The Perse School
Upper School Rules 2025 – 2026

1) **Scope**

The Head's authority is exercised by the application of the School's Rules to all pupils at the School and at all times when a pupil is:

- in or at School;
- representing the School or wearing School uniform;
- travelling to or from School;
- on School-organised trips;
- associated with the School at any time.

This policy shall also apply to pupils at all times and places in circumstances were failing to apply this policy may:

- affect the health, safety, or well-being of a member of the School community or a member of the public;
- have repercussions for the orderly running of the School; or
- bring the School into disrepute.

Staff and prefects exercise the Head's authority over pupils when carrying out their duties.

The Governors and the Head intend that the School Rules and the sanctions provided in them shall also, in appropriate circumstances, be capable of regulating the conduct of pupils when they are away from school premises, for example at weekends, half term and in the holidays, if in the opinion of the School the conduct concerned impacts or may impact upon the pupil's conduct at school, the reputation of the School or where the conduct in question affects or may affect the welfare of a member or members of the School community.

2) **Behaviour**

Members of the School are expected to be honest and to show good sense and good judgment at all times, by adhering to the School's values and following the **Code of Conduct** or any **Code of Conduct and Behaviour for an educational visit or trip** (if this applies), which set out the Fundamental Principles of the School's *policy on behaviour and discipline*. The Code of Conduct is found in all 7-11 form rooms. All should be aware of the School's *anti-drugs and substances policy*, *policy on alcohol*, *anti-bullying policy (pupils)* and *acceptable use of ICT policy for pupils*. Departmental rules and safety procedures must be observed.

3) **Obligations on Pupils**

There are various obligations that all members of the School are expected to fulfill.

Attendance

- All pupils are expected to attend all timetabled lessons and activities (including games) unless ill or injured and with a note from a parent/guardian or the School Nurse, or for reasons notified and agreed by the appropriate member of staff in advance.

- A pupil in a School sports squad is expected to be available to play for a School team when selected and to take reasonable steps to ensure that any problem is communicated directly (i.e. face-to-face) and well in advance to the teacher in charge of that team.
- Pupils involved in ensembles, plays and other similar groups are expected to attend notified rehearsals and meetings; they should take reasonable steps to ensure that any problem is communicated directly (i.e. face-to-face) and well in advance to the teacher in charge.
- Pupils may not leave the site during the school day unless they have permission from a member of staff. One exception exists: Sixth Form pupils must attend registration, assemblies, tutorials and all timetabled lessons including games and enrichment. They are free to leave school during private study (free) periods and break times.
- Any pupil leaving the school site during the school day must register, using the biometric registration box on the side of the Medical Centre (or alternative method of registration if appropriate) both on departure and on their return (see below).
- The School cannot be held responsible for any pupil who has left the site for private rather than School purposes. In these circumstances pupils leave the site at their own risk. This is made clear to pupils and parents on an annual basis.

Registration

- Compulsory registration takes place:

		Morning Registration	Afternoon Registration
Sixth Form	Monday, Wednesday, and Thursday	On arrival at school using a biometric registration box (or an alternative method if appropriate)	N/A
	Tuesday and Friday	Morning Tutor Period	N/A
Year 7 - 11	All days	Morning Tutor Period (8.35-9.05am)	During lessons at 2-2.30 pm

- Pupils should be in their Form Room for morning registration by 8.35 a.m. at the latest.
- If a pupil misses Form Registration for any reason, it is their responsibility to use a biometric registration box (or alternative method if appropriate) as soon as they arrive at School.
- Pupils in music activities during morning registration time must use the biometric registration box before the activity.
- Pupils leaving or re-entering the site after morning registration and before the beginning of last lesson must register using a biometric registration box (or alternative method if appropriate) on departure or arrival.

Assemblies and form times

- All members of the School are expected to attend assemblies and form time activities unless required for an approved supervised school activity or to meet with their tutor.

- Parents who wish their child to be excused assemblies that mark Christian festivals (usually Christmas and Easter) must write to the Deputy Head (pupil development and welfare).

Sanctions

- Pupils given sanctions by members of staff for breaches of the Code of Conduct are expected to complete or serve that sanction at or by the time notified unless permission for a deferral has been obtained in advance from the Deputy Head (pupil development and welfare).

Alcohol & Smoking

The School has a separate *policy on alcohol*.

Pupils are forbidden, regardless of age, from:

- Bringing alcohol or smoking/tobacco/nicotine materials (including e-cigarettes/ vapers, snus, herbal cigarettes, or other items used in a similar manner) onto School premises[1] or being in unsupervised possession of alcohol or smoking/tobacco/nicotine materials while on School premises or in the care of the School.
- Consuming alcohol[2] , smoking or vaping during the School day or when in the care of the School, whether on or off School premises.
- Obtaining or supplying (to another pupil during the School day or when in the care of the School) alcohol or smoking/tobacco/nicotine materials (including e-cigarettes/ vapers, snus, herbal cigarettes, or other items used in a similar manner).
- Being impaired by alcohol while on School premises or in the care of the School.
- Bringing the School into disrepute for any reason associated with alcohol, whether or not they are in the care of the School at the time. Action may be taken when the welfare of any member of the school community or the reputation of the School may be affected.

Property

- Pupils are forbidden to buy and sell items amongst themselves.
- All garments and articles of personal property must be clearly named in regulation fashion.
- Valuable items and large sums of money should not normally be brought to School. If it is essential that such items are brought, they should be handed to Reception for safe keeping. Lockers must be used for belongings when not in use.

[1] There is an exception to this rule when alcohol is being brought into School as a gift for a member of staff, or as a contribution to a Parents' Association Event.

[2] There is an exception to this rule for members of the Sixth Form (who are over 18) are permitted to consume alcohol in moderation at the leavers' event or other events where permission has been specifically granted.

- Mobile phones and similar devices must not be seen or used during the school day (arrival on site – 4pm). The only exception to this for Years 7-11 is for emergency reasons they may only be used supervised in the School Office. Mobile phones must not be used to photograph or video other students. See the School's a*cceptable use of ICT policy for pupils* for full details. Sixth Form may use mobile phones in the Sixth Form areas only.

Prohibited and Banned Items

- Pupils may not bring to school or possess whilst in the care of the School the following Prohibited Items (as specified in Annex 5 of the Behaviour and Discipline Policy):
    - Knives or weapons
    - Alcohol
    - Illegal drugs
    - Stolen items
    - Tobacco and cigarette papers
    - Fireworks
    - Pornographic images
    - Any article that a member of staff reasonably suspects has been, or is likely to be, used to commit an offence or cause personal injury to, or damage to the property of, any person (including the pupil).
- In addition to the above Prohibited Items, pupils may not bring to school or possess whilst in the care of the School the following items:
    - chemicals;
    - aerosol sprays (excluding deodorant);
    - bottles of correcting fluid;
    - laser pens;
    - matches or lighters;
    - toy/replica weapons;
    - e-cigarettes, vapes, snus or nicotine containing products;
    - extra hot chillies; or
    - any other item the possession or use of which is forbidden by law or any other item notified to pupils by The School.
- Pupils may not bring to School or use in School training supplements (e.g. creatine, protein powder) or high energy drinks.
- Pupils must not possess or use any controlled drug/medicine without authorisation from the School nurse.
- Pupils may not bring to School or be under the influence at School of any substance intended to alter their mental state or performance, including chemical substances of any kind, laughing gas, caffeine tablets / drinks.
- Prohibited and Banned items may be searched for without pupil consent in accordance with the School's *policy on searching and the retention and disposal of confiscated items*.

Uniform and Appearance

- Pupils must conform to the Uniform Regulations/Dress Code currently in force and should be smartly dressed.

- The decision of the Head, Deputy Head(s), or Heads of Section in matters of dress and appearance is final.

Safety

- Pupils must not let any visitors on to the school site and must report any adult on site without a school lanyard. All visitors must report to reception on arrival.
- Pupils should ensure that their behaviour does nothing to harm or endanger themselves or other members of the School, staff or public, or do damage to property.
- Pupils must acquaint themselves with the Fire Drill and Lockdown regulations from information shared at the start of the academic year.
- Pupils are not allowed to throw snowballs or water balloons on the school site as these can cause eye injuries.
- Pupils must not be on site before 7.30am or after 5:45pm on weekdays, or at weekends unless involved in a supervised school activity.
- Pupils are expected to behave in an open and transparent manner and remain in supervised areas. They must not avoid supervision or enter areas which are out of bounds.

Transport

- Pupils cycling to or from School must ensure that their bicycles are roadworthy, wear a cycle helmet and must not use earphones of any description whilst cycling. High visibility clothing must be worn at all times, and cycles must have working front and rear lights.
- The same safety equipment is required for use of scooters, power skateboards or other methods of wheeled transport. Pupils must ensure they use these safely and in accordance with the law.
- Bicycles must be locked and should only be left in racks or bike sheds provided and not overnight, at weekends or during the holidays.
- Hire bikes or scooters (or items from similar schemes) should not be brought onto the school site.
- Sixth Formers may use their own motor transport for journeys to and from school activities only with permission of the Head of Sixth Form. Lifts may not be given to any pupil under 18. For pupils over 18, lifts may be given only with written permission from both the driver's and the passenger's parent/guardian/carer. The School's Driving Regulations should be obeyed at all times, and Sixth Formers must not bring cars onto the School site for any reason without the permission of the Head of Sixth Form.
- Pupils are expected to cycle / drive in a safe and considerate manner and adhere to the Highway Code, Road Traffic Regulations, city, and other local rules.
- Pupils must not be dropped off on Hills Road or Long Road.
- Pupils must wear seat belts on minibus and coach journeys.

4) **Absence from School**

- Requests for permission to miss school or school events should be addressed in writing to the Deputy Head (pupil development and welfare) and should be sent well in advance where possible.
- In cases of illness the School should be informed on each morning of absence by means of telephone call to the attendance officer (via 01223 403800), or by an email sent to attendance@perse.co.uk.

5) **Unacceptable Behaviour**

Pupils are required to follow staff instructions and to accept the authority of the school.

These requirements are essential so as to permit the School to perform its duty of care.

Detail of serious breaches of school disciplines can be found in the Behaviour and Discipline Policy and ***may*** lead to exclusion, removal, or permanent exclusion. These rules will be reviewed annually. Continual and deliberate breaking of these rules or unwillingness to abide by the Code of Conduct is not consistent with membership of the School.

Authorised by	Jonathan Scott On behalf of the Board of Governors
Effective Date	3 September 2025
Review Date	June 2025
Date of next review	June 2026