



The London Oratory School

1863

Rules & Regulations

In these rules and regulations, a junior pupil is a pupil in the Junior House, forms J1, J2, J3 or J4; a senior pupil is a pupil in the first, second, third, fourth, fifth or sixth form.

I. Preface

The purpose of the following Rules and Regulations is to specify a set of concrete practices to guide all pupils into personal growth in virtue whilst in the School context. This particular set of practices is straightforward and can be easily and demonstrably acquired and strengthened through repetition and reinforcement, such that they become constant and stable characteristics. They set out the minimum requirements of life in this School community and are within the compass of all, with practice and emergent maturity. They are intended to enable pupils to become prudent practitioners of virtue, rather than merely externally obedient observers of rules, and are for the mutual up-building of the School community and its culture. Amongst the virtues that we seek to promote at the School are included: civility and courtesy, kindness and fairness, truthfulness and patience, faithfulness, humility and good humour, and, self-command, constancy and simplicity. Following these rules as reasonable guidelines is an important step along the way to ensuring that a family's engagement with the School is a mutually joyful and constructive one.

Suffice it to say that, regardless of specific 'rules', pupils are to conduct themselves at all times within not just the letter, but also the spirit of, both this document and this Catholic institution, by showing proper courtesy and respect for the rights, property, exceptional reputation, health and safety of the School, its staff, its pupils and the wider public at all times, and to carry out their responsibilities fully in relation to each of them.

We look to parents to support the School in upholding and reinforcing these Rules and Regulations and view the Rules as a mere extension of the formative work done by parents in the domestic sphere. Taken together, they form one small step along the 'Oratory way' to rising daily to the challenge of Our Lord's injunction 'to love the Lord your God with all your heart, all your soul, and all your mind, and your neighbour as yourself'.

Along with the Pupil Diary, this Calendar, Rules and Regulations booklet must be carried with pupils at all times throughout the school day, except during Games.

II. Jurisdiction

Unless otherwise stated, the Rules and Regulations apply to pupils at any time they are on the school premises, under the jurisdiction of the School, wearing uniform, whether in School or outside, while taking part in any activity organised or under the auspices of the School, or a member of staff, whether during or outside School terms and times, and representing the School. This includes school journeys and visits.

Behaviour by a pupil which brings the good name and reputation of the School into disrepute, prejudices the efficient education or flourishing of other pupils, or the good order and discipline of the School, will be regarded as a serious matter, which may lead to disciplinary action being taken against the pupil concerned, regardless of where the behaviour takes place.

III. Breaches

The execution of the practices here set out is straightforward and within the compass of all pupils. As such, we expect the highest standards of behaviour from our pupils in relation to them. Those who culpably fall short of delivering on these angles mark themselves out as in need of more focused interventions to ensure that they flourish here as pupils. These more focused disciplinary interventions include: the setting of additional written sanctions, such as exercises or tasks; early morning reporting; detention after school, on Saturday mornings or outside term time; the withdrawal of privileges; other sanctions deemed by staff to be appropriate and suitably educative; or, for persistent and/or serious failures, by fixed term exclusions. If it is clear that such interventions are failing to prevent pupils from impeding the flourishing of themselves or others, then permanent exclusion from the School becomes a distinct possibility.

In these Rules and Regulations, an 'extreme breach of regulations' is misconduct for which the maximum penalty could be a fixed term or permanent exclusion. At all times the discretion of the Headmaster, suitably informed and advised by Senior Staff, Housemasters, Heads of Department, other staff, parents and any appropriate bodies, and of course, precedent and individual circumstances, will be paramount in the meting out of major disciplinary sanctions.

III. Building the virtues of character

The following Rules and Regulations help pupils to internalise the habits that make for good living. They aim to build pupils in:

1. Practising respect for self and the good name of the School
2. Practising civility, fairness and kindness towards God and neighbour
3. Practising studiousness and intellectual seriousness
4. Practising self-command and personal orderliness

1. Practising respect for self and the good name of the School

The highest standards of turnout in School uniform are expected. It is important that pupils take pride in their uniform. The reason for this is to show both respect and sensitivity to the formal School setting and to others in it. It also communicates degrees of self-respect and respect for the good name of the School. The uniform also exists to provide a welcome liberation for pupils – and parents – from the insidious and distracting pressures of body image, peers, advertising and consumerism, in addition to offering options that enable good value for money in purchase choices. More broadly, sharp turnout and sartorial elegance prepare pupils for life beyond the School, where compliance with the norms of the workplace and wider cultural sensitivity will need to be in evidence, on pain of negative repercussion in those contexts. Inferences are inevitably made about personal organisation and seriousness from the way individuals dress and so it is important that the School supports pupils in preparing for, and meeting this reality.

a. Uniform

Pupils must wear uniform and sports kit of the official school pattern and material. Pupils who are not properly dressed may not be admitted. All boys must have the uniform raincoat or uniform overjacket which must be worn in bad weather. Shoes must be plain black, polished, without any fancy decoration (including buckles and manufacturer tags) or stitching. Suede, patent leather and matt finish leathers are unacceptable. Other shoes which are unacceptable for school include those that are sometimes called boat shoes, shoes with thick rubber or crepe soles and boots.

On very hot days arrangements will be made for pupils to remove their blazers and ties (shirt sleeve order). As a rule of thumb, ‘very hot days’ are those days when the temperature reaches 25 degrees Celsius and above for sustained periods. At such times, shirt sleeves must receive three turns of the cuff, ties be removed and top buttons undone. At all other times pupils must wear their blazers and ties (with the top shirt button fastened) down to their waists unless they have permission to remove them. Shirts must be tucked into trousers at all times.

Whenever school uniform is worn, it must be complete and not mixed with non-uniform clothes.

b. Sixth Form Uniform

Pupils must wear the uniform of the official pattern and material. Pupils arriving incorrectly dressed will not be admitted. All sixth form pupils must have a smart, plain black, dark grey, or Oxford blue woollen overcoat which must be worn in bad weather; they may also elect to wear the uniform overjacket supplied by the Shop. So-called 'puffer' jackets, or parker coats are considered off-limits. Sixth form pupils must carry books in a well-made bag of dark material. Hair must be short and tidy, clear of the face and shirt collar and in a straightforward style.

Girls must wear the full uniform of a white blouse, regulation school skirt and blazer and plain black or flesh coloured tights and plain black polished shoes without any fancy decoration or stitching. The skirt hem must come to the knee; if it does not, arrangements must be made such that it does. Makeup and nail varnish must not be worn. Girls may wear one stud earring per ear and are permitted to wear one plain ring, one plain bracelet and one plain necklace. Hair must be of a straightforward style and must retain its natural colour. As a guideline in evaluating this, modesty is the spirit of the rule.

c. Non-uniform dress for School visits, functions and field trips

Because of the nature of some visits, functions and field trips which are organised by the School or under its auspices, school uniform might not always be appropriate dress. In such circumstances the teacher-in-charge will inform the pupils concerned.

The following guidelines as to what is generally regarded as sensible and appropriate dress on such occasions should be followed, unless alternative arrangements are made for a particular occasion.

Semi-formal: a blazer, sports jacket or similar jacket; a straightforward shirt and tie; plain trousers, similar in pattern to the school uniform trousers; plain black or brown shoes.

Informal: open neck (tie optional), long or short sleeve unostentatious shirt, tucked into trousers; casual but smart trousers or jeans; shoes (not trainers); pullover or jacket, depending on the weather.

Casual: smart casual clothes which do not look as though they have been designed to be worn on the beach.

Field Trips:

shirt:	open neck, long or short sleeves, tucked into trousers.
trousers:	straightforward jeans or other appropriate trousers but not tracksuit bottoms etc.
pullover:	plain, long-sleeve, V-neck or crew-neck.
anorak:	school uniform waterproof jacket or a plain anorak.
shoes:	plain, strong waterproof shoes. Sports shoes and trainers must not be worn unless permission is given by the teacher-in-charge for a particular visit.

Pupils may not wear baseball caps.

d. Hair

Hair must be of a straightforward style, tidy and clear of the face and shirt collar, and must retain its natural colour. The face must be clean-shaven and sideboards must not extend below the middle of the ear. Peculiar, ostentatious or bizarre styles are unacceptable. Examples of unacceptable styles are: bleached, dyed, tinted or highlighted hair; closely cropped hair (including cuts described as 'numbers 1, 2 or 3'); and lines or patterns cut into the hair. Gel and similar substances are not allowed. Pupils whose hair styles are unacceptable will not be allowed to remain in School and risk disciplinary action, including exclusion.

e. Jewellery

Body adornments are not permitted. Pupils are generally discouraged from wearing jewellery in School. Where jewellery is worn, the only items permitted are:

- a plain wrist watch;
- no more than one finger ring (in which case it may only be a plain band, without a stone, or a small signet ring, or a claddagh ring);
- a plain bracelet;
- a plain necklace (for example a chain with a cross or medal).

In the case of sixth form girls, no more than one plain stud or sleeper may be worn in each ear. Jewellery must not be ostentatious or valuable. The School accepts no responsibility for lost or stolen jewellery.

Rings and, where appropriate, other items of jewellery must be removed for Art, Technology, and Sports lessons, and at any other time determined by a teacher.

f. School bags

Books and equipment must be carried in a School Bag. Housemasters will write the pupils' initials and House on the bag with a marker pen. There must be no other writing, designs, marks or stickers on bags. Pupils must normally keep their school bags with them throughout the day. Where, in special circumstances, it is necessary for a pupil to bring a second bag into School, be it a regulation or non-regulation bag, they must leave it with their Housemaster during the day. Sports kit should be brought in the School Bag. Sixth form pupils must carry books in a well-made bag of dark material, which is without prominent logos or distinguishing marks.

2. Practising civility, fairness and kindness towards God and neighbour

PRACTISING CIVILITY, FAIRNESS AND KINDNESS TOWARDS GOD AND NEIGHBOUR

The highest standards of conduct are expected of all pupils at all times throughout the School and they are to behave in a way that respects the dignity of themselves, each other, and the wider School community and general public. Pupils must behave with the greatest of respect and integrity towards teachers, all members of the wider School community, including Senior Prefects, visiting staff, guests, and the general public. This must find expression in courtesy at all times, the correct forms of address, the holding open of doors for each other and for staff and visitors. Punctuality is taken very seriously, including being punctual to lessons. Failure to report when requested to do so by a member of staff is a serious offence; it is an impertinent act that communicates to the member of staff that pupil time is more important than staff time. Foul language will be dealt with as a serious breach of the disciplinary code.

In general, civility and courtesy is to be communicated at all times. The School is a compressed space in inner London, so from a practical point of view, movement in and through the buildings and grounds needs to be mindful of this, and of each other within it. Boisterous, obstreperous or slouching and slothful carriage and deportment is to be avoided at all times and expect it to be tackled by vigilant senior prefects and staff.

1. CIVILITY IN RELATION TO TIME:

2. Activities before School and at lunchtime

Pupils taking part in organised activities before school or at lunchtime must join their classes by 8.35am or 1.45pm respectively, those in first to fourth form joining their forms on the playground.

3. Lunch Break

At the end of period 5, third, fourth and sixth-formers and pupils with *First Lunch* passes should go directly from lessons to their huserooms; all other pupils should go to the playground.

Pupils who have lunch in Howard and Owen Huserooms must go by the Red (Reception) Staircase. Pupils who have lunch in More or Southwell Huserooms must go by the Blue (swimming pool) Staircase. After lunch, all pupils must leave the Houseblock by the staircase in the centre of the Houseblock. Pupils who are going to the playground must use the north path (the path which runs from the Seagrave Road gate to the Farm Lane gate).

4. Latecomers

Pupils who arrive between 8.40am and 9.00am must report to the prefect on duty; those who arrive after 9.00am must report to the Receptionist immediately on arrival at School. Failure for a pupil to report their lateness is a serious breach of school regulations.

All latecomers must report to their Housemaster/ADS following afternoon form period on the day of their lateness. The latecomer may be detained or told to report to their Housemaster/ADS by 8.20am the following day. If a pupil thinks that they have a reasonable excuse for their lateness they should explain it to their Housemaster/ADS. An accumulation of five lates in a term will result in the pupil having to report to School at 8.10am for a week.

5. Exeats

Pupils leaving the School during the day must have signed permission from their Housemaster and must report to the Receptionist before leaving and, if they return on the same day, on their return to the School. No pupils, other than sixth-formers, may leave the school site during the lunch break without an Exeat. Unauthorised absence from School is regarded as a serious breach of regulations.

6. Medical and dental treatment

Appointments for medical or dental treatment should normally be made for times outside school hours. Where this is not possible, a letter from parents requesting leave of absence should be brought in at least 24 hours beforehand. Pupils should not normally bring medicines to school. If, however, they do have to take regular medication, parents must send a note of explanation. Pupils must only bring the dosage for one day at a time and this must be left with the Receptionist

7. CIVILITY IN RELATION TO PLACE:

a. Corridors, staircases and pathways

In corridors, on staircases and pathways and when moving about the School generally, pupils must:

- Arrive promptly and punctually to scheduled registration periods, lessons and activities and other such arrangements and appointments as are made by staff;
- Walk - not run;
- Walk on the left-hand-side, in single file;
- Take care when going through doors, using reasonable judgement to hold doors open for others;
- If in the atrium area, queue up for lessons by standing by the wall, on the 'aubergine strip';
- Not slouch or lean against walls, with hands in pockets, communicating a casual manner;
- Behave in an orderly manner that promotes the convenience of others, and does not put at risk the health and safety of others, or cause damage to property;
- Not drop litter, or engage in acts of graffiti, or other acts of vandalism, however minor. These will be interpreted as deeply disrespectful acts against the School community and subject to severe sanctions;
- Not run about, make unnecessary or excessive noise (including shouting or whistling), or play boisterous or rough games; any other game or activity which involves the throwing or kicking of any objects is strictly forbidden, except when taking part in games or training sessions supervised by a teacher;
- Line up quickly and in silence when the playground bell is rung;
- Not remain on the playground to play after school, except when taking part in organised games or training sessions supervised by a teacher;
- Respect the Chapel Courtyard as a quiet area.

b. Boundaries

In terms of boundaries, pupils must:

- Not lean over the glass panels in the atrium above the Library, or slouch on the railings that hold them;
- Remain in the areas designated on the playground for their own year group;
- Not walk on grassed areas, flower beds or in the paved area to the side of the Arts Centre.
- At times of snow and ice, pupils are strictly forbidden to slide on or throw snow or ice. In addition to the basic ground rules set out above, pupils are to conduct themselves in the following manner in the appropriate places:

c. In Chapel

The Chapel is at the spiritual heart of the School, not least in terms of significance. Pupils are very much encouraged to use it for private prayer and meditation throughout the school day. Conduct in and around it is to observe the utmost respect, reverence and propriety at all times. Pupils are to line up outside the Chapel on time and in silence. They are to enter the Chapel in a manner that is both respectful and reverential, respecting place and person. Having blessed themselves at the stoup, pupils are to genuflect before taking their pew. Pupils are to behave as befits a sacred place, singing heartily and joyfully when called upon to do so, listening attentively and behaving with focus and reverence. At the conclusion of the service, pupils are to exit appropriately. At Benediction, the clattering or exaggerated use of the kneeler is disrespectful and must be avoided. An attitude of attentive reverence must mark conduct in the Chapel. On exit, pupils are invited to bless themselves from the stoup, treating holy things with the reverence that is their due.

d. In the Library and Study Hall

If the Chapel is at the spiritual heart of the School, then the Library and Study Hall are, along with classrooms, at the intellectual heart of it. As a guide, pupils are to behave in a way that enables the studiousness and intellectual seriousness of all users. Strict silence must be observed at all times – they are not social spaces for gossip and conversation, but areas of concentrated focus for the patient pursuit of studies. The use of headphones for devices that host music is strictly forbidden, as it is a distraction to the focused concentration required. The instructions and entreaties of the Librarians and Study Hall supervisors must be acted upon promptly at all times, on pain of exclusion from those facilities, should a pupil disrupt the studies of others.

e. In classrooms

Pupils are to line up outside classrooms promptly and in good time for their lessons. They are to line up in an orderly fashion, not leaning or slouching against the walls. If lining up in the atrium area, pupils must remain within the 'aubergine strip'. Pupils are to enter at the invitation of teachers and to remain standing behind their desks until instructed to be seated. On being seated pupils are to place their Pupil Diary on the desk in front of them. It is to be available for staff to view and to record any issues. Pupil conduct in lessons is to be impeccable, such that the learning of all can be promoted. The teacher is the authority in the classroom, and at all times must be respected, and their instructions acted upon. Conduct that defies or distracts the teacher, or leads to a monopolisation of the teacher's attention will be dealt with firmly through the disciplinary framework. It is essential that the rights of all to learn are unimpeded and able to be actively promoted. If other staff or visitors enter during the course of a lesson, then all pupils are to communicate respect for that member of staff by standing on their entrance, and being seated at the request of the visitor. At the conclusion of the lesson, all pupils are to stand in silence behind their desks, until dismissed by the teacher. Discipline in the classroom is absolutely essential to the efficient running of the School, and so will be supported firmly.

f. Use of School buildings and facilities

Pupils are not expected to use the lavatories or drinking fountains between classes (except at break-times) or after the bell has been rung in the playground or during classes without the permission of a teacher.

All areas of the School, rooms and other parts of the School buildings, are out-of-bounds to all pupils at all times unless they have a legitimate reason for being in them or using them. During the school day, the central staircase is for sixth form and staff use only, the exception being gaining access to permitted science rooms from the second floor.

The music practice rooms and other rooms and areas in the Arts Centre and Junior House which are used for practising musical instruments and rehearsals may only be used with the authority of the Director of Music.

The Theatre is strictly out-of-bounds to pupils except when they are accompanied by a teacher or have the permission of the Director of the Arts Centre.

Pupils may only go to the Cadet Lodge during the School day if they have the permission of their Housemasters or, in the case of sixth-formers, the Assistant Head for Sixth Form.

These areas are out-of-bounds to all pupils:

- behind the Houseblock and the Chapel;
- behind the technology rooms; and
- behind the Arts Centre.

i. Senior Pupils

Senior pupils, other than sixth-formers, may not be in the school buildings at any time outside normal lessons unless accompanied by, or in the charge of, a member of staff.

The main building may not be used as a thoroughfare before school, during morning break or at lunchtime.

The Sixth Form Lobby and the link-way to the Arts Centre may not be used as a thoroughfare to or from the playground.

The Sixth Form Lobby, the Arts Centre and the Junior House may not be used as a thoroughfare to or from the Broadway Gate.

When pupils have to hand in homework outside lesson times, the homework should be placed on the shelves outside the Staff Common Room, by the north-west door.

The Junior House is out-of-bounds to senior pupils unless they have permission to be in the building or have a legitimate reason for being in the building.

ii. Junior Pupils

Junior pupils may at all times use the Sixth Form Lobby and the Arts Centre as a thoroughfare to and from the Junior House.

Junior pupils must normally remain in the Junior House unless they are being supervised by, or accompanied by, a member of staff or a senior pupil who has been authorised to accompany them.

Junior pupils must observe any regulations made separately for them concerning the use of the Junior House and other areas of the School which they may use.

In the mornings, pupils who have Chapel must make their way to the Chapel at 8.30am. In the afternoons, pupils who have Chapel must make their way to the Chapel immediately after period 8.

g. Wet weather procedure

Before School

All first to fifth-formers should report directly to their Houserooms. Junior pupils must report to the Junior House. When breakfast is being served in Fisher Houseroom, pupils in Fisher House must report to Campion Houseroom.

During School time

	MORNING BREAK	AT LUNCHTIME	
		Before Lunch	After pupils have had lunch
First & Second Forms	Form Rooms	Form Rooms	Form Rooms
Third Form	Houserooms	All pupils to go directly to lunch	Arts Centre
Fourth Form	Houserooms	All pupils to go directly to lunch	4C to 4M to Study Hall, 4F to 111, 4H to 114, 4O to 11 & 4S to 212
Fifth Form	Houserooms	Arts Centre	Houserooms
Junior Pupils	Form Rooms	All pupils to go directly to lunch	Form Rooms or Choir Room

When bad weather arrangements apply at lunchtime *First Lunch* passes are cancelled.

These arrangements may be changed when examinations are being held.

h. Broadway Gate

During term time, the Broadway Gate will be open between 7.15am and 8.35am, and between 3.30pm and 6.00pm each day.

When leaving the School by the Broadway Gate, pupils must use the pavement on the left-hand side and stay on the path until they reach Fulham Road. They must not walk on or cut across the service road that leads to loading bays and the underground car park, which will be in constant use by cars and large delivery trucks. Similarly, when coming into the School, pupils must use the pavement from Fulham Road and may not use the service road.\

Pupils must walk and not run along the pavement or, indeed, in the shopping centre or the underground station. All areas of the development are out-of-bounds to pupils unless they have a legitimate reason for being in them or using them.

i. Railway stations

At the railway stations pupils:

- must not run at all, even if it means missing a train;
- must pass through the entry/exit gates one at a time and in an orderly way, ensuring that they have the correct fare for travel;
- go immediately to the platform from which their train leaves after they have passed through the gates;
- must not congregate inside the gates or wait on the staircases or on the bridges, whether waiting for friends or for any other reason;
- must stand well clear of the edge of the platform and must not lean out over the track;
- must not hold open train doors, run about or shout while they are waiting for or when they are on the train;
- must keep their bags with them at all times; and
- must give their names to any member of the station staff on request, if necessary showing them their Oyster card or a school book with a name on it to prove their identity

j. Card Phone

The card phone made available for pupils may normally be used only during the breaks and before and after school. At all other times pupils may only use the telephone with permission of a member of staff. Improper use of the telephone system, including making mischievous or malicious calls, will be regarded as a serious breach of discipline and will be punished accordingly.

k. Local shops

Pupils in uniform may not use shops within the area bounded by the railway line between Fulham Broadway Station and West Brompton Station, Lillie Road, North End Road and Fulham Road without special permission. This includes Sainsbury's supermarket in the Fulham Broadway Shopping Centre.

Pupils in uniform are forbidden to go into any amusement centre or arcade, or such establishment masquerading under any other guise, and may not play electronic games which may be available in other shops or areas.

Sainsbury's supermarket in the Fulham Broadway Shopping Centre is strictly out-of-bounds to pupils in school uniform, unless they have permission from a member of staff.

Pupils using shops on their way to and from school must, at all times, show proper courtesy to shop assistants and other customers.

l. Licensed premises

Pupils are reminded that they are expected to obey any laws relating to the sale or consumption of alcohol. Pupils in uniform are forbidden to go into any public house.

Any public house or wine bar or premises where alcoholic drink is served (other than with a proper meal) within the area bounded by the railway line between Fulham Broadway Station and West Brompton Station, Lillie Road, North End Road and Fulham Road (including premises on either side of the roads concerned) is out-of-bounds to all pupils, regardless of whether they are wearing uniform, unless accompanied by a parent or with the permission of the Headmaster.

m. Vehicles

Pupils may not use bicycles to travel to and from School. Permission will not be given for pupils to ride motor cycles, or to drive motor cars, to or from School. Pupils may not bring vehicles on to the School site.

n. School journeys and visits

Pupils are expected to show a proper regard at all times for the high standards and reputation of the School, to maintain a smart appearance and in general to behave decently and with good sense. They are expected to behave in an orderly, civilised and well-mannered way at all times, showing proper courtesy and respect for others, and have proper regard for those in authority.

Any pupil who breaks the rules or regulations of the School, behaves badly, prejudices the good of others or is disobedient, may be sent home.

Where it is necessary for a pupil to be sent home for disciplinary reasons, his or her parents will be expected to meet the full cost and to co-operate with the School in making whatever arrangements may be necessary for the safe conduct of the pupil. Pupils will be sent home immediately for serious or gross misconduct, which includes persistent disobedience and misconduct following a final warning.

Smoking and drinking on school journeys and visits are strictly forbidden. Pupils may not bring tobacco or alcohol with them, or purchase tobacco or alcohol, while taking part in a school journey. Any pupil found with tobacco or alcohol, or any substance or item which is illegal under English law or the law of the host country, will be sent home. Likewise, any pupil knowingly associated with the purchase, carrying or consumption of tobacco or alcohol, or any substance which is illegal under English law or the law of the host country, **will be sent home immediately**. Pupils may not purchase tobacco or alcohol from the duty free shops, even as gifts.

III. CIVILITY AND DIGNITY IN RELATION TO PERSON:

The School is committed to treating everyone with equality of esteem, respect and dignity, and aims to prepare pupils to serve as witnesses to the moral and spiritual virtues of the Gospel. The deepest identity the School explores, promotes and encourages amongst its pupils is as sons and daughters of the Living God, called into a life of fellowship with the Father and the Son, through the Spirit. It is the task of the School to do its part in bringing out the imago Dei that is imprinted on the identity of each person. As such, we recognise and value the enrichment which flows from the diversity of age, gender, racial, national and social origins, abilities, culture and religion.

The School is committed to discouraging and challenging all forms of unlawful discrimination, both direct and indirect, on the grounds of age, race, colour, nationality, ethnic origin, gender, marital status, sexual orientation, disability, political views and religious or similar metaphysical and philosophical beliefs.

Unlawful discrimination and bullying, physical, cyber, or otherwise, or the incitement, encouraging or supporting of bullying, will most certainly not be tolerated and will be regarded as serious infractions of the regulations. Bullying includes: making fun of others, or seeking to humiliate and expose individuals in situations that may cause acute personal discomfort; harassing or hectoring others; calling others or members of their families names; other forms of abusive or silly behaviour towards or about others; isolating others; and behaviour which generally makes life unpleasant for others.

Any pupil, who believes that he or she is being bullied (which includes being excluded or isolated), threatened or intimidated, should report the matter immediately, either directly to a member of staff or through a parent or another pupil. Anyone who knows, or has good reason to suspect, that a pupil is being or has been bullied, threatened or intimidated, or humiliated and mocked, has a responsibility to report the matter immediately. Any pupil who is a victim of bullying, or anyone reporting the incident, can be absolutely assured that the matter will be dealt with swiftly and sensitively but firmly.

Physical violence between pupils will be regarded as an extreme breach of the disciplinary code, falling within the Headmaster's discretionary powers permanently to exclude pupils so involved.

a. Other pupils

In their relations with each other, pupils are to engage in a mutually supportive and constructive attitude towards each other, as and when occasion demands. It is important that pupil behaviour builds trust amongst each other and promotes the unity and cohesion of the School. Kindness and fairness must mark relationships, regardless of friendship group preferences. Special respect and consideration must be given to Senior Prefects and the vital role they play within the School.

b. Adults in the School, whether teachers, support and administrative staff, visitors or members of the public

Pupils must behave towards adults with the utmost of respect, showing courtesy and civility. They must also be truthful and honest towards staff, showing the respect that all adults associated with the community deserve, not least as an expression of the personal debt of gratitude that is owed to those who endeavour to provide the very best educationally for each pupil.

3. Practising studiousness and intellectual seriousness

The following set of Rules and Regulations are intended to assist pupils in the pursuit of their studies and the execution of their associated activities. Here, personal organisation, solid routines and academic rigour are all paramount. Moreover, pupils are to adopt attitudes that are open and educable, and to be patient and persistent in the pursuit of their studies. Superficiality and distraction need to be avoided and staff will help to counsel pupils in concentrating their focus and doing the hard work necessary to form the mind.

a. Pupil Diary

Pupils are to carry their Pupil Diary with them at all times. At the beginning of each lesson, they are to place it on the desk in front of them, so that it is accessible to all staff. They are to record their homework in it, in line with their teacher's instructions. Pupils are to ensure that parents sign the Pupil Diary each week for ongoing monitoring purposes, and to ensure that the communication channels between home and School are open and frequent. It is a key component in ensuring the good organisation of pupil studies.

b. Academic integrity

Pupils are expected to be honest about their School work at all times; copying others' work, plagiarism and cheating in coursework, school tests or examinations, are serious offences for which a pupil may be excluded from School. In all cases regarding public examinations, all instances will be communicated to the appropriate awarding bodies and in some instances the pupil concerned may be withdrawn from some or all of their examinations. In all cases a record will be kept on the pupil's file. For all public examinations pupils must observe the regulations pertaining to that exam and these are published on the Examination Office notice board. Pupils will not normally be allowed to enter as private candidates to sit public examinations at another school or examination centre. Such requests should be made in writing to the Headmaster.

c. Homework and Homework Tickets

Homework is an essential part of the normal curriculum and pupils cannot fulfil the requirements of the course unless they make a solid attempt at all of the homework set. A pupil must enter the homework that has been set in their Pupil Diary. Teachers will enter the homework on 'Show My Homework' and pupils and parents may check this information at home. Homework should be completed on the day on which it is set. Parents are asked to initial all main exercises to show that their child has spent the required amount of time on these and to sign their Pupil Diary each weekend. Where a pupil appears to have an inadequate amount of homework, parents should inform the Headmaster.

Pupils who fail to hand in work at the correct time may receive a homework ticket. The procedure to be followed is printed on the ticket. Pupils who fail to report at 8.20am with a homework ticket and work must report to the designated senior member of staff during afternoon form period that day.

Pupils who receive five homework tickets in a term will have to attend Homework Centre from 3.45pm-4.45pm for one week. They will be expected to report to the teacher on duty who will record their attendance. Further accumulation of homework tickets may result in a Saturday Detention.

d. Use of the School computing facilities and Internet

The curriculum network and internet facilities at the School are provided for pupils to do homework, coursework, prep, undertake research and communicate with others. Pupils should only use the computers for schoolwork, except during a co-curricular activity supervised by member of staff. Pupils are expected to honour the agreement made with the School concerning the use of internet facilities. Access is a privilege, not a right, and the privilege will be withdrawn if it is abused in any way.

Files, logs of internet use and e-mail messages sent and received, stored on servers or disks cannot be regarded as confidential and may be inspected by members of staff from time to time to ensure that the system is being used properly. There are automatic programs which will search for unacceptable material and which will keep a record of all use of the networks by pupils.

Behaviour by a pupil which, either through social networks or the Internet, brings the good name and reputation of the School into disrepute, or any misuse of the School's computer facilities by pupils, including accessing inappropriate web sites and materials or exchanging inappropriate e-mail messages, will be regarded as a very serious breach of school discipline. Pupils and their parents should be aware that the provisions of the Computer Misuse Act

1990 apply to the use of computer facilities at the School by pupils and that pupils who breach the provisions of the Act may be prosecuted.

e. Mobile phones and personal computers

A pupil may not bring a mobile phone or a personal computer (smartphones, laptop, notebook, PDA, tablet etc.) to School.

4. Practising self-command and personal orderliness

The following set of rules supports pupils in their self-management and personal orderliness, helping pupils to keep their lives simple, healthy and consistent. These are essential for growth into maturity and for friendship within the community. Unwise decisions in some of the domains set out below can have catastrophic consequences for the psychological, physical, mental and spiritual growth of pupils, and – in some cases – can have major educational and even criminal consequences, so we look to do our part in supporting parents in the work they do in these respects.

a. School meals and refreshments

All food and drink must be consumed in the Houseroom in which it is served. Pupils may not purchase items, such as cartons of drink, to take away to consume later.

b. Food and drink generally

Pupils may bring 500ml bottles of water, but may not bring cans or cartons of drink or food into School, except when permission has been given on a particular occasion. Water must only be consumed outside of classrooms and buildings and at break and lunchtimes. Pupils may not consume food (or chew gum) in the street or while travelling on public transport in school uniform.

c. Personal property

All personal property, including uniform and sports kit, must be marked clearly with the owner's name. Pupils must not bring expensive equipment to school unless with the prior approval of the Headmaster. The School will not accept responsibility for loss of, or damage to, private property brought into or left in the School by pupils. The School accepts no liability for the personal property of any users of the premises, including pupils. Parents who are concerned about the loss of any particular item are strongly advised to arrange their own insurance to cover any possible loss.

Pupils taking part in Games, Swimming or PE, curricular or co-curricular, should hand valuables (watches, money, jewellery etc.) to the teacher-in-charge for safe keeping. Teachers will not be expected to investigate the loss of items which have not been handed in.

d. Care of School property

Pupils are expected to take good care of all School property and parents will be asked to pay for any non-accidental or careless damage to School property.

Books, materials and equipment

All exercise and text books must be labelled properly and must not be defaced or damaged or have pages removed. Pupils are expected to take proper care of all books, materials and equipment lent to them by the School. Payment may be required for loss of or damage to any items which are the property of the School. Pupils who do not take care of exercise books must buy a replacement and copy all work into the new book.

Desks and Music Lockers

Desks must be kept tidy and in good order. Pupils are responsible for the place where they sit in lessons and form periods and must report any damage or defacement to a teacher immediately. Music locker keys must be kept carefully. A deposit must be paid for the key and lost keys must be reported to the Music Administrator.

e. Tobacco, alcohol and so-called 'legal highs'

The possession, distribution or smoking of tobacco or electronic cigarettes and the possession, distribution or consumption of alcohol or so-called 'legal highs' by pupils is an extreme breach of regulations for which the punishment will be fixed term or permanent exclusion.

f. Illegal substances

The possession or use of drugs (other than those prescribed by a medical practitioner or non-prescription drugs being used for proper medical purposes) or other illegal substances by a pupil will be regarded as an extreme breach of regulations, for which a pupil will normally be excluded permanently from the School. Drugs include any addictive, harmful or mind/mood altering substance.

The maximum penalty for selling, buying or distributing drugs or other illegal substances will be permanent exclusion; it will be at the discretion of the Headmaster to determine the level of sanction, in relation to all relevant circumstances and material facts.

g. Forbidden items and activities

Weapons

Except when under CCF regulations and supervision, possession of knives, firearms (including air guns) and ammunition, whether real or simulated, or other weapons will be regarded as an extreme breach of regulations.

Valuables

Valuable items must not be brought into School unless permission has been sought from, and granted by, a member of staff. In these circumstances the item should be lodged with the teacher concerned on arrival at School.

Electronic games

Electronic games may only be brought into School if they are needed for after school activities, or for activities organised by a teacher during the day, in which case the permission of the teacher concerned must be granted beforehand and the items must be lodged with him or her on arrival at School.

Watches and calculators

Pupils are advised not to wear expensive watches or carry expensive calculators to school. Smart watches are forbidden and alarms on electronic watches, calculators etc. should be switched off at School to avoid unnecessary disruption or the item may be confiscated.

Chewing gum

In order to protect the school environment, chewing gum is not permitted and its possession or use will be regarded as a breach of School discipline.

Stickers

Pupils must not bring stickers into School nor are stickers to be placed onto bags, folders, books and any other equipment brought to School.

Other items and activities

The following are strictly forbidden:

- laser pens, pointers or any device emitting a laser beam;
- scissors;
- matches or lighters;
- fireworks;
- unseemly literature or pictures;
- betting, gambling or playing for money.

h. Illicit material

The purchase, possession, distribution or accessing of illicit material, whether in print or digital format will be regarded as an extreme breach of the disciplinary code, with appropriate sanctions, and may result in criminal proceedings, depending on circumstances.

i. Electronic distractions

A pupil may not bring headphones, a personal radio, DVD, iPod or MP3 player into School.

j. Transactions

Pupils may not engage in trading, buying, selling or swapping any goods, money, services or favours.

k. Publicity

No pupil may give information or contribute photographs, articles, letters etc. concerning the School to any journalist or publication, other than an official School publication, or to any person who does not have a legitimate right to the information or items, without the specific permission of the Headmaster. Unofficial social media sites linked to the School are not permitted. Pupils using such sites call the School into disrepute and this will be seen as a serious breach of School Rules.



The London Oratory School

1863

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