



# CLIFTON COLLEGE

## UPPER SCHOOL RULES

### GENERAL PRINCIPLES & CODE OF CONDUCT

The purpose of these rules is to enable the school to function to the best advantage of all its members and of the neighbouring community. The aim of our rules is to promote a happy, safe and enjoyable environment for everyone. Although the rules usually represent common sense, it is important that you know what is expected.

*The College's expectations are that you should abide by the following Code of Conduct:*

- Treat others as you would like to be treated yourself;
- Demonstrate good manners and considerate behaviour at all times;
- Be conscientious in your attitude to work and school commitments, aiming to do your best at every opportunity;
- Allow others to work without disturbance;
- Care for other people's welfare and property;
- Look after the physical environment of the College;
- Ensure that harm does not come to yourselves or others;
- Co-operate with others in a spirit of trust, mutual support and common purpose.

Rules apply in term time when at school and when travelling to or from home and during exeat. Day pupils, or boarders on exeat, should expect to be treated in the same way as boarders if they involved in the same incident.

For legal and safety reasons, certain activities require specific permission. In addition, some places have their own particular rules.

When rules are broken, punishments may be imposed by the Head Master, Deputy Heads, Housemasters/mistresses (HoM), Teaching Staff or Praepostors, depending on the circumstances. Punishments range from a signed paper, Marshal's Extra Duties (MED) and detention to gating, rustication and suspension.

### COURTESY, MANNERS AND STANDARDS

Courtesy, good manners and high standards of behaviour are expected of Cliftonians at all times. Courteous behaviour and good manners reflect well not only on the individual but on the community as a whole. 'Good manners' means giving consideration to other people rather than yourself. You must understand that bringing the School into disrepute will be treated as a serious offence. Some aspects of such behaviour are:

- Acknowledging the presence of adults, listening with care and not talking when being spoken to; standing up when the Head Master or visitors enter a room; acknowledging invitations; showing appreciation and opening doors for others; not walking around the campus using a mobile phone or wearing headphones.
- Saying please and thank you both verbally and in writing if necessary.
- Cleaning up after yourself and not dropping litter.
- Actively considering the needs of other people; not being arrogant in behaviour, manner, or tone; apologising promptly for any discourtesy
- Keeping quiet in Chapel when the organ is playing before a service; listening during the service, and not talking or whispering to others.
- Maintaining proper discipline at all times in class.
- Always being polite to adults including the groundsmen, catering staff, cleaners, drivers, umpires and referees; remembering to thank them and assisting to clear up.
- Wearing clean, smart and tidy uniform in accordance with the clothing list; not spitting, chewing, eating food or gum, or drinking outdoors in public.

- Conducting yourself in a way that is not likely to cause offence or embarrassment to members of the community or members of the public, including not running or pushing in corridors or queues, not sitting or standing on the Parapet balustrade, not playing ball games in the Quads around the school buildings or on the road.
  - Respecting the environment - its upkeep, appearance and noise; for example, not playing music so that it is audible to others or making noise during lesson or prep times; helping to save energy & resources when appropriate and switching off lights; not dropping litter.
  - Showing respect for OCs who have died in conflicts around the world by removing hands from pockets when passing through the Memorial Arch; giving precedence to CCF parades by avoiding the South Quad at appropriate times.
  - Being punctual by being accountable and responsible for your time; keeping staff informed of your whereabouts; signing in and out and requesting permission as required.
  - Offering support and appreciation for the endeavour or achievements of other members of the School.
  - At Other Schools: Clifton will be judged by your behaviour, so be a good ambassador. Respect the property of others, especially on buses and in changing rooms.
1. Acts of violence and unpleasant behaviour towards other pupils are expressly forbidden and will not be tolerated in any form.
  2. Any involvement with illegal drugs is forbidden.
  3. Alcohol must not be brought onto school premises. Its consumption, possession and sale, except where specifically provided and approved by a member of staff, is forbidden.
  4. Smoking and the possession of tobacco, lighters or matches is forbidden. Pupils must not misuse solvents or aerosols.
  5. The possession and use of pornographic material is prohibited.
  6. All instances of theft will be thoroughly investigated, and the police may be informed. It will be dealt with firmly under the terms of the discipline policy.
  7. Whilst in the care of the School, sexual relationships are either illegal or inappropriate.
  8. It is strictly forbidden to bring the following items into school: firearms, air guns, fireworks, explosives, catapults, crossbows, knives or related devices including BB guns.
  9. Gambling and betting are forbidden, as are organisation or involvement in sweepstakes, subscription or payment for activities without specific permission of a member of staff.
  10. Pupils must not engage in any activity with a significant element of danger or risk without direct supervision by a responsible adult, e.g. caving, climbing, camping, swimming etc.
  11. Mobile phones may not be used on the school campus during the times when lessons are being conducted. Mobile phones are forbidden in exam rooms.
  12. Pupils wishing to organise or be involved in charity fund-raising events must seek permission from the Head Master.
  13. All notices must be approved by the Marshal.
  14. Pupils must not contact any form of the media directly or indirectly without the permission of the Head Master.

## **UNIFORM**

### **15. Clothing**

- School uniform and Games kit is defined by the Clothing List. Uniform must be clean, neat, tidy and worn properly. The Clothing List and Uniform regulations are displayed in Houses and are available in the School Shop. Spiked boots and studs may be worn only on the appropriate pitches; they should not be worn on hard surfaces.
- When appropriate Summer dress will be announced by the Head Master.
- Informal dress should be clean and tidy, not outlandish or sloppy. It may be worn at any time within Houses. Within school precincts it may not be worn during lesson times or at lunch. 'Smart casual' dress excludes jeans and T-shirts.
- Games clothes are not allowed to be worn in Big School at lunch; at other times long trousers or tracksuit bottoms should always be worn; shorts are not appropriate. Games clothes are not allowed in the Percival Library or ICT Rooms.
- Hats, sunglasses and headphones are not to be worn with school uniform. Headphones may not be worn whilst moving around the campus.

### **16. Hair, Jewellery and Appearance**

- Hair should be clean, tidy, conventionally styled and kept off the face. Extremes of fashion and colouring are not permitted. During the working day Block II pupils should have long hair tied up; Block I pupils with long hair should have it back off their face.
- Girls may wear plain studs or small, discreet earrings, one in each ear lobe. No other visible jewellery may be worn by boys or girls with school uniform or games kit, unless specifically permitted by the Housemaster/mistress.
- Nail varnish may not be worn with school uniform. Visible body piercings and tattoos are not permitted.

## **ACADEMIC MATTERS**

### **17. The working day**

- During study periods pupils must work quietly in their own studies, the Percival Library or other study areas. Pupils must not be in recreational areas during lesson times.
- During prep pupils should complete all current work assignments and then, if time permits, continue with reading or music practice. Pupils are expected to do all work set to the best of their ability and to hand it in on time.
- Punctuality is required at all times, in accordance with the weekly routine. In practice, this means arriving early for all commitments. Pupils must inform staff in advance of any official absence. If for any reason a commitment is missed, an apology and explanation should be given within 24 hours. Pupils missing academic lessons to attend a music lesson must seek permission in advance from the member of staff.
- Pupils may not wander around the School during lesson time. If a member of staff is not present at the start of a lesson, pupils are expected to seek advice from another member of staff, or a representative should go to the Deputy Heads' Office. Only with permission should pupils return to their studies to work for the remainder of that single lesson.
- Music may be played in studies but must not be audible outside the room. During lesson-time and after 7.30pm, it may be played only with headphones.
- Visits to plays, concerts, or other functions may be allowed if permission has been granted by the Housemaster/mistress; no pupil may miss more than one evening of prep per week – work must be made up unless specifically remitted by the Head Master. Pupils in Block II may only visit local entertainments in officially organised groups. There are regular Saturday cinema trips.

### **18. The Percival Library**

The Library is a place for quiet reading and study. Quiet conversation is permitted in the ICT Rooms and Council Room during the day. Silence should be maintained within the Library itself and in the evening there should be silence throughout.

- Music played through headphones must not be audible to others. Mobile phones must be switched off and not be used.
- Games clothing is not allowed in the Library and ICT Rooms, and bags should be carried or placed tidily where they do not cause obstruction.
- There must be no food or drink, including chewing gum, in the Library at any time.

## **CO-CURRICULAR MATTERS**

### **19. Games Sessions and Sports facilities**

- Clean regulation games kit (see the Clothing List) must be worn for all school practices and matches. Jewellery should not be worn. Safety wear such as suitable footwear, gum shields, shin pads and helmets may also be required as appropriate. Casual sportswear may be permissible for recreational games activities; permission will only be granted for the use of tidy and appropriate clothing.
- Cricket squares and grass nets are out of bounds at all times, except for official practices. Hard nets may be used by pupils at other times provided full protective gear is worn and the practice is conducted with due regard for safety.
- Pupils must always have due regard for the proper upkeep and condition of all pitches and games facilities.
- The Close is out of bounds for games or recreation on Sundays before 11.00am. Pupils may not use the pitches or nets or the Pavilion on the New Field at any time. (These facilities are reserved for use by the Pre School). The remainder of the Close may be used for recreation if permission has been obtained.
- The swimming pool and Sports Hall may be used only under staff supervision.

### **20. Off Games and illness**

- Being off-games does not imply permission has been granted to miss the commitment. Pupils who are officially off-games must turn up at their game, bus or PE lesson with an off-games note, unless they have seen the teacher in charge beforehand. The teacher is responsible for deciding what an off-games pupil should do. Day pupils who are off-games must show a letter of verification to the Housemaster/mistress.
- Pupils may not play games in the afternoon if they have missed any school period in the morning due to illness.

## **HEALTH & SAFETY**

### **21. Health**

- Only House and Health Centre staff, or the parent of a day pupil, can decide whether a pupil should stay out of school or be off games. Under no circumstances may pupils decide for themselves whether they are fit or not.
- Boarding pupils who feel ill during the day must report to the House Matron or other responsible adult before going to bed. They must get permission before going back to School, and must show a signed staying-out note, giving the period of time missed, to the Marshal or any member of staff whose activities they have missed. Day pupils who feel unwell should report to their HoM or go to the Health Centre to seek help.
- All meals are compulsory for boarders; lunch is compulsory for day pupils.

### **22. Safety**

- Pupils are expected to act responsibly with regard to the health and safety of themselves and all other members of the community. Standards of dress must be consistent with proper safety and hygiene.
- Pupils must not misuse or interfere with any items or appliances that are provided for reasons of safety or security (e.g. fire extinguishers and alarm systems).
- Pupils should know and observe the safety rules laid down by the School, particularly those concerning procedures for use in case of fire.

- Pupils in the Fifth Form and above may walk back from BB after games in daylight hours provided that they have the permission of a member of staff and do not walk alone. They should keep to the pavement of the main road.
- Pupils must observe road safety, giving way to the public on the pavements and to cars on the roads; riding bicycles or motorbikes and driving cars with respect and care for others; behaving in a sensible and polite way on school or public transport.

### 23. Cars

- Strict regulations apply to pupils (over the age of 17 years) who wish to drive cars, motorcycles or mopeds to School. Permission is required to drive a car; the Housemaster/mistress should be consulted and a form authorising permission can be obtained from the Marshal.
- Pupils are granted permission to drive a car to and from home and school only. Special permission must be sought from the Housemaster/mistress for any other journey. (NB Pupils are not permitted to drive to Beggar Bush sports facilities or any other school arranged event.)
- Permission may be withdrawn in cases where the Highway Code or other legal requirements have not been complied with.
- Pupils may never be passengers in cars driven by other Cliftonians unless written consent from all the parents concerned has been submitted in advance to the Housemaster/mistress; this applies to cars driven by OCs who have recently left.
- The School accepts no responsibility for damage to persons or property arising from pupils driving any vehicle.

24. **Bicycles:** Permission is required to bring a bicycle to School, a helmet must be worn. They must be roadworthy and conform with the law, and may not be ridden in the School precinct other than on public roads. Responsibility for the security of a bicycle lies with the owner.

25. **Strangers:** Approach any stranger looking lost and ask if you can help. But be cautious: not every stranger is legitimate so call an adult if you have any suspicions. Try to establish the identity and purpose of the visitor; all college employees and official visitors should carry individual identity cards.

26. **Electrical Items:** Personal electrical equipment must be PAT certified. Your HoM can arrange for your equipment to be tested.

### 27. ICT

- Pupils must not abuse or misuse of ICT facilities. The school ICT facilities are provided as an aid to academic work - in lessons, prep or private study and research, and a means of communication between staff, pupils and parents.
- All pupils should access their e-mails daily, as this is now a common method by which staff contact pupils or disseminate information.
- ICT equipment must be properly treated with due regard for its maintenance and security. Misuse of the facilities is strictly forbidden. This applies particularly to computer games and the inappropriate use of e-mail and Internet services. All pupils are required to read, sign and adhere to the School ICT contract, which states all regulations in detail.
- The School does not advise students to use social networking sites. Pupils should exercise extreme caution when using such sites and avoid posting personal data and photographs which could put that individual, or other members of the school community, at risk from members of the public.
- Pupils must not post inappropriate material about members of the school community on the internet.

### 28. Mobile telephones

Pupils with a mobile phone at school should give its number to their Housemaster/mistress. Mobile phones must be switched off during lesson times and should not be used while walking around the school campus. They are expressly forbidden in examination rooms.

Pupils are regularly reminded to be careful when carrying a mobile phone in public. The use of phones in public places can be a temptation to muggers and thieves.

## **BOUNDS, HOUSES & EXEATS**

Bounds regulations are necessary to ensure pupil safety and fulfil the School's legal requirements.

29. **Exeats:** Permission is required to take a weekday or weekend exeat (form from Housemaster/mistress, to be left with the Marshal), or to take an exam exeat (permission from Housemaster/mistress). Confirmation of the validity of an exeat from a responsible adult (usually a parent or guardian) will be required before the exeat can be granted.

### **30. Leaving the campus**

Permission is required to visit:

- cinemas, theatres, concert halls or other places of entertainment.
- private houses, including the homes of local pupils. This applies to boarders at all times and to day pupils during the school day.

Any pupil who wishes to leave the College campus must seek the permission from a member of House staff. He/she must sign out (with time and destination) and sign in upon return:

- The white area of the map, bounded by a black line, constitutes the College campus. The remaining white area may be visited with permission. The grey area is out of bounds - specific individual permission is required and pupils must be accompanied by an adult or by another pupil.
- The table below shows the times when pupils may leave the campus with permission; you are not normally expected to be away from the campus for more than two hours.

Mon	Tue	Wed	Thu	Fri	Sat
-	4 – 6pm	5.20 – 6pm	4 – 6pm	5 – 6pm	1 – 6pm

### **31. Out of Bounds**

- Betting shops and amusement arcades are always out of bounds.
- School Shop is out of bounds during lessons and between consecutive lessons.
- Specific areas around Houses, e.g. gardens and outbuildings.
- Public Houses and bars are out of bounds to all pupils (except to those over 18 with permission). Pupils found in public houses and bars may expect the punishments appropriate for the youngest pupil in the group to apply to all.
- Any private property not belonging to the College; the area behind the Theatre, Canynge Square, Victoria Square, Worcester Terrace and Garden, The Observatory, the Water Tower, the Students' Union.
- Other areas will be notified from time to time.

### **32. Registration**

All pupils must attend registration in House twice each day at 8.15am and 1.25pm.

### **33. Day pupils and day boarders**

Day pupils and day boarders must sign in to their Houses by 8.15am in the morning, and sign out again when they leave for home.

### **34. Lock-up**

Lock-up for boarders is at 7.20pm, when a callover is held in Houses. After this time, pupils may not leave their Houses without permission. Block I pupils only may ask for permission to attend the Library (during prep), or to the JCR (after prep). Pupils are not normally allowed to leave the campus after prep.

### **35. Saturday evening**

Normal bounds regulations apply on Saturday evenings. Third and Fourth Form boarders may not leave the campus after lock-up unless involved in activities supervised by adults.

Older pupils may ask to go out; they must be back in their Houses by the following times unless they have specific permission in advance to be late:

**Fifth Form: 9.30pm**

**Lower Sixth: 10.30pm**

**Upper Sixth: 11.00pm**

### 36. Visiting Houses

- Pupils may visit others pupils' Houses with permission until lock-up, and must always obey the regulations of the House being visited. After lock-up, pupils require the permission of both Housemasters/mistresses concerned and must sign in and out.
- Girls visiting boys' Houses and boys visiting girls' Houses must remain in public areas of the House. They may not visit studies, dormitories or study bedrooms, shower rooms etc.
- Friends of either sex who are not current members of the School may be invited into Houses only with permission from House staff. They may not visit studies, dormitories or study-bedrooms nor use the door codes.
- Visiting other Houses during lesson time is not allowed.

### 37. Parties

Pupils require permission to hold a party at any time during the term. Pupils may not normally organise or go to parties on weekdays. If they wish to organise a party or other social function, they must seek permission from the Deputy Head (Pastoral) at least one week in advance, and follow the rules and guidelines set out in the School's Parties Policy (available in the Parents' Handbook and upon request). If they are invited to a party on a Saturday, pupils must seek their Housemaster's/mistress's permission at least 48 hours in advance.

## **POSSESSIONS & LOST PROPERTY**

38. Your property remains your responsibility at all times and you should look after it carefully and responsibly. This includes not just your valuables (e.g. watches and calculators) but also books, files, bags, pencil cases, games kit and so on.
- All items must be marked clearly with your name and house.
  - Do not leave property in the central school precinct overnight. The pigeon holes in the Cloisters & Big School are for short-term storage only e.g. for Chapel or at meals.
  - To reclaim lost property you should go to the Porters' Lodge. Any unmarked valuables found on campus will be taken to the Marshal.
39. You must have the owner's express permission to borrow any property, and return it promptly.
40. You need permission from your Housemaster/mistress to buy, sell or exchange any items, or lend money.

## WHAT TO DO IF YOU ARE UNHAPPY

We believe that you will remember the School in the future as a place which was exciting, enjoyable and challenging, a place where you made friends and felt extremely happy and valued. We do our very best to make sure that you have the best possible time here.

Inevitably, there will be times when you experience difficulties or sadness. It is important that at such times, even if you think that others will find your problems trivial, you talk to somebody. Talking to a friend may not always be enough. There are plenty of other people who will always be extremely happy to listen and help. You will always be taken seriously. It is very important not to bottle things up but to talk to someone. Usually we can help and certainly you will feel better for having shared how you are feeling with someone else.

Reasons for anxiety or unhappiness at school vary greatly. Problems may be relatively straightforward - lost property, timetable difficulties etc., or more complex and perhaps more worrying - bullying, private or personal problems, concern for a friend who is in trouble.

There are a number of adults to whom you could turn to discuss any issues you might have:

- Your Housemaster/mistress
- Your Assistant Housemaster/mistress
- Your Tutor
- Your House Matron
- The Chaplain
- Mrs Alison Elgar – School Counsellor
- Mr David Barrett - Mentor & Counsellor
- Mr Stuart Taylor – Independent Listener
- The School Doctors, Senior Nurse Manager, or any of the Health Centre nurses
- The Head Master (see below)
- The Deputy Heads
- The Marshal
- Any member of staff whom you know and trust

You may prefer to talk to someone who is not connected with the College in any way. **Mrs Alison Elgar** is an independent professional counsellor who is available to all Clifton pupils for confidential consultation. She visits the College every Tuesday (1.00-4.00pm) and Thursday (1.30-6.00pm) during term time; her room is on the first floor in the Chateau. You can contact Mrs Elgar either by putting a note in her letterbox at the Health Centre (give your name and house), or by email on [counsellor@clifton-college.avon.sch.uk](mailto:counsellor@clifton-college.avon.sch.uk); you will then be given an appointment.

Alternatively, **Mr Barrett** is available to all pupils either in a counselling or a mentoring capacity. He can be contacted via e-mail [dbarrett@clifton-college.avon.sch.uk](mailto:dbarrett@clifton-college.avon.sch.uk) or in the Common Room.

If you do not feel able to seek help from any of the above then you can contact **Stuart Taylor**, the School's Independent Listener, who will listen to you and, if necessary, meet with you in confidence. He can be contacted on 0117 315 7289.

The following telephone and internet services are available

- Childline 0800 1111
- Local Social Services Department 0117 969 3929
- NSPCC Helpline 0800 800 5000 or 0117 966 4283
- [www.worriedneed2talk.org.uk](http://www.worriedneed2talk.org.uk)

You should feel free to contact the Head Master directly about anything that is troubling you. This may be done by writing a letter, in confidence, and giving it to the Head Master's PA in Room 14. You must sign any letter you write; the Head Master cannot respond to anonymous information.

## **WHAT TO DO IF YOU HAVE A COMPLAINT**

Complaints about any aspect of school life may be made at any time to any of the members of staff listed above. However, if you wish to make a formal complaint you should follow the procedure below.

### **Pupils' Complaints Procedure**

1. Any pupil may make a formal complaint by writing a letter to the Head Master (or, if the complaint concerns the Head Master himself, to the Chairman of Council).
2. The pupil will be spoken to confidentially within 48 hours. The situation will then be investigated.
3. The pupil will then be invited to discuss the matter and another pupil or member of staff may attend that meeting. This will happen within a week of the complaint being received.
4. If at the end of this meeting the pupil is still dissatisfied, a meeting with a member of Council can be arranged.

The procedure is intended to produce a resolution that everyone can accept.

If the complaint is of a boarding nature and has not been resolved by the procedure above, then pupils can contact Ofsted on 08456 014772.

## **EQUAL OPPORTUNITIES STATEMENT**

Clifton College maintains an equal opportunities policy in all areas of school life. The aim of this policy is to ensure that no pupil receives less favourable treatment than any other on grounds of sex, age, race, colour, nationality, ethnic origins, disability, political or religious belief. The College is committed to making this policy fully effective for all who study and work in the institution.

### **Routine times for pupils to see the Deputy Heads:**

DAILY AT BREAK OR BY APPOINTMENT

The **Head Master** will see pupils by appointment via his PA.

*In the event of an emergency, the Deputy Head (Pastoral) can be contacted on 0117 315 7180  
& the Marshal on 0117 315 7181*