



RUGBY SCHOOL

## Student Manual

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September 2022

## **HEAD MASTER'S 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**

Students 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 students have vast potential. All have curiosity and ability.

Whilst we have collective aims, everyone is treated as an individual: all students 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, to give as well as receive and to include all. We hope all will trust others, be tolerant of those who have different views and habits, respect all as individuals and care about them. We expect that all members of the community will always be 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 is 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 students 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 students to shoulder responsibilities for their work, for those around them who are younger and for the freedom they will be given. We expect students 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.



Gareth Parker-Jones

Head Master

## DEPUTY HEAD'S INTRODUCTION

At Rugby, we pride ourselves in being a close-knit community where everyone belongs. We celebrate each other's achievements and differences. To maintain this, we strive to hold to a shared set of values which are about our character:



These, along with our Rugby Learner Profile dispositions (see below), help us to define our actions and behaviours. Ideally, we would not need rules if we uphold and live by these values and dispositions. However, guidelines help to define the practical application of our values, ensuring that we can depend on each other, show respect, build trust and approach every day with an open-minded attitude that allows every member of our community to flourish, achieve their potential and become the best version that they can be.

More information can be found in the 'Guidelines for Life at Rugby School' and the various Rugby School Policies that can all be found on the Rugby School website.

All students should keep in mind the following principles:

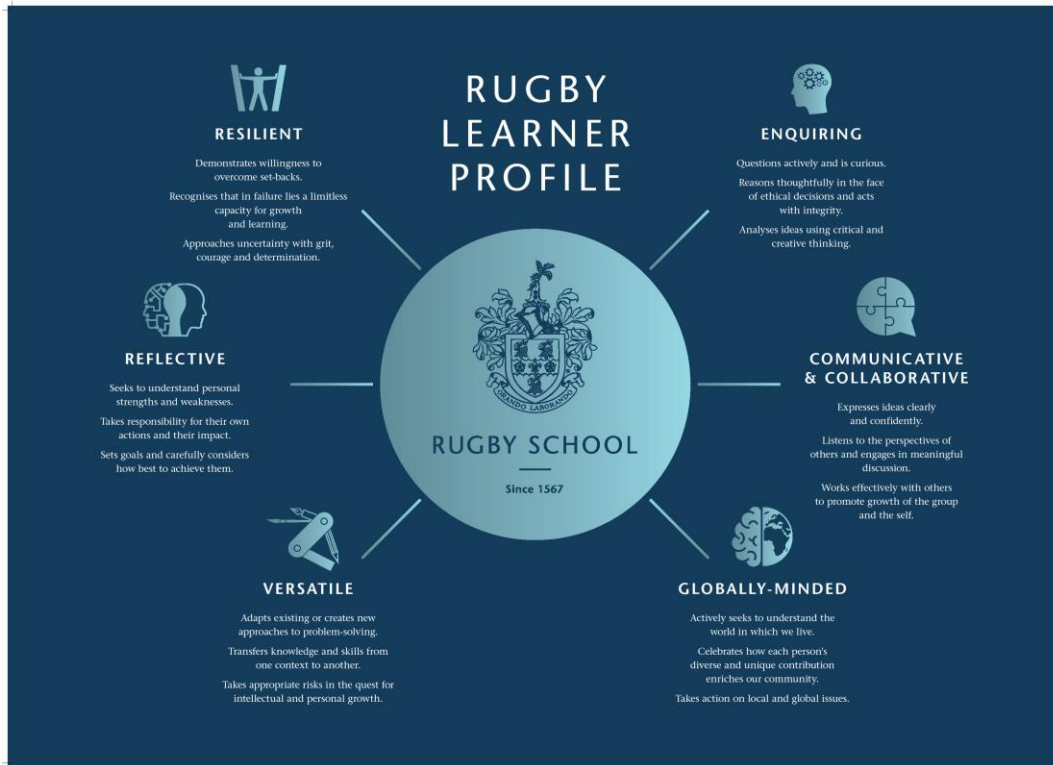
- Everyone has the right to feel safe all of the time.
- Everyone can talk to someone about anything no matter how awful or small.

The information in this manual applies 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, on fixtures, when representing the School during the holidays and when travelling to and from School at the beginning or end of term, Half-terms and Exeat weekends.

The 'Student Manual' is available in each house. It may also be found online on Lander, the Rugby School Portal and the Rugby School website. 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 uphold them.

*L.M. Hampton*

Lara Hampton  
Deputy Head



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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 enrichment opportunities and through access to the Internet, both in classrooms and in boarding houses.

Those who commit themselves most can expect the highest rewards.

Students should aim to exceed expectations as the best way to take responsibility for their own learning. Therefore, they should always:

1. Work to the very best of their ability
2. Take pride in their work and present it well
3. Arrive punctually so that lessons can start on time
4. Arrive with all necessary equipment
5. Be correctly dressed
6. Keep up to date with their work and submit all prep on time
7. Respect the learning environment created by the teacher
8. Respect the right of others to learn in their own way
9. Keep their work organised

### Study lessons

XX & LXX students not attending a class must work in the TRR, the Collingwood Centre or in an academic department unless permission to work elsewhere is given by the Assistant Head (Upper School).

### 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 a music lesson, a calendared sport fixture, a scheduled San appointment or another calendared trip during 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. If students give little, or no, notice, they will still be permitted to attend the music lesson or equivalent but will be placed in Sunday Study 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 or School trip, ideally, this should be discussed with the teacher **when the work is set** so that extensions can be requested. However, there may be instances when unforeseen time commitments emerge that make the completion of prep by the deadline difficult. In such situations a request for an extension may be sought from a teacher by email. The Hm should be made aware of any problems surrounding the completion of prep

### 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

There are three types of academic report at Rugby: Approach, Assessment and Full Academic report.

#### Approach Report

The approach report focuses on the student's approach to learning, covering 5 key learning behaviours, reported on a 4-point scale from 'Consistently' through 'Frequently' and 'Occasionally' to 'Rarely':

1. Meets deadlines
2. Actively engages and focuses during lessons
3. Arrives ready to learn



4. Takes pride in prep work
5. Takes responsibility for learning

This will be completed by subject teachers and the student will include a short justification for their grades before discussion with their tutor. The tutor will then write a summary of the conversation before publication to student and parents.

### **Assessment Report**

The assessment report follows formal assessments such as mock exams and focuses entirely on the student's performance in the assessment. A percentage score, a grade and the student set target grade will accompany a comment from the teacher highlighting areas of strength and those areas that require some improvement.

### **Full Academic Report**

The full academic report includes an approach report but also reports on attainment. The attainment grades included within a full academic report include:

- **Assessment score (All years):** Percentage score on the most recent block assessment
- **Assessment Grade (D & E Block):** Grade on most recent block assessment
- **Projected grade (Upper School):** the grade believed to be achieved in the external exam
- **Student target grade (XX – E Block):** the grade that the student is targeting in the external exam

The grades are accompanied by a comment from the subject teacher that aims to put the attainment grades into context of the term's work. The comment also highlights areas of strength and those areas that require some improvement, providing advice to make progress.

The student reflects on their term's work prior to report publication before discussion of the report and their reflection with their tutor. The tutor then writes a summary of the conversation before publication to student and parents.

Each student receives:

One standalone Approach Report before half term and then either a full academic report at the end of term or an Approach Report and a parents' meeting. Assessment reports are published following formal assessments that vary between the year groups.

### **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 can be found on the School 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 prep and allowing one's prep 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; exam boards 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 may find you are 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 Integrity 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.*

## **REWARDS AND SANCTIONS**

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### **Rewards**

#### **Rugby Learner Profile (RLP) point**

A reward for work and behaviour that reflects the following RLP dispositions: enquiring, resilient, versatile, reflective, globally minded, communicative & collaborative.

The award of large numbers of RLP Points is recognised through vouchers presented in Houses.

#### **Distinction**

Excellent achievement, judged from a personal standpoint, is recognised by the award of a Distinction.

Students who are awarded a Distinction meet the Head Master and sign the book in his study.

These are recognised in assembly and listed in the House section of the Blue Book.

Students who receive five Distinctions are awarded a book token and a bookplate signed by the Head Master.

#### **Copy**

Exceptional achievement, judged from an absolute standpoint, is recognised by the award of a Copy.

Students who are awarded a Copy meet the Head Master and sign the book in his study.

These are recognised in assembly and listed in the House section of the Blue Book.

Students who receive a Copy are awarded a book token and a bookplate signed by the Head Master.

#### **Colours**

Colours are awarded for outstanding co-curricular performance by the Colours Committee, chaired by the Deputy Head (Co-curricular), in consultation with relevant staff. For more information, please see the School's 'Colours Policy'.

#### **RLP Cup**

The RLP Cup will be awarded trembly in the final assembly of each term to the House with the highest average number of RLP points per student.

**Prize**

Prizes are awarded for 'Excellence' and 'Endeavour' annually by each academic and co-curricular department at the end of the Lent term. They are awarded after consulting all the teachers involved. Prizes are awarded at 1567 on the final day of the Trinity term.

**Sanctions****Minor**

A Minor is given by any member of staff for poor behaviour, lateness or inappropriate appearance in any area of School life. A Minor will also be given for repeated breaches of House protocols, for example, regular lateness to bed, meal times or to House CO.

Any student who receives three or more Minors in a week will be placed in Saturday Detention.

**Imposition**

An Imposition will be set by a teacher if a student fails to attain the expected quality or effort levels in work, after the teacher has helped with methods for improvement. This includes either work completed during a lesson or prep. An Imposition will be set by a teacher for an incomplete prep. The work should be completed or repeated, as appropriate, and submitted to the teacher as soon as possible.

If work continues to be below the required standard or three Impositions are given from the same teacher in one term, the student will be placed in Sunday Study.

**Saturday Detention**

Saturday Detention takes place each Saturday evening between 19:30 and 21:30.

A student will be given a Saturday Detention for poor behaviour or neglect, such as:

- Significant misbehaviour inside or outside of the classroom;
- Missing an academic lesson with no good reason;
- Missing a co-curricular activity with no good reason or insufficient prior notice;
- Failure to attend a compulsory Chapel Service;
- Receiving three Minors in one week; or
- A breach of the 'Academic Honesty Policy' or other serious breach of academic protocol e.g. rudeness in a lesson.

Saturday Detention lists are circulated on Saturday lunchtimes. Saturday Detention has priority over everything although there may be a few exceptions. No student may be absent from a Saturday Detention without prior clearance from the Deputy Head through their Hm. Students who fail to attend a Saturday Detention without good reason will be placed in the next available Saturday Detention and will be gated for a week. Cutting two or more Saturday Detentions may result in Rustication. Three Saturday Detentions in a term will result in a meeting with a member of the Senior Management Team (SMT) and the student's Hm will contact their parents. Five or more Saturday Detentions in a term is extremely serious; the Head Master or another member of SMT will write to the student's parents and a period of gating will be imposed. Continuing misbehaviour and inability to live harmoniously in our School community may lead to the student's exclusion from the School.

### **Sunday Study**

Sunday Study takes place each Sunday afternoon between 15:00 and 17:00. A student will be given a Sunday Study for:

- Continued work that is below the required standard;
- academic misdemeanours, such as failing to hand in an Imposition;
- receiving three Impositions from the same teacher in a term.

A student may be placed in Sunday Study as 'supervised study' by a teacher or their Hm if they fall behind with their academic work or if they have missed lessons due to a music lesson or other scheduled activity and have not caught up. A student may request to be placed in Sunday Study in order to catch up with work. Sunday Study is monitored by a member of SMT and is intended to provide a supportive regime allowing students time to catch up or improve.

Sunday Study lists are circulated on Saturday lunchtimes. Sunday Study has priority over everything although there may be a few exceptions. No student may be absent from a Sunday Study without prior clearance from the Deputy Head through their Hm. Students who fail to attend a Sunday Study without good reason will be placed in the next available Sunday Study and will be gated for a week. If a student is unable to attend a Sunday Study for a legitimate reason and the work to be completed is time sensitive, they may be expected to attend Saturday Detention instead. Cutting two or more Sunday Study sessions may result in Rustication. Three Sunday Study sessions in a term will result in a meeting with a member of the Senior Management Team (SMT) and the student's Hm will contact their parents. Poor reports may also required similar intervention. Five or more Sunday Study sessions in a term is extremely concerning; the Head Master or another member of SMT will write to the student's parents and a period of gating will be imposed to encourage greater focus on academic work during unstructured time in the School day. Continuing poor work and a failure to engage with support offered by the School may lead to the student's exclusion from the School.

## Gating

For certain offences, a student may be gated. This is normally a House-based punishment, awarded by the Hm or SMT which precludes socialising outside the House, receiving visitors and going into town. An hourly 'gating sheet' must be signed by a member of staff.

## Suspension

A student may be Suspended while a complaint is being investigated. The School reserves the right to convert a Suspension into a Rustication retrospectively, and to impose a Final Warning if appropriate.

## Rustication

The Head Master or Deputy Head will decide whether a student is to be Rusticated (i.e. temporarily excluded) for a single very serious breach of School discipline or for a repeat of a more minor breach of School discipline.

If Rusticated, the student will be released to their home or an education guardian's home for a specified period of time (usually 48 or 72 hours). Students who cannot leave the School campus may be 'Internally Rusticated', which is a very strict form of gating.

A student who is Rusticated will also be gated for two weeks.

## Final Warning

A student may be placed on a Final Warning by the Head Master or Deputy Head if their behaviour is:

- A serious breach of school discipline which is sufficiently serious that any repetition would require Permanent Exclusion or Required Removal, whilst falling short of a grave breach of discipline justifying Permanent Exclusion or Required Removal;
- The repetition of more minor breaches e.g. drinking alcohol; or
- Failure to comply with the requirements of an agreed behaviour management plan.

If a student repeats any of the behaviour mentioned in the Final Warning letter sent to their parents, they are likely to be subject to Permanent Exclusion or Required Removal. The School reserves the right to issue a Final Warning alongside other punishments, such as Rustication.

**Further details of Rewards and Sanctions can be found in the Rugby School 'Discipline and Rewards Policy'.**

## 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 community life, and this policy therefore applies to all students, including day students.

All students are expected to attend Chapel on Weekdays (currently on Monday, Wednesday and Friday) and on Sundays.

Sunday Services usually take place in the morning at 10.30 am, but there is a small number of evening services. A number of services are designated 'whole school services'; on these special occasions all students, including day students, are required to be present. On the other Sundays, day students are not required to attend Chapel, though 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 Master, 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 always expected to exercise common sense 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 Master or another member of SMT.

### **Visiting and signing in/out**

- From lunchtime on Monday to Saturday, all students must sign out when leaving their House for any reason other than a lesson or an organised sport session.
- On Sundays, signing out begins after Chapel. Students who need to leave the House before Chapel for reasons other than Chapel should also sign out.
- 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. Round robin visits are not allowed. The time out and in must be specified on the signing in/out sheets. 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.
- Failure to sign in and out correctly will result in, at the very least, gating on the next Saturday night.
- Visiting other Houses is allowed as indicated in the Priorities grid in the Scheme of Hours. 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. 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'.
- The Close, Duke's Oval, Caldecott's and Hillbrow are all out-of-bounds after dark (once the streetlights are illuminated on Barby Road).
- The fitness centre and sports facilities are not available to students after supper unless a session has been organised by a member of staff.
- After 18:30, students may only go to authorised activities that are organised by a member of staff.
- School Field and School House are allowed out on to the areas on the Close immediately behind their own Houses, according to House timings and House rules.



### Visiting 'The Close'

Students are permitted to walk around The Close (never across) during the day up until 18:30 or dusk (once the streetlights are illuminated on Barby Road), whichever is earlier. In the Trinity Term, students may use The Close in the evenings until 21:00 if the Deputy Head 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.

### Eating and drinking outdoors

Students 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 which is prohibited in School

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.

### Going to bed guidelines

These are the latest times for any House:

- F Block to rooms at 21:30 and straight to bed
- E Block to rooms at 21:40; in bed at 21:50
- D Block to rooms at 21:50; in bed at 22:00
- LXX to rooms and quiet at 22:00
- XX to rooms and quiet at 22:15

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

Take away food may only be ordered on certain evenings at the discretion of the Hm. Whenever possible a House delivery service should be chosen, and no such deliveries may be made before 21:00 on weekdays and Sundays and 20:00 on Saturdays. Permission must be sought from the Hm or DHm before any order is placed. If a House delivery service is not possible, Upper School students may go into the town to collect with their Hm's permission, from 21:00 and leave by 21:45 at the latest to return by 22:00, 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 K](#).

### Society and team dinners

These must take place on a Saturday or Sunday night. Under no circumstances may these take place during Academic Time on Monday to Friday evenings. 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. A member of staff must always be present at such a dinner. Arrangements for society or team dinners must be made by a member of staff in consultation with the Deputy Head. A member of staff must always be present at any society or team dinner.

### 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.
- The maximum group size is 12.
- Book the table – not earlier than 19:00 and no later than 20:30.
- 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. Students must be back in House on time.
- Any student who dines out or goes out with parents on a Saturday evening will not be allowed to attend further social events that evening, even if they have not been drinking alcohol.
- Failure to fulfil these procedures will result in the withdrawal of this privilege to all those in the party.

### 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 and sign in following the meal.
- 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.

- 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.

### Other meals out

Parents who wish to take their child 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 19:00 and will be required to undertake a breathalyser test before being allowed to the Saturday social activities 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, and 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 'Safeguarding and Child Protection Policy' is available on the School 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, sexism or sexual harassment conducted by an individual, or group, have no place at Rugby School and will be dealt with as serious offences.

The Rugby School 'Discipline and Rewards Policy' can be found on the School website. 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.

Students 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.

### **Anti- Bullying**

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

Bullying behaviour can be defined as any form of unpleasant, intimidating or abusive behaviour that involves a real or perceived power imbalance. The behaviour is usually repeated over time, but may be a one-off, and intentionally hurts another pupil physically or emotionally. It is often motivated by prejudice against particular groups, for example on grounds of race, religion, culture, sex, gender, homo/trans/bi-phobia, special educational needs and disability or certain health conditions, or because of a child's familial circumstances, such as they are adopted, in care or have caring responsibilities. Bullying behaviour may be motivated by actual differences between

children or perceived differences. For example, bullying can still be homophobic if directed towards a pupil who is perceived to be gay, whether or not this is the case.

Bullying behaviour may occur directly or indirectly via technology (social websites, mobile phones, text messages, photographs and email). Bullying can involve verbal taunts, banter, sexting, name calling, physical injury, damage to property, rumour spreading, shunning, being picked on, prejudicial remarks or actions of being subject to ridicule.

The School does not accept bullying in any form.

A full copy of the 'Rugby School Anti-Bullying Policy' can be found on the School website. The policy can be made available in large-print or other easily accessible forms.

## **Bullying behaviour – guidance notes for students**

### **What you should do if you are being bullied**

Go straight to a member of staff and discuss the matter in private. Remember that silence is the bully's greatest weapon. If you do not feel you can tell a member of staff then tell a friend, a Peer Listener, your Head of House, a member of the Lev, or your parents/guardian. You can also use the anonymous reporting tool 'Whisper It' the link to which can be found on the Lander home page.

1. Remember that you do not deserve to be bullied and that it is wrong.
2. Be proud of who you are. It is good to be an individual.
3. Try not to show the bully that you are upset. A bully thrives on your fear.
4. Tell yourself that the bully will not feel good about their own behaviour and they need help. By informing a member of staff of the whole background, you can help the bully and yourself.
5. You can talk to the Independent Listener whose contact details are on House noticeboards.
6. Childline offer confidential advice regarding bullying on 08001111

### **What you should do if you know someone is being bullied**

Take action and do something. Tell someone, ideally, a member of staff, immediately. If not a member of staff then tell a friend, a senior pupil such as a Peer Listener your Head of House or member of the Levée, or your parents/carer. Don't be a bystander and let bullying happen to someone else. Tell someone!

All staff understand the seriousness of bullying and will provide support. All staff will ensure that your concerns are investigated and addressed

**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 target to help them deal with their feelings and to develop strategies for combating their vulnerability.
- The bullying behaviour will be investigated by an appropriate member of staff.
- 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 they can discuss their behaviour and find ways to change it.
- In accordance with the School 'Discipline and Rewards Policy', the person responsible for the bullying behaviour may have disciplinary action taken against them at the discretion of the Hm, Deputy Head or Head Master. 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.
- 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 Master, then their 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 target 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, sexual harassment, 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.

### 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 Rugby School website.

The consumption of a limited range of alcoholic drinks 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, in accordance with the guidance under 'Dining Out'. The same rule applies for students who are under 18 if they go out with their parents or other authorised adults on a Saturday evening 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 public houses. Full details are given in [Appendix E \(i\)](#).

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 child'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 Deputy Head; one to two weeks' gating and a letter home.
- Second offence - See Deputy Head and the Head Master; two weeks' gating and a letter home.
- Third offence - Rustication and Final Warning. Meeting with Head Master 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 Deputy Head, be banned from social events for a period of time.

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\(ii\)](#))

Routine use of breathalysers by Hms is also covered in [Appendix E \(ii\)](#).

## 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 Deputy Head; up to two weeks’ gating and a letter home.            |
| Subsequent offences | - Rustication and a Final Warning. Meeting with Head Master 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 will be applied 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 students sign this form in their own right when they are sixteen, the policy is summarised in [Appendix A](#) 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 and creatine 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 co-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 Deputy Head. 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 J](#)):

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, 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 J](#)).

- a. In relationships do please remember to think of the other person.
- b. 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.
- c. You should also remember, always, 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.
- d. 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.
- e. It is very likely that anyone who engages in sexual intercourse at School will be Permanently Excluded. 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.
- f. 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.
- g. 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.
- h. 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

lessons or sport during week-days and after the formality of Sunday morning services when changed into casual dress.

- i. The School views the creation and sharing of ‘nudes’ and ‘semi-nudes’ as a safeguarding matter. For further details and guidance on how the School would deal with such activity, please see the ‘Safeguarding and Child Protection Policy’. The Home Office has published guidance for young people to help them understand the law and how to navigate the internet confidently and safely within legal boundaries. Please follow the link for this document: [Indecent images of children: guidance for young people - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/61222/Indecent_images_of_children_guidance_for_young_people.pdf)
- 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.

## **DRESS REGULATIONS**

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### **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 as following must be purchased from the School suppliers:

\*indicates must be supplied by Schoolblazer

#indicates must be supplied by Kukri

+indicates is available from the School Shop

~indicates is available from the House

### **SCHOOL DRESS (School uniform, Suits, Sports kit)**

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

#### **School uniform**

**All students wear:**

1. A School tweed jacket\* or a School navy jacket\* with gold buttons+ for Levée.
2. A School pastel-blue shirt/blouse\* (or white for Levée or Deputy Heads of House). Shirts must be tucked into trousers at all times. Blouses can be untucked if fitted and sit just over the top of the skirt. If longer than this, the blouse must be tucked into the skirt.
3. School navy trousers\* (with a black belt if necessary) or School navy skirt\*.
4. Plain socks (not white) or tights.
5. Plain black, leather, polished shoes of a sensible style for moving around the campus. Shoes must be smart.
6. If necessary, a School crested V-neck jumper\*. No other jumpers are permitted.
7. If necessary, a School or House scarf~. No personal scarves or pashminas are permitted.
8. If necessary, either a dark, wool coat+ which is longer than the School jacket or the Kukri padded jacket# may be worn over the School jacket.

In addition, **boys** wear:

1. Their House tie\*, a Levée tie+, a Deputy Head of House tie+, a Sixth tie+ or a Sports Club tie+ if awarded.

In addition, **girls** wear:

1. Their House badge~ and a Levée or Sixth badge~, if awarded.

## **Suits**

**All students wear:**

1. A School navy jacket\* or a School navy jacket\* with gold buttons+ for Levée.
2. A School pastel-blue shirt/blouse\* (or white for Levée and Deputy Heads of House). Shirts must be tucked into trousers at all times. Blouses can be untucked if fitted and sit just over the top of the skirt. If longer than this, the blouse must be tucked into the skirt.
3. School navy trousers\* (with a black belt if necessary) or School navy skirt\*.
4. Plain socks (not white) or tights.
5. Plain black, leather, polished shoes of a sensible style for moving around the campus. Shoes must be smart.
6. If necessary, a School crested V-neck jumper\*. No other jumpers are permitted.
7. If necessary, a School or House scarf\*. No personal scarves or pashminas are permitted.
8. If necessary, either a dark wool coat+ which is longer than the School jacket or a Kukri padded jacket# may be worn over the School jacket.

In addition, **boys** wear:

1. Their House tie\*, a Levée tie+, a Deputy Head of House tie+, a Sixth tie~ or a Sports Club tie+ if awarded. Personal ties may be worn for Sunday Chapel if preferred.

In addition, **girls** wear:

1. Their House pocket square\*

## **Sports kit**

**All students wear:**

1. A School training T-shirt# or a School training polo#
  2. A School training ¼ zip track top#
  3. School tracksuit bottoms# or School leggings#
  4. White training socks
  5. If necessary, a School long sleeve base layer#
  6. If necessary, a School padded jacket or gilet#
- On match days, School sport-specific kit# may replace the above but School tracksuit bottoms and a School sports top must be worn to lessons (only for away fixtures leaving immediately after the last morning lesson and from break only) and whilst travelling to and from the match (home and away)
  - House hoodies/tops are not official School sports kit.

## **HAIR & MAKE-UP**

- Hair must appear natural within normal limits (SMT and Hms to decide).
- Hair should not be 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 2'.

- Students must be clean-shaven unless permission has been given by the Deputy Head. Permission will only be granted under exceptional circumstances.
- Make-up 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/blouse and one ring on each hand. Students may wear one small stud in the ear-lobe of each ear. No other piercings should be visible. For example nose studs are not permitted. No bracelets or wristbands may be worn. All jewellery must be removed for sport.
- Students should not have tattoos that are visible at any time, including when in casual clothes or sports kit.

### **MISCELLANEOUS**

- School dress and casual dress must not be combined. School dress must always be worn properly and with pride to help you connect with Rugby School and to have a sense of belonging. School dress should conform to the Dress Regulations. 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.
- All students must remain in School dress until after the end of the last timetabled lesson each day, whether it is a lesson or study lesson or a period of 'exam leave' at School, even if they themselves have finished lessons. If sports kit is worn in lessons or going into town, School tracksuit trousers must be worn and must look smart. Students should not go to lessons or into town wearing sports shorts or skorts.
- On Sundays, suits must be worn for Chapel. 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.
- The Uniform list is published annually and is made available to new students. Dress Regulations can be found in the School Calendar. Copies can be obtained from the Deputy Head.
- Headphones should not be worn with School dress or sports kit.

## 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 Master or Marketing Department. **Students must not speak to the media or provide them with any materials without the permission of the Head Master.** Breaking this rule may result in Permanent Exclusion.

### Mobile phones etc

Students may have mobile phones/handheld devices in line with the rules below. Each student must provide their mobile phone number to House staff. It is important that the House has a record of all student mobile phone numbers for safety reasons.

Students must avoid the use of mobile devices in public places and around the campus, including in corridors and hallways, as this can attract unwelcome 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 below, 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.

The rules regarding access to mobile and other electronic devices are different depending on the year group.

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

The students will still have the opportunity to remain in contact with parents and to access social media through their laptops and, should they wish to ring their parents, they will be able to use the House phone.

### Upper School:

Upper School students may have their mobile devices at all times, however, they must be switched off in lessons and study lessons and during Academic time in the evenings. The same applies to the Temple Reading Room (TRR). Should you be found to be using your mobile phone in the TRR during Academic time, you will be sent back to house for the remainder of the evening.

**Middle School:**

Specific rules about mobile devices are outlined for each year group below.

In addition:

All Middle School students must hand in their mobile devices to their Hm during Academic time in the evenings.

All Middle School students must hand in their mobile and other electronic devices to their Hm overnight.

*F Block:*

Smartphones will not be permitted for F Block students for the Advent term. ‘Brick phones’ are optional. F Block students will be permitted to bring smartphones into School from the start of the Lent term, but access to these phones will be restricted to Sundays only following morning Chapel. From the beginning of the Trinity term, the students will be allowed access to their smartphones in accordance with the E Block rules outlined below.

*E Block:*

E Block students 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 16:00. On the weekend, E Block students may have access to their phones from Saturday lunchtime.

*D Block:*

D Block students 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 Block students are encouraged to keep their phones in their lockers during the day.

**Teams, the Internet, Social Media and E-mail**

Communications in these areas have become very much part of our daily routines. The School’s policy with regard to online behaviour can be found in the ‘Online Safety Policy’. Failure to adhere to the protocols outlined in this policy could lead to a disciplinary response under both this policy and the School’s ‘Discipline and Rewards Policy’.

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

All students are required to sign the ‘Student Acceptable Use Agreement’. See [Appendix D](#) for the full Agreement.



## 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 Medical Centre

The San Medical Centre provides an easily accessible, friendly and confidential health service for all students.

The Senior School Nurse of the San is Sarah Harris and she is supported by a team of School nurses, Karen Miles - Deputy Senior Nurse, Sarah Reynolds, Sam Hazelgrove and Rachel Epton.

The San is open during term time from 08:00 - 19:00 on Monday – Saturday and by appointment on Sunday, when a School Nurse is on duty. All students are welcome to discuss any health or wellbeing concerns with a nurse. We offer daily appointments as well as two drop-in sessions at break and lunchtime each day. During drop-in sessions pupils can come to the San medical centre without making an appointment and without informing House staff. Drops ins are at 10:30 - 11:00 and 13:30 - 14:30 on Monday - Saturday. All urgent cases or emergencies will be seen at any time without an appointment and will be prioritised on arrival.

Dr Hannah Collier, Dr Linda Perry, Dr Steve Brown and Dr Dave Pearce from The Revel Surgery in Brinklow are our School Doctors. A surgery is held 09:00 – 11:00 on Monday, Thursday and Friday and 15:00 – 17:00 on Tuesday and Wednesday.

You can contact the San nurses on 01788 556199 or via [sannurses@rugbyschool.net](mailto:sannurses@rugbyschool.net).

### Named Nurses

Each house has a named nurse who work closely with the house team to support students.

- Sarah Harris – Cotton, Rupert Brooke and School House
- Karen Miles – Kilbracken, Whitelaw and Dean
- Sam Hazelgrove – Bradley, Sheriff and Tudor
- Sarah Reynolds – Griffin, Michell, School Field and Stanley
- Rachel Upton – Town and Southfield

## **Confidentiality**

All students are entitled to confidential medical care. This means we do not tell anyone about why you visit the San Medical Centre. We will only break confidentiality if we think you or someone else is at risk of harm and where possible we would discuss this with you. We do have to account for your time within School so we will let staff know if you have been in the San Medical Centre but no other details are shared without your consent.

Students are encouraged, as appropriate, to keep their parents fully informed about their medical wellbeing, consultations and treatment. If you are unwell or needing care in house, we ask your consent to let the house team know.

## **Communication**

Your parents and guardians are very welcome to visit, email or telephone the San Medical centre at any time. However, we will only share information with your consent.

## **Physiotherapy**

Physiotherapy services are available at the School, accessed either through the San or the Director of Sport. Such services may be covered by private medical insurance – this should be checked prior to booking.

## **Medicine**

Although all students are entitled to confidential medical treatment, you are encouraged to inform your House Matron if you are issued with prescribed medication to enable discussion about safe administration, safe storage and renewal of supplies. You will be assessed on an individual basis as to your suitability to self-administer medication.

It may be decided that in your best interest, medication is stored and administered by Matron. All controlled drugs are stored and administered by Matrons.

Students **MUST NOT** dispense any medication to other students.

Students should not buy over the counter medication. Matrons and the San nurses have a supply of non-prescription medication, which has been approved by the school GP and may be issued to students.

## **Allergies & Significant Medical Conditions**

If you have a severe allergy or significant medical condition, you will have a meeting with one of the nurses in the San Medical Centre. A care plan will be written and shared with staff across the school to ensure you receive the care you need in the event of an emergency. This will be discussed with you and your parents/guardians.

### **Routine Childhood Immunisations**

Scheduled routine childhood immunisations are provided by the South Warwickshire NHS immunisations team in line with the Department of Health immunisation schedule. Your parents/guardians will be contacted directly by the immunisation team before any planned immunisation sessions. For further information about immunisations please see <https://www.nhs.uk/conditions/vaccinations>

Missed vaccinations from the UK routine childhood vaccination programme will be given in The San Medical Centre to students who are registered with the school GP.

### **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.

### **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 sports teacher.

### **The School Counselling Service**

The School provides confidential counselling services to all students.

The Lead School Counsellor is Mrs Mikala Torrance (until October half-term 2022) / Mrs Louise Ewer (from November 2022) and she is supported by a team of counsellors David Woodall, Les Nobel, Frances Viggers and Elaine Wright. They offer appointments in the San Medical Centre and can be contacted on 01788 556299 or via [timetotalk@rugbyschool.net](mailto:timetotalk@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.

## SPORT

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Sport forms an integral part of co-curricular activity.

All students will take part in sport at least three times a week. A high proportion of students 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 students 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. Students 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 students 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. 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. A mix of School uniform and sports kit should not be worn.
- 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 Rugby 360, Sport, CCF, music rehearsals etc.) will be placed into Saturday 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 students 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:

- Students will be expected to fulfil all School commitments before visiting Town.
- Upper School and D Block Students may visit Town following the end of timetabled lessons on Mondays, Wednesdays and Fridays and after lunch on Tuesdays, Thursdays and Saturdays.
- E Block Students may visit Town following the end of timetabled lessons on Tuesdays and Thursdays and after lunch on Saturdays.
- F Block Students may visit Town after lunch on Saturdays.
- Visits to Town are allowed for all after Chapel on Sundays.
- All students must be back in School by 18:00 on all days unless given permission by their Hm, in the form of a signed note.
- 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, Half-terms and Exeats. 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 ([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. Students may only visit day students' Houses with permission from their Hm and both students' parents. 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 13:30 and 17:30

It is absolutely essential that students 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, Bacco Lounge and Bar 8, are licensed premises and are out of bounds to all, except those who may visit the pub or dine-out (XX only), and, for these students, only on a Saturday evening**

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:

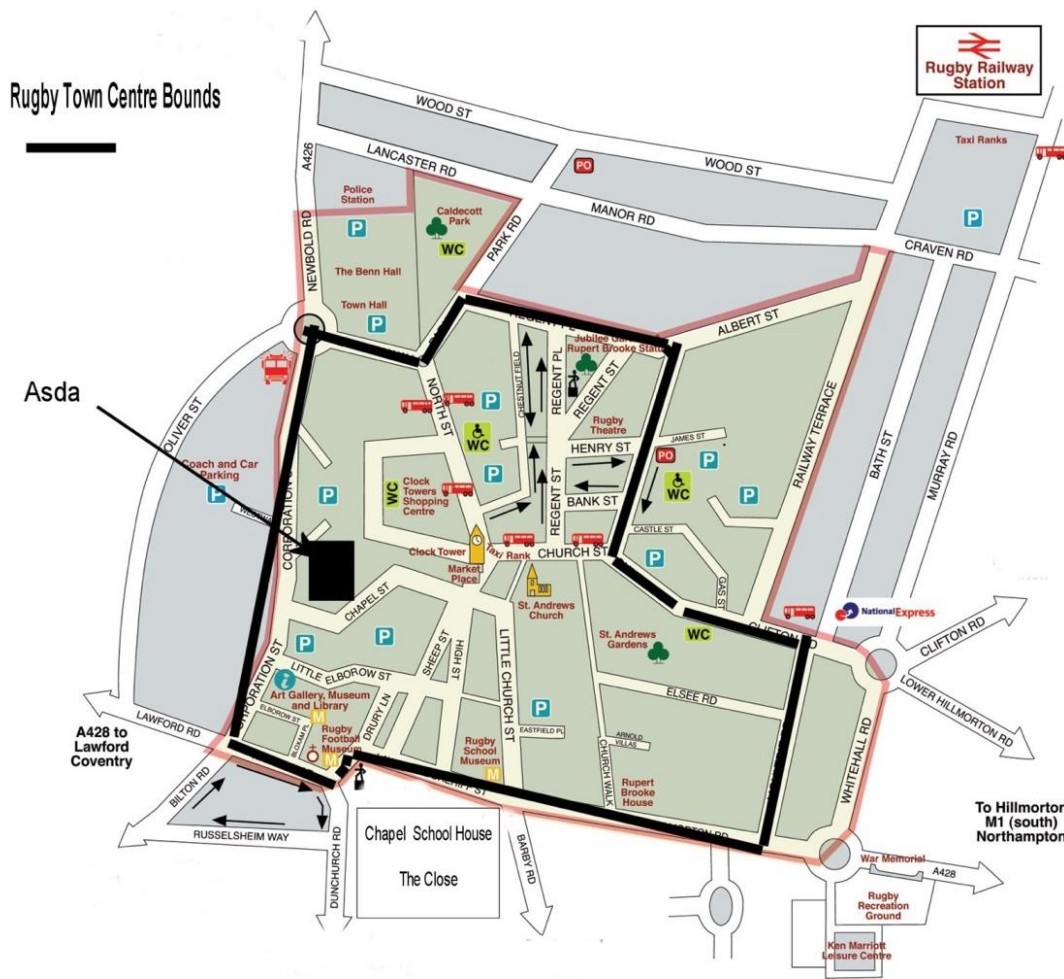
- Never walk in line abreast in pedestrian areas and never crowd pavements.
- Around the School, use the paths and avoid cutting across grass.
- Always take care when crossing roads. Always use pedestrian crossings.
- Never use a mobile phone whilst moving around.

- 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, DHm or Matrons. **Once signed, no note may be altered in any way.** The maximum value of goods on a note may not exceed £20 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. Special permission may be gained from the Assistant Head (Houses) 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 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 could lead to Rustication with a Final Warning, even if the card has not been used.

## When you may leave your House

From breakfast to supper time you are free to come and go from your House, but please note the signing in/out protocols as outlined under 'The Social Context' above. After supper, you may only leave your House for an authorised activity supervised by a member of staff. 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 bedtime and breakfast: it is a very serious offence for any student to be absent from their 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. This includes weekends.** Permission is generally only given for special family occasions or for pastoral reasons. 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 sport. 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 their Hm. We do not generally give permission for students 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, A Level or IB 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 official activities 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 Exeat weekends and longer Half-terms. 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 time. (see 'Away from Rugby during term time')

### **Starts of term**

All students should return punctually at the beginning of terms and following Half-terms and Exeats. 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 Exeats and Half-terms**

Houses do not open until 18:30 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 Half-term or Exeat. 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 may give permission under these circumstances.

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, and the Walkway, 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, thereby 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 need 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 child's Hm before they are 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 Half-term and Exeat 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 form 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. Students should discuss this with their Hm.

- Motor bikes, scooters etc.

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

### Driving lessons and tests

- Lessons

Students 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 co-curricular activity time. The instructors are accustomed to this constraint.

Finance should be arranged between parent and instructor through their child rather than through the School.

- Tests

Students may apply for these reasonably openly. We accept that members of the School may have to miss lessons or other co-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 Macready 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, and especially so on Saturday afternoons. Students should not go into town alone after dark, and should, as far as possible, avoid walking alone even along the roads within the School area.

Most buildings are now accessed using access cards; Students must take care to look after their access cards. Any lost or stolen access cards must be reported immediately to House staff. Failure to report lost or stolen cards may result in a sanction.

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 students. 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.

Students 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.

Unmanned aerial vehicles (UAVs), known more widely as 'drones', are not permitted at School.

## HELP GUIDE

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Despite everyone's best intentions, life has its ups and downs. When there are difficult moments for students there are several 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 themselves
- 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, a Peer Listener or member of the Levée, or seek out one of your teachers, your Tutor, Matrons DHm or Hm. They will always be prepared to listen. On the other hand you may wish to speak directly to the Chaplain, the San Nurses, the School Doctors, the School Counsellors, the Assistant Heads, the Deputy Heads, or the Head Master.

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.

If you are not ready to speak to someone directly, you can also use the Whisper It app, which allows you to raise your concern anonymously. The Whisper It app can be accessed via the Dashboard on 'Lander'.

Some useful contact telephone numbers are:

<b>San Medical Team:</b>	San Nursing Team <b>Revel Surgery</b> Dr Steve Brown Dr Hannah Collier Dr Dave Pearce Dr Linda Perry	Tel: 01788 556199 / sannurses@rugbyschool.net Tel: 01788 834830
<b>Out of Hours – Non-urgent care</b>		Tel: 111
<b>Counselling team</b>	Mrs Mikala Torrance - San - e-mail - mobile	Tel: 01788 556299 <a href="mailto:timetotalk@rugbyschool.net">timetotalk@rugbyschool.net</a> 07584 481068
(A confidential message may be left and a Counsellor will get back to you as soon as possible)		
<b>Independent Listener:</b>	Mrs Faith Matthews	Tel: 07867 558511 email: independentperson@rugbyschool.net
<b>The Chaplain:</b>	Revd. Richard Horner Tudor House 4 Horton Crescent Rugby CV22 5DL	Tel: 01788 556221 Tel: 01788 556481 / email: rmh1@rugbyschool.net
<b>The Assistant Chaplains:</b>	Miss Lisa Greatwood Mr Dan Shaw	Email: <a href="mailto:lfg@rugbyschool.net">lfg@rugbyschool.net</a> email: <a href="mailto:drs@rugbyschool.net">drs@rugbyschool.net</a>
<b>All members of staff:</b>	You will find telephone numbers on laminated lists in Houses.	
<b>Childline:</b>	42 Curtain Road, London, EC2A 3NH	Tel: 0800 1111
<b>Children’s Commissioner’s Help at Hand service</b>		Tel: 0800 528 0731 email: <a href="mailto:help.team@childrenscommissioner.gov.uk">help.team@childrenscommissioner.gov.uk</a>
<b>NSPCC Whistleblowing Helpline:</b>		Tel: 0808 800 5000 / 0800 0280285 email: <a href="mailto:help@nspcc.org.uk">help@nspcc.org.uk</a>
<b><u>Designated Safeguarding Leads (DSL):</u></b>		
<b>DSL:</b>	Mrs Liz Sale	Tel: 01788 556350 / 07917 550976
<b>Deputy DSL:</b>	Miss Lisa Greatwood	Tel: 07458 133105
<b>Deputy DSL:</b>	Mr Peter Bell	Tel: 01788 556172 / 07570 314447
<b>Children’s Social Care LADO (Local Authority Designated Officer)</b>		Tel: 01926 414144 Tel: 01926 745376 / email: <a href="mailto:lado@warwickshire.gov.uk">lado@warwickshire.gov.uk</a>
<b>Warwickshire Children &amp; Families Front Door (formerly known as Warwickshire MASH) Advice line Monday to Friday 0900-1700 Out of hours number Electronic form Integrated Front Door Education Lead</b>		Tel: 01926 414144 Tel: 01926 886922 Email: <a href="mailto:triagehub@warwickshire.gov.uk">triagehub@warwickshire.gov.uk</a> Tel: 01926 418608
<b>Security Officers</b> - Lee Hayward / Rob Hastings/Andy Randle		Tel: 01788 556104
<b>Health and Safety Officer:</b>	Rebecca Swain	Tel: 01788 556308 Mobile: 07811 222244
<b>Rugby Police Station:</b>		Tel: 01788 541111
<b>Rugby Fire Station:</b>		Tel: 01788 572727



### 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, Tutor or member of staff with you when you are talking with your Hm, the SMT or the Head Master.**

### 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 'Complaints Procedure' 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 Master 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 Master 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 Master, then one of the Governors 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.

<a href="#"><u>Appendix A</u></a>	A Summary of the Rugby School Drug Policy
<a href="#"><u>Appendix B</u></a>	Clothing Requirements for Sport
<a href="#"><u>Appendix C</u></a>	Guidelines on filming and photography
<a href="#"><u>Appendix D</u></a>	Online Safety: Student Acceptable Use Agreement
<a href="#"><u>Appendix E (i)</u></a>	Visiting Public House and Pub Cards
<a href="#"><u>Appendix E (ii)</u></a>	Breathalyser Protocol
<a href="#"><u>Appendix F</u></a>	Cineworld Cinema
<a href="#"><u>Appendix G</u></a>	Guidelines for Day Students
<a href="#"><u>Appendix H</u></a>	Summary of House Sanctions
<a href="#"><u>Appendix I</u></a>	Your Safety at Rugby School
<a href="#"><u>Appendix J</u></a>	The Sexual Offences Act 2003
<a href="#"><u>Appendix K</u></a>	Schemes of hours
<a href="#"><u>Appendix L</u></a>	Laptop Devices

## APPENDIX A – 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 ‘Smoking, Alcohol and Drugs Policy’ on the School website for more details.

### Misuse

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

Please note that ‘being caught’ may also mean convincing evidence leading the Head Master 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 Master 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 Master.

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 Permanently Excluded 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 undertake a test in these circumstances may result in the student being required to leave the School.

### **Random Drug testing**

Any student may be asked to undertake a randomly-timed drug test at any time whilst they are at School. They will be asked to supply, under supervision by a trained operative, a biological sample for analysis. The name(s) of the student(s) to be tested will be randomly chosen by a member of SMT from a range of year groups. The reason for this policy is to deter the use of drugs and substances by students.

### **Charging for the Test**

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.**

## APPENDIX B – CLOTHING REQUIREMENTS FOR SPORT

### Sports kit suppliers

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

### Full sports kit requirements

Students must wear Rugby School sports kit (Kukri branded) 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 (home or away), pupils are to wear the School ¼ training top, training trousers and padded jacket (during cold weather). 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 / netball dress – navy or white only.

<i>Rugby Football</i>	Training trousers / leggings, reversible training top, match shirt, rugby shorts, navy socks, rugby boots, mouth-guard and water bottle
<i>Girls' Hockey</i>	Training trousers / leggings, training top, match shirt, polo or tee shirt, skort/shorts, hockey socks, hockey stick, shin-pads, mouth-guard, water bottle, training shoes and/or astro-shoes
<i>Boys' Hockey</i>	Training trousers/ leggings, training top, match shirt, polo or tee shirt, shorts, hockey socks, hockey stick, shin-pads, mouth-guard, water bottle, training shoes and/or 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, 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 spikes. Cricket bat, pads, box, helmet and gloves.
<i>Athletics</i>	Training trousers, training top, athletics vest, navy shorts/ leggings, white ankle socks, training shoes and spikes (optional).
<i>Other Sports</i>	Training trousers, training tee or polo shirt or ¼ zip mid layer top. Navy shorts / skort / leggings, white ankle socks. Match shirt / kit (squash, badminton, fives, golf, basketball, sailing jacket, Polo jacket, swimming costume). 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 C – 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.
- 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.

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## APPENDIX D – ONLINE SAFETY: STUDENT ACCEPTABLE USE AGREEMENT

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All students are asked to read the Student Acceptable Use Agreement. They must sign to say that they have read, understood and agree to the rules included in the Agreement. If they do not sign and return this agreement, access will not be granted to School systems and devices.

### Student Acceptable Use Agreement

#### School Policy

Digital technologies have become integral to the lives of children and young people, both within school and outside school. These technologies are powerful tools, which open up new opportunities for everyone. These technologies can stimulate discussion and promote creativity and effective learning. Young people should have an entitlement to safe access to these digital technologies.

This acceptable use agreement is intended to ensure:

- that students will be responsible users and stay safe while using the internet and other digital technologies for educational, personal and recreational use
- that School systems and users are protected from accidental or deliberate misuse that could put the security of the systems at risk
- that students will have good access to digital technologies to enhance their learning and will, in return, be expected to agree to be responsible users.

#### Acceptable Use Agreement

I understand that I must use School systems in a responsible way, to ensure that there is no risk to my safety or to the safety and security of the systems and other users.

*For my own personal safety:*

- I understand that the School will monitor my use of the systems, devices and digital communications.
- I will keep my username and password safe and secure – I will not share it, nor will I try to use any other person’s username and password. I understand that I should not write down or store a password where it is possible that someone may steal it.
- I will be aware of “stranger danger” when I am communicating online.
- I will not disclose or share personal information about others when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)



- I will take particular care when disclosing or sharing personal information about myself when online (this could include names, addresses, email addresses, telephone numbers, age, gender, educational details, financial details etc.)
- If I arrange to meet people offline with whom I have communicated online, I will discuss the arrangements with a trusted adult before any meeting takes place.
- I will immediately report any unpleasant or inappropriate material or messages or anything that makes me feel uncomfortable when I see it online. I know that I can do this anonymously via the Whisper It app.

*I understand that everyone has equal rights to use technology as a resource and:*

- I understand that the School systems and devices are primarily intended for educational use and that I will not use them for personal or recreational use during lessons or academic time in the evenings.
- I will not try (unless I have permission from the IT services department via helpdesk@rugbyschool.net) to make large downloads or uploads that might take up internet capacity and prevent other users from being able to carry out their work.
- I will not use the School systems or devices for online gambling, online dating, file sharing, or video broadcasting (e.g. YouTube).

*I will act as I expect others to act toward me:*

- I will respect others' work and property and will not access, copy, remove or otherwise alter any other user's files, without the owner's knowledge and permission.
- I will be polite and responsible when I communicate with others, I will not use strong, aggressive or inappropriate language and I appreciate that others may have different opinions.
- I will not take or distribute images of anyone without their permission.

*I recognise that the school has a responsibility to maintain the security and integrity of the technology it offers me and to ensure the smooth running of the School:*

- I will only use my own personal devices (mobile phones/USB devices etc.) in line with the School policy on electronic devices, as outlined in the Online Safety Policy and the Student Manual. I understand that, if I do use my own devices in the School, I will follow the rules set out in this agreement, in the same way as if I was using School equipment.
- I understand the risks and will not try to upload, download or access any materials which are illegal or inappropriate or may cause harm or distress to others, nor will I try to use any programmes, software or methods, including VPNs, that might allow me to bypass the filtering/security systems in place to prevent access to such materials.
- I will immediately report any damage or faults involving equipment or software, however this may have happened.

- I will not open any hyperlinks in emails or any attachments to emails, unless I know and trust the person/organisation who sent the email, or if I have any concerns about the validity of the email (due to the risk of the attachment containing viruses or other harmful programmes).
- I will not install or attempt to install or store programmes of any type on any School device, nor will I try to alter computer settings.
- I will only use social media sites which are accessible through the School network, and never during School activities.
- I shall ensure that any posts which I make are appropriate and do not cause offence.

*When using the internet for research or recreation, I recognise that:*

- I should ensure that I have permission to use the original work of others in my own work.
- Where work is protected by copyright, I will not try to download copies (including music and videos).
- When I am using the internet to find information, I should take care to check that the information that I access is accurate, as I understand that the work of others may not be truthful and may be a deliberate attempt to mislead me.

*I understand that I am responsible for my actions, both in and out of School:*

- I understand that the School also has the right to take action against me if I am involved in incidents of inappropriate behaviour, that are covered in this agreement, when I am out of school and where they involve my membership of the School community (examples would be online-bullying, use of images or personal information).
- I understand that if I fail to comply with this acceptable use agreement, I may be subject to disciplinary action. This could include issuance of minors or detentions, loss of access to the School network/internet, rustication, required removal or permanent exclusion and, in the event of illegal activities, involvement of the police.

## 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 Saturday night (20:00 – 22:15). 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 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. Students may not smoke or vape. 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 'Smoking, Alcohol and Drugs' section of this Manual.

### 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.

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.

## **7 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 Master 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. Alternatively, if tickets are booked online, the booking must be shown to the Hm ahead of the trip.

### **When?**

Saturday evenings and Sunday afternoons only.

### **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.

### **Prices**

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

### **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.

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## **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 19:15 and ends at 21:00. Day students should do their prep 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 21:30. 22:15 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 ask the parents of day students and day boarders to see that their child 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 19:30 until 21:30. There is a Sunday Study session supervised by an Academic member of the SMT, on Sunday afternoons, from 15:00 until 17:00.

### **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 18:30. A number of services are designated 'whole school services'; on these special occasions all students, including day students, 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.

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

Parents may choose to give 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 child is unable, because of illness or for any other reason, to come to School.

If your child has to be away for any other reason please ask, through an email 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 18:30, 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**

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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 student'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: Spending part or all of Academic Time in the Dining 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 Saturday evening.

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.

### **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 (N.B. 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, vaping paraphernalia or anything else not allowed within the School Guidelines.

Given for: Being in possession of an item not allowed in School.

Inappropriate or untimely use of laptop, phone, or other electronic devices.

Failure to hand in all electronic devices at bedtime (for Middle School).

### Late for Chapel or School functions

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

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

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

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

## APPENDIX I - YOUR SAFETY AT RUGBY SCHOOL

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- 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 it.
- 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.
- 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.
- Take care to look after your access cards. Any lost or stolen access cards must be reported immediately to House staff. Failure to report lost or stolen cards may result in a sanction.
- 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 Town 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. Where possible, use pedestrian crossings. 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 mobile phone 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 any 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 – THE SEXUAL OFFENCES ACT 2003

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### 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 Upper School 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 Permanently Excluded”. 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 K - SCHEME OF HOURS – From 2022<sup>3</sup>****Weekday Routine – Mornings**

Monday	Tuesday		Wednesday	Thursday		Friday	Saturday
BREAKFAST							
Chapel 08:25	E Block Assemblies 08:15 – 08:45		Chapel Congregational Practice 08:25	or F Block Assemblies 08:15 – 08:45		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	Orchestra 13:25 – 14:25		F Block Activities	CCF Rugby 360	Music ensemble 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 #	14:15 – 16:00		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		F Block Free Time		13:45 – 17:00		Lesson 6 15:25 – 16:15		Lesson 6 15:25 – 16:15
Lesson 7 16:05 – 16:55	D 16:30 – 17:00		16:00 – 17:00		K 16:30 – 17:00		Lesson 7 16:20 – 17:10		
A 17:00 – 17:45	E 17:00 – 17:45		I 17:00 - 17:45		L 17:00 – 17:45		N 17:15 – 18:00		
B 17:45– 18:30	F 17:45 – 18:30		J 17:45 – 18:30		M 17:45 – 18:30		O 18:00 – 18:30		
SUPPER 18:30 – 19:15	SUPPER 18:30 – 19:15		SUPPER 18:30 – 19:15		SUPPER 18:30 – 19:15		SUPPER 18:30 – 19:15		
*Academic* C Speakers - Group 1 19:15 – 21:00	*Academic* G Speakers - Group 2 19:15 – 21:00		*Academic* Performing Arts 19:15 – 21:00		*Academic* Speakers – Group 3 19:15 – 21:00		*Academic* P Speakers – Group 4 19:15 – 21:00		
House time 21:00 onward	H 20:30 – 21:30		House time XX & LXX Clubs 21:00 - 22:00		House time 21:00 onwards		House time 21:00 onwards	Saturday Social Programme	
	House time 21:00 onwards								

**\*Academic\* times are protected and must only be used for:**

- 1) IB core sessions run by staff (first priority),
- 2) speakers (as per the speaker programme)
- 3) teacher-led work in the Art / Design Faculty,
- 4) academic sessions run by staff, or
- 5) private study.

Permission must be obtained from the Deputy Head (Academic) for them to be used in any other way.

# Academic activity has second priority in these slots.

## Priority Grid for Afternoon / Evening Sessions

See SOCS Co-curricular for further information.

Session	Time	1 <sup>st</sup> Priority	2 <sup>nd</sup> Priority	3 <sup>rd</sup> Priority	4 <sup>th</sup> Priority	Other
A	Mon 17:00 – 17:45	Music ensembles	Sport Development	Clubs & Socs (A)	Visiting	
B	Mon 17:45 – 18:30	Sport Development	Music ensembles	Clubs & Socs (B)	Visiting	Choral Evensong 18:00 – 18:45
C	Mon 19:00 – 20:00	Concert Band				Academic time for all others until 21:00
D	Tue 16:30 – 17:00	Senior Sport	Clubs & Socs (D)	Visiting		
E	Tue 17:00 – 17:45	Jazz Orchestra	Clubs & Socs (E)	Sports Development	Visiting	Staff meetings
F	Tue 17:45 – 18:30	Calendared Upper School Assemblies / University Prep	Clubs & Socs (F)	Performing Arts	Visiting	Choral Evensong 18:00 – 18:45
G	Tues 19:00 – 20:00	Middle School Academic Scholars				Academic time for all others until 21:00
H	Tue 20:30 – 21:30	Arnold Singers				Academic time for all others until 21:00
I	Wed 17:00 – 17:45	E & F Block RLP enrichment	Calendared D Block Assemblies	Sport Development	Visiting	
J	Wed 17:45 – 18:30		Performing Arts	Sport Development	Visiting	
K	Thu 16:30 – 17:00	Senior Sport	DofE	Clubs & Socs (K)	Visiting	Coaching trios
L	Thu 17:00 – 17:45	DofE	Clubs & Socs (L)	Visiting		Staff meetings
M	Thu 17:45 – 18:30	Performing Arts	Clubs & Socs (M)	Visiting		Choral Evensong 18:00 – 18:45
N	Fri 17:15 – 18:00	Sport	Clubs & Socs (N)	Visiting		Coaching trios
O	Fri 18:00 – 18:30	Sport	Clubs & Socs (O)	Visiting		Choral Evensong 18:00 – 18:45
P	Fri 19:00 – 20:00	Rugby School Choir (calendared)				Academic time for all others until 21:00
	Sun 12:00 – 18:00	Performing Arts	Clubs and Socs (Sun)	Visiting		

**Clubs & Socs slots should be used for non-compulsory activities run by staff or run by students with a staff sponsor. Compulsory activities should take place in the relevant named priority slot. The Deputy Head (Co-curricular) must be informed of all clubs and societies that take place regularly.**

## Timetable for Speakers

All speakers must be Calendared.

Monday – Group 1	Tuesday – Group 2	Wednesday	Thursday – Group 3	Friday – Group 4
<p><b>Outside speakers as follows:</b></p> <p>Classics – 3 per year</p> <p>Economics and Business – 3 per year</p> <p>English and Library - 3 per year</p> <p>Head’s lecture - 1 per year</p> <p>PSHE / RSE - 3 per year</p> <p>Science, Maths and IT - approx. 12 per year</p>	<p><b>Outside speakers as follows:</b></p> <p>English and Library - 3 per year</p> <p>Geography, History, Politics – 3 per year</p> <p>Head’s lecture - 1 per year</p> <p>Languages – 4 per year</p> <p>Philosophy and Theology (incl. Temple Society) – 3 per year</p> <p>PSHE / RSE - 1 per year</p>	<p><b>Outside speakers as follows:</b></p> <p>Drama using existing priority time for Drama – 4 per year</p>	<p><b>19:15 – 20:15</b> Vocational Societies*</p> <p><b>20:15 – 21:00</b> TED talks, council meetings, Scholars’ meetings incl. Question time etc</p> <p>*VocSocs - 2 per term per society</p>	<p><b>Outside speakers as follows:</b></p> <p>Academic Music and Academic Drama speakers.</p>

PSHE / RSE – 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 Master’s lecture to replace the Scholars’ lecture (although the Head Master’s lectures would be compulsory for Scholars and AGD/TWS 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 Advent and Lent terms.



## Thursdays & Saturdays & Sundays

### THURSDAY

In the week before an 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 Deputy Head, Director of Sport, the Deputy Head (Co-curricular) and the Deputy Head (Academic).

In this case, sessions K, L and M 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

When an Exeat or holiday takes place, cast and crew may be asked to return to School early for major School production rehearsals.

#### 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	Performing Arts & Clubs 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 Students

A guideline should be that each week students will take part in at least three sport activities, two non-sport activities and a Rugby 360 activity or equivalent 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 Deputy Head, the Deputy Head (Co-curricular) and the Assistant Heads (Upper & Middle School).

## 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.

LMH

Advent 2022

## Signing Out, Visiting, Evenings & The Town

### Signing Out Times

- From lunchtime on Monday to Saturday, all students must sign out when leaving their House for any reason other than a lesson or an organised sport session.
- On Sundays, signing out begins after Chapel. Students who need to leave the House before Chapel for reasons other than Chapel should also sign out.
- 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.**

### Visiting & Evening Activities

- Visiting other Houses is allowed as indicated in the Priorities grid in the Scheme of Hours.
- The Close, Duke's Oval, Caldecott's and Hillbrow are all out-of-bounds after dark (once the streetlights are illuminated on Barby Road).
- The fitness centre and sports facilities are not available to students after supper unless a session has been organised by a member of staff.
- After 18:30, 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 Town

- Students will be expected to fulfil all School commitments before visiting town.
- Upper School and D Block students may visit town following the end of timetabled lessons on Mondays, Wednesdays and Fridays and after lunch on Tuesdays, Thursdays and Saturdays.
- E Block students may visit town following the end of timetabled lessons on Tuesdays and Thursdays and after lunch on Saturdays.
- F Block students may visit town after lunch on Saturdays.
- Visits to town are allowed for all after Chapel on Sundays.
- All students must be back in School by 18:00 on all days unless given permission by their Hm.
- More information on where is in-bounds and the correct behaviour and clothing required in town is found in the 'Guidelines for Life at Rugby School'.

PKB  
Advent 2022

## APPENDIX L – LAPTOP DEVICES

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The School provides a laptop device to all students. This is because it is an essential requirement for many lessons and for much of the prep teachers set. As with all items of school property, we expect our students to treat laptop devices with care and respect.

There are, however, specific responsibilities that students should be aware of regarding School laptops:

- Students must transport their School laptops in the laptop case provided with the device or in another suitable protective case of their own choosing. Failure to do this may invalidate insurance if the device is accidentally damaged. This may result in a replacement charge being added to the School bill.
- Students must take care to keep the School laptop in good condition. Devices are owned by the School and are returned to the supplier after use. Repaired devices are redistributed to other students. Causing damage by negligence or deliberate action, including defacing (for example, scratching or the use of stickers), may result in a replacement charge being added to the School bill.

Instances of deliberate damage will be managed through the School's normal process of sanctions.

Any problems with a School laptop should be reported to the IT Services department for repair or replacement.

The following reflect some simple expectations for the proper use of devices in lessons:

- Laptops should be fully charged at the start of each school day. Chargers should be taken to lessons.
- Laptops should be in tablet mode unless the teacher has given explicit instructions that they are to be set up for typing.
- Teams is to be set in 'Do not disturb' mode.
- Notifications should be disabled for Outlook email and Teams.
- Your stylus should be charged and in good working condition.
- Only the applications or webpages that your teacher has instructed you to use should be open. All other applications, including tabs on web browsers, email and Teams should be closed.

The teacher may issue a Minor if you do not apply the principles above during a lesson.

ESD

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