



RGS SURREY HILLS

---

## School Rules

---

|                                           |                        |
|-------------------------------------------|------------------------|
| <b>Policy Author:</b>                     | Kate Cobb, Deputy Head |
| <b>Date Reviewed By Author:</b>           | August 2026            |
| <b>Next Review Due:</b>                   | September 2026         |
| <b>Date Approved By Governing Body:</b>   | Pending September 2026 |
| <b>Next Review by Governing Body Due:</b> | September 2028         |

---

## Introduction

These school rules are designed to encourage you to behave in a thoughtful and responsible way, to maintain the school's excellent reputation and to help us live together in an environment where what you do does not harm or upset other members of the school community.

Please remember that the school is judged by the appearance, good manners and general behaviour of its members. A high standard of behaviour is expected from you at all times and this is particularly important when you are travelling to school by bus or train or awaiting transport.

### I. General Behaviour

- a. All members of our school community are expected to treat all staff, other students and visitors to the school courteously and with respect.
- b. You are required to obey the instructions of teaching staff, support staff and student leaders at all times.
- c. All pupils should sign, and strictly observe, the Online Behaviours (Students) Policy.
- d. You are not allowed to smoke or vape on the school premises or at other times while wearing school uniform/kit or when representing the School in any way. You must not bring cigarettes, e cigarettes, tobacco, matches or lighters to school. All vaping devices and accessories are banned and will be treated as a prohibited item for which teachers are permitted to search under the School's Behaviour Policy.
- e. You must not be in possession of alcohol, or under the influence of alcohol, or visit licensed premises at any time during the school day or during school activities.
- f. You must not be in possession or under the influence of any illegal drugs.
- g. You must not have in your possession any weapons, chemicals or fireworks.

**In order to look after the health, safety and welfare of all pupils at RGSSH, parents will be contacted**

**if we have concerns that a pupil is involved in any of the above. In all cases of the above, teachers**

**are permitted to search under the School's Behaviour Policy if they suspect you may in possession**

**of any of these items.**

- h. You may not take photographs or make sound or video recordings of staff or pupils without staff knowledge and consent.
- i. You must not publish or post in any printed or electronic format (e.g. websites, social media or apps) any material which is unkind, offensive or derogatory about the school or individuals connected with it, which may bring you, the School or any member of the school community into disrepute.
- j. Every member of the Schools expected to help keep the School and grounds free from litter. Do not drop litter – place it into the bins provided.
- k. You must not bring chewing gum to school at any time and you must not use it.
- l. All lunches should be eaten in the designated eating areas. Eating and drinking are not allowed in form rooms, nor whilst moving between buildings.

m. Pupils must queue with courtesy and if they are not able to do so, may be asked to leave the queue and to return at a later time.

## 2. Bullying and child-on-child abuse

Bullying is a form of anti-social behaviour towards a person and has no place in this School. Bullying may include any sort of physical or mental intimidation of a person by another or a group, which can cause distress or anxiety to the victim. Such behaviour is unacceptable from any member of the school community, as no person has the right to intimidate another.

**Therefore:**

- **No-one should have to suffer name-calling.**
- **Banter is not an excuse for unpleasant or offensive jokes.**
- **No-one should have to suffer physical violence or unwanted physical contact.**
- **No-one should feel victimised in any way for example, for their appearance, their race, gender, religion, or other choices that they make;**
- **Sexual abuse and/or harassment will not be tolerated. For example, upskirting, taking, asking for, or sharing inappropriate images including nudes, rating students on attractiveness, wolf-whistling or making sexual comments.**
- **No-one should suffer abusive or unkind messages via social media and students must not make, show or share AI generated images (deep-fakes).**

**It is everyone's responsibility to ensure that bullying and child-on-child abuse is not tolerated.**

**If there is a problem, share it; tell a member of staff or a senior student such as a mentor or peer leader.**

**Finally: Everyone should act with courtesy and consideration at all times.**

Any cases of bullying should be reported to a member of staff. Any failure to do so supports the bully and does not help the victim. All cases will be treated seriously. We will normally:

- interview the victim;
- convene a meeting to include all those involved and bystanders;
- determine a plan of action to support the victim and stop the bullying – this will be monitored.

## 3. How can students help to develop a positive culture at RGSSH?

- Be kind and respectful in your interactions with other students and staff
- Understand your part in upholding the school's rules and culture
- Let a member of staff know if you feel you would benefit from support
- Treat the school buildings and property and those who maintain them with respect
- Follow the dress code to support our inclusive environment

In class, behave in a way that allows everyone to learn. These routines should be followed:

- Sit where your teacher has asked you to sit
- Remove outdoor clothes unless your teacher directs you otherwise
- Get your books/device/other equipment out and put your bag on the floor out of the way
- Check your uniform while you are waiting – skirt unrolled, shirt tucked in, blazer on
- Be ready to hand in homework/coursework on time and to make a note of any homework set
- Make sure that work is your own and not copied (plagiarised) from another person or source e.g. online
- If you are late, enter quietly and apologise to the teacher explaining why you are late
- Listen to instructions
- Take part in the lesson with a positive attitude
- Respect the views, contributions and efforts of your classmates
- Ask questions if you don't understand something or want to know more
- You may not eat or chew in classrooms – please do have plain water (but not in labs)
- Make sure you have been to the bathroom at break/lunch and avoid leaving the lesson if possible
- Wait to pack up until the teacher tells you and then clear up any rubbish and put your chair under the desk
- Please follow any additional rules/safety measures in areas such as science labs, DT workshop

Most importantly, any request from a teacher must be carried out at once and without argument. There is no excuse for rudeness, disrespect or insolence towards teachers or other pupils. **Such behaviour will be treated as a MOST serious matter.**

At RGS Surrey Hills, our expectations are simple. The 5 Ps describe how we expect every student to approach their learning, their relationships and their place within our community.

### **Prompt**

Be on time and ready.

Arrive where you should be, when you should be there, and follow instructions without delay.

### **Prepared**

Be ready to learn and participate.

Bring what you need, meet our expectations and make choices that keep yourself and others safe.

### **Productive**

Make the most of every opportunity.

Work hard, participate fully and use your time well, both in and beyond the classroom.

### **Polite**

Treat everyone with respect.

Be kind and courteous. Respect differences, personal boundaries, belongings and our shared environment.

### **Positive**

Make a positive contribution.

Take responsibility for your choices, act with integrity and contribute positively to the RGS Surrey Hills community.

#### 4. Appearance

You must wear full school uniform or games kit on days where you have enrichment, to and from school and your

full school uniform on formal school occasions, whether on or off the school premises. This includes games fixtures. A smart appearance is expected from you at all times.

#### 5. Attendance

a. You must register with your Form Tutor every school day at 8.30am. This includes all Sixth Formers. If you arrive late in the morning, you must sign in at reception. It is the school's legal obligation to record your attendance in this way. You will be registered again at the start of each lesson.

b. You are expected to attend all timetabled lessons, assemblies, Form periods and activities (including games) unless ill or injured or for reasons notified to and agreed by the appropriate member of staff in advance.

c. You may not leave the school site during the school day without permission (except for Sixth Formers – see below). If you do have permission, (an Absence Request Form must have been completed and submitted by your parents for consideration) you must sign out at reception when you leave and sign in again when you return so that we know who is on site at all times.

d. If you are ill during the school day, you must report to the medical centre. Under no circumstances may you leave the school, even with your parents, without signing out.

e. Sixth Formers may leave the premises to go to Café 51 once during the day, but must sign out and back in again. If you are ill and cannot come to school, your parents must email [absence@reigategrammar.org](mailto:absence@reigategrammar.org) and copy in your Form Tutor.

#### 6. Safety

You must ensure that your behaviour does nothing to harm or endanger yourself or other members of the School, staff or public, or do damage to property.

- b. You should not run in corridors or in between buildings as coaches and other vehicles frequently enter and leave the site.
- c. If the fire alarm sounds, remain silent and follow your teacher's instructions, walking quickly and silently to the assembly point.
- d. You may not carry with you any medicines, except prescribed insulin, epipens, asthma inhalers or similar emergency items. All other medicines must be handed at the Medical Centre for safe-keeping and administration. If, for example, you feel you need paracetamol during the school day, you must go to the Medical Centre

#### 7. Travel

- a. Members of the Sixth Form may not bring cars onto the school site. Parking in neighbouring roads should be lawful and must not inconvenience members of the public or local residents.
- b. No student may transport another student without the consent of both sets of parents.

## 8. Use of School Buses

Pupils using the school bus service are expected to be punctual for the arrival and departure of buses. In the afternoon, you must wait by the bus (unless instructed otherwise) and not move before being advised to do so by the staff on duty. It is therefore crucial that pupils follow the instructions of the drivers.

While travelling to and from school on buses, you are considered to be at school and representatives of the school. You are expected to meet the same standards of behaviour and adhere to the rules that apply at school. This is essential for the good order of the buses and to ensure the health and safety of all those who travel. In particular, you are reminded to:

- wear full school uniform;
- be polite and courteous to the drivers;
- show kindness and consideration to other students on the bus;
- obey the instructions of the driver;
- wear seat belts at all times;
- remain in your seat until told to move;
- avoid unreasonable levels of noise and distraction;
- not vape, smoke, consume alcohol or any prohibited substances;
- take any rubbish or food with you on departure.

Any behaviour which is designed to humiliate another pupil, or to make the journey uncomfortable for a pupil, will be treated very seriously. You should be aware that either a single serious offence on the bus, or repeated bad behaviour, is likely to incur a ban from the service, either permanently or for a specified period.

## 9. Responsibility for Property

a. Do not bring money and other valuables to school unless absolutely necessary. If so, you should keep them under close personal care or hand them to reception for safe keeping.

b. Students in years 7-11 must not use their phones at any point on the school site from arrival in the morning to the end of the school day. Phones must be handed into tutors during morning tutor time. Sixth Form may use them in the

Sixth Form Common Room. They must be turned off/on airplane mode during assemblies, form time, lessons and formal school activities. Misuse will result in confiscation. The School will not be responsible for mobile phones or other electronic equipment brought onto the premises. Pupils should not walk around the school with their earphones/earbuds/and in the interest of safety are discouraged from doing so to and from school.

c. You are responsible for school property such as books, equipment and team kit loaned to you. You will be charged if you lose or damage school property.

d. Report breakages immediately to a member of staff. Deliberate or careless damage to the premises, school equipment or the property of other members of the school will be paid for by the pupil concerned.

e. Bags should be left on the racks provided and not around school where they are likely to cause an obstacle or danger to other people or in vulnerable places near exits from the school. They should be taken home at the end of the school day.

f. Do not tamper with, handle or interfere in any way with other people's property, except under clear instructions from a member of staff. This includes computers and other school equipment.

## 10. Boarding

Students in our boarding community should uphold all of the same standards in the boarding community as they do in the day school. Further details on systems and expectations can be found in the student boarding handbook.

In the interpretation of all of the above rules, the Headteacher's decision is final. These rules may be amended from time to time.