1 08:45 - 09:35	Lesson 1 08:45 - 09:35	E Block Sport	Lesson 1 08:45 - 09:35	Lesson 1 08:25 - 09:15
Lesson 2 09:40 - 10:30	Lesson 2 09:40 - 10:30		Lesson 2 09:40 - 10:30	Lesson 2 09:40 - 10:30		Lesson 2 09:40 - 10:30	Lesson 2 09:40 - 10:30
BREAK 10:30 - 11:00	BREAK 10:30 - 11:00		BREAK 10:30 - 11:00	BREAK 10:30 - 11:00		BREAK 10:30 - 11:00	BREAK 10:10 – 10:40
Lesson 3 11:00 – 11:50	Lesson 3 11:00 – 11:50	E Block Sport	Lesson 3 11:00 – 11:50	Lesson 3 11:00 – 11:50	F Block Sport	Lesson 3 11:00 – 11:50	Lesson 3 10:40 – 11:30
Lesson 4 – Tutor time 11:55 – 12:45	Lesson 4 11:55 – 12:45		Lesson 4 11:55 – 12:45	Lesson 4 11:55 – 12:45		Lesson 4 11:55 – 12:45	Lesson 4 11:55 – 12:45
LUNCH 12:50	LUNCH 12:50		LUNCH 12:50	LUNCH 12:50		LUNCH 12:50	LUNCH 12:30

**Weekday Routine – Afternoons & Evenings**

Monday	Tuesday		Wednesday		Thursday		Friday	Saturday
House team meetings 13:30 – 14:10	Concert Band 13:25 – 14:25		F Block Activities 14:15 – 16:00	CCF Rugby 360  13:45 – 17:00	Orchestra 13:25 – 14:25		Choir 13:25 – 14:25	Sport  Department Facilities open by arrangement
Lesson 5 14:15 – 15:05	Lesson 5 14:30 – 15:20	Senior Sport #			Lesson 5 14:30 – 15:20	Senior Sport #	Lesson 5 14:30 – 15:20	
Lesson 6 15:10 – 16:00	Lesson 6 15:25 – 16:15				Lesson 6 15:25 – 16:15		Lesson 6 15:25 – 16:15	
BREAK 16:00 – 16:15	BREAK 16:15 – 16:30				BREAK 16:15 – 16:30		BREAK 16:15 – 16:30	
Lesson 7 16:15 – 17:05	D 16:30 – 17:00	F Block Free Time 16:00 – 17:00	J 16:30 – 17:00	Lesson 7 16:30 – 17:20				
A 17:10 – 18:00	E 17:00 – 18:00		G 17:00 – 18:00		K 17:00 – 18:00		L 17:30 – 18:00	
B Private Study 18:00 – 19:00	*Private Study* Societies 18:00 – 19:00		H Private Study 18:00 – 19:00		*Private Study* Choral Society 18:00 – 19:00		M Private Study 18:00 – 19:00	
SUPPER 19:00 – 19:30	SUPPER 19:00 – 19:30		SUPPER 19:00 – 19:30		SUPPER 19:00 – 19:30		SUPPER 19:00 – 19:30	SUPPER 18:30 – 19:00
*Private Study* Speakers - Group 1 19:30 – 21:00	*Private Study* Speakers - Group 2 19:30 – 21:00		*Private Study* Drama 19:30 – 21:00		Private Study Societies Speakers – Group 3 19:30 – 21:00		*Private Study* Choral Evensong Speakers – Group 4 19:30 – 21:00	Saturday Social Programme
C 21:00 – 22:00	F 20:30 – 21:30 House time 21:00 - bedtime		I 21:00 – 22:00		House time 21:00 – bedtime		N 21:00 – 22:00	

**\*Private Study\* times are protected and must only be used for: 1) private study, 2) teacher-led work in the Art / Design Faculty, 3) academic sessions run by staff, or 4) speakers, as per the speaker programme. Permission must be obtained from the Deputy Head (Academic) for them to be used in any other way.  
# Academic activity has second priority in this slot**

## Afternoon / Evening Sessions – Priorities

See SOCS Co-curricular for further information

Session	1 <sup>st</sup> Priority	2 <sup>nd</sup> Priority	3 <sup>rd</sup> Priority	4 <sup>th</sup> Priority	Other
<b>A</b>	Orchestra	Art / Design Faculty	Sport Development	Sports Clubs	
<b>B</b>	Orchestra	Art / Design Faculty	Sport Development	'Play time' for F Block	PS for all others
<b>C</b>	Upper School Clubs & Societies				
<b>D</b>	Senior Sport	Rock Choir	Art / Design Faculty		
<b>E</b>	Jazz/Strings	Art / Design Faculty	Clubs		Staff meetings
<b>F</b>	Arnold Singers				PS for others until 21:00 <b>No visiting after 21:00</b>
<b>G</b>	US Universities	Calendared Year Group Assemblies for XX, LXX, D	F & E Block RLP Enrichment	Art / Design Faculty	PS for dramatists
<b>H</b>	Oxbridge & US Universities	Drama	Art / Design Faculty	Sport Development	PS for all others
<b>I</b>	Upper School Clubs & Societies				
<b>J</b>	Senior Sport	D of E			Coaching trios
<b>K</b>	D of E	Art / Design Faculty		PS for choral society	Staff meetings
<b>L</b>	Sport	Art / Design Faculty			
<b>M</b>	Sport	Art / Design Faculty	Clubs	'Play time' for F Block	PS for all others
<b>N</b>	Upper School Clubs				

**PS = Private Study in houses, the TRR, the Collingwood (Upper School) or support in academic departments by arrangement with staff**

## Timetable for Speakers

All speakers must be Calendared.

Monday – Group 1	Tuesday – Group 2	Wednesday	Thursday – Group 3	Friday – Group 4
Outside speakers as follows:  Classics – 3 per year  Economics and Business – 3 per year  English and Library - 3 per year  Head’s lecture - 1 per year  PSHE - 1 per year  Science, Maths and IT - approx. 12 per year	Outside speakers as follows:  English and Library - 3 per year  Geography, History, Politics – 3 per year  Head Master’s lecture - 1 per year  Languages – 4 per year  Philosophy and Theology (incl. Temple Society) – 3 per year  PSHE - 1 per year	Drama using existing priority time for Drama – 4 per year	VocSocs - 2 per term per society  <b>19:30 – 20:25</b> Societies  <b>20:30 – 21:30</b> TED talks, council meetings, Scholars’ meetings incl. Question time etc	Academic Music and Academic Drama speakers.

PSHE – talks should generally happen during Monday period 4 although a limited number of evening speaker slots will be made available.

Sport/ PE – 4 talks per year using priority sport time (i.e Tuesday and Thursday afternoons)

Head’s lecture to replace the Scholars’ lecture (although the HM’s lectures would be compulsory for Scholars and LBTH will continue to organise)

Departments do not have to use their allocated dates for an outside speaker e.g. they may choose to run a competition instead.

The vast majority of external talks will be arranged for the Autumn and Lent terms.

## Thursdays & Saturdays

### Thursday

In the week before a Leave Out, Exeat or holiday, if major block fixtures have been organised, Thursday will follow Saturday timings and may have changed lesson arrangements. This arrangement will be published well in advance in the Calendar and must be agreed at Calendar Committee by the Director of Sport, the Assistant Head (Co-curricular) and the Deputy Head (Academic).

In this case, sessions J and K may be affected as sport fixtures will have priority.

### Saturday

Sport has priority on Saturday afternoon, but students may be expected to attend subject support, enrichment or club sessions as well.

## Sunday Routine

Signing out operates all day.

09:00	Breakfast
10:30	Morning Service
11:15	Brunch in some houses
11:30 – 12:30	Music / Academic Support
12:00 – 18:00	Drama Priority
12:30	Lunch in some houses
15:30	Snack and CO in all houses
18:00	CO and Supper
19:00 – 21:00	Private study in houses – no visiting
21:00 - bedtimes	No visiting – all students remain in house

### Expectations of Staff

The Head requires that a full-time teaching member of staff will have a timetable that includes up to 52 periods per fortnight. This allocation will include Tuesday and Thursday sport commitments, which will count as a double period per session, where appropriate. There will be allowances made for staff with particular roles. Teaching allocations are managed by the Deputy Head (Academic).

It is also expected that all full-time academic staff will tutor in a house and will make an appropriate contribution to the co-curricular programme so that the students are provided with excellent opportunities in all areas. This contribution will almost certainly contain elements of sport, academic Students' Enrichment and Community Action. Management of tutoring lies with the Hm in the first instance and then with the Senior Hm and Deputy Heads (Pastoral and Academic). Management of the co-curricular programme lies with the Assistant Head (Co-curricular).

### Expectations of Students

A guideline should be that each week students will take part in at least three sport activities, two non-sport activities and a Community Action activity or be a member of CCF. Attendance at a Society meeting or concert will count towards this total. Tutors should have an overview of the activities of their tutees and should monitor their programme to ensure that they are participating fully in the co-curricular life of the School, without overburdening themselves.

Tutors and Hms of students who are not attaining an appropriate level of academic achievement, or whose academic effort is below expectations, should insist that their tutees attend additional academic sessions or undertake Private Study instead of voluntary co-curricular activity, for example, additional sport or music. This will be overseen by the Assistant Head (Co-curricular).

### Private Study

Good time-management is essential to life at Rugby and students are expected to plan their time wisely, ensuring that there is an appropriate amount of time for private study, yet making the most of the co-curricular activities on offer. Weekly plans should be made that allow students to keep up with the demands of their academic subjects. Tutors will oversee this programme.

Some students will be required to attend supervised private study sessions in order to support their learning. Oversight of this lies with the Deputy Head (Academic) and the Assistant Heads.

## Visiting Times & Evening Routine



Visiting other Houses in the evenings will be permitted at the following times:

	F Block	E Block	D Block	LXX	XX
<b>Monday</b>	No visiting	No visiting	9:00 – 9:45	9:00 – 10:00	9:00 – 10:00
<b>Tuesday</b>	No visiting	No visiting	No visiting	No visiting	No visiting
<b>Wednesday</b>	9:00 – 9:30 from 1 <sup>st</sup> Leave Out	9:00 – 9:30	9:00 – 9:45	9:00 – 10:00	9:00 – 10:00
<b>Thursday</b>	No visiting	No visiting	No visiting	No visiting	No visiting
<b>Friday</b>	No visiting	No visiting	No visiting	9:00 – 10:00	9:00 – 10:00
<b>Saturday</b>	See Saturday night notice				
<b>Sunday</b>	No visiting	No visiting	No visiting	No visiting	No visiting

- All students must sign out of their own House, and sign into the House or venue they have indicated. Signing out must always be to a single specific destination. The time out and in must be specified on the signing in/out sheets. **Failure to sign in and out correctly will result in gating on the next Saturday night.**
- The end time is the time for being back in one's own House, not the time for leaving the House being visited.
- The Close and Duke's Oval are out-of-bounds after dark (once the street-lights are illuminated on Barby Road) and students may not be there except in transit from the Old Gym, the Collingwood or the Design Centre.
- Caldecotts and Hillbrow are out-of-bounds after dark (once the street-lights are illuminated on Barby Road).
- Students may only use the Sports Centre Fitness Centre if they have attended an induction course and are wearing appropriate kit. Students must sign in to the Sports Centre.
- Society meetings are permitted during 'No Visiting' times.
- Those who are in the XX and 18 years old may go to the pub on Wednesday evenings from 9pm until 10:00pm, with parental and Hm permission.

### Parameters for Tuesday, Thursday and Sunday evenings:

- Houses will not receive visitors at all.
- Upper School and D Block students may run around the Close, but not elsewhere. Otherwise, students may only go to authorised activities that are organised by a member of staff.
- SF and SH are allowed out on to the areas on the Close immediately behind their own Houses, according to House timings and House rules.

- The Sports Centre is open. Students must take part in legitimate exercise and must be dressed in Rugby School sports kit. Students must sign in to the Sports Centre. Anyone who is not actively participating in sport or who is incorrectly dressed will be sent back to the house.

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