



SCHOOL RULES & REGULATIONS

ATTENDANCE

- Students should be punctual and present in school at 7.30 a.m.
- Late comers to school must produce an excuse letter.
- Students who are absent for one day should submit an excuse letter signed by the parent and, if absent for 3 consecutive days or more they should submit a letter of excuse along with a medical certificate.
- Students should attend all school activities scheduled for them.
- All students should aim for at least 95% attendance rate. Failure to have acceptable levels of attendance can lead to students not being able to take part in extra-curricular activities or recreational events, apply for positions of responsibility or win prizes.

DRESS CODE

1. All students should come to school in uniform and leave school in uniform. Prior permission should be obtained if there is a necessity to change attire during school hours.
2. All students should be well groomed. The specified school uniform is the accepted attire for all. **Please note:** Students whose attire does not conform to the **rules laid down here, will be sent back home, after two warnings.**

GIRLS – WHITE SHIRT & BLUE SKIRTS

- The skirt should be of decent (knee) length and should be worn at the waist.
- Girls may wear trousers with written permission from the school management.
- The shirt must be tucked in at the waist at all times. Girls from Year 5 upwards should wear a vest under the shirt. Unobtrusive (neutral/ white) underwear should always be worn - no bright colours.
- Black shoes and white socks should be always worn with the uniform.
- Hair should be neatly tied back. Loose hair is not permitted, unless it is above shoulder length.
- Hair ornaments and ribbons should be black. Visible coloured hair is not permitted.
- Jewellery should be limited to a pair of simple ear studs. Ornamental necklaces, bracelets and hanging earrings (hoops) are not permitted. Permission should be obtained if jewellery is worn for any other reason. Only transparent nail polish is permitted. Nails should be short and practical.

BOYS – WHITE SHIRT & BLUE TROUSERS

- Trousers should be worn at the waist and at ankle length (not shorter or longer).
- The shirt must be tucked in at the waist at all times.
- Black shoes and white socks should be worn with the uniform.
- Hair should be cropped short but not shaven. Only professional and conventional haircuts are allowed. All students must be clean shaven. Boys (like girls – see above) are not permitted to wear ornamental jewellery.

No pupil should have a visible tattoo.

Religious variations: Students may feel, for particular religious reasons, that the rules about shaving, hair, and jewellery do not apply to them. Please note that as per the ethos of the school, all pupils should be in uniform during school hours and such expectations will not be accommodated. The rules of the school apply to all, at all times.

SPORTS ATTIRE

- PE kits should be worn by all students on days PE is scheduled on their timetable and also on days they are required to attend after school sport activities. PE kits should not be worn on other days.

CONDUCT

- Every effort should be made to maintain the high moral standard of the school by excelling in good manners and conduct both within the school premises and outside.
- **Bullying in any form will not be tolerated** at Stafford International School. Such behaviour causes fear and distress for the victim and may distract from them enjoying their work and play. It often affects other children who witnessed the behaviour and it can damage the atmosphere in a classroom and school. It is contrary to all our aims and values. Stafford's definition of bullying is: any behaviour, spoken, electronic, physical or psychological which intends to make another person feel hurt, humiliated or unhappy as a result. Persistent bullies must expect to be required to leave the school. **Cyberbullying:** Definition: the use of ICT, particularly mobile phones, email and the internet including social media, to upset someone or be unkind to them. It can be unintentional, but by posting things you are publicly perpetuating and becoming an accessory to bullying. It will be treated very seriously. **Sexual Bullying** Sexual bullying refers to any bullying behaviour, with a physical or non-physical, that is based on a person's sexuality or gender. It can be carried out to a person's face, behind their back, or by the use of technology. For example: using sexual words to put someone down: gossiping and spreading rumours (including graffiti) about someone's sexuality and sex life; touching someone in a way that makes them feel uncomfortable: sexting, sending and requesting or making sexual images electronically. Linked to this is sexual harassment where one person uses their power over another to sexually or physically touch another person against their wishes. Consent in such situations, is not consent if the victim is too young to understand what is happening, or they are suffering from pressure or coercion.
- Pupils must never use any form of **discriminatory language**, for example comments based upon someone's race, gender, sexuality, disability or religious faith and / or integrity.
- Anyone found possessing or using **drugs** or drug related paraphernalia (including legal highs) other than for authorised medical purposes, or any harmful substances (including the misuse of solvents) must expect to be required to leave the school. This applies to use in or out of school. If drugs are present in a pupil's system they can expect a full disciplinary procedure. The School has drug testing kits, parental permission will be sought wherever possible, and if found positive, samples will be sent off for independent validation.
- Pupils may not drink or indeed be in possession of any **alcohol**.
- Pupils may not **smoke / vape** or possess smoking / vaping materials or smoking / vaping paraphernalia.
- **Relationships:** Pupils should be aware that their behaviour towards each other is noticed by staff, other pupils and members of the public. In public, pupils are expected to act towards each other with sense and a certain amount of ease but not to hold hands, embrace in a fashion which embarrasses others. This is a workplace and such things are not suitable in such an environment. It is also a place where we do not expect there to be a close relationship in a physical sense between our pupils and certainly do not want other pupils to be made to feel uncomfortable or that they must be part of such a relationship. Pupils will be warned, but persistent offenses will most likely lead to suspension, and possibly worse.
- Any item which could be considered a **weapon** (such gun, knife, catapult etc) including imitation weapons, will be considered a serious breach of school rules.
- **Respect, obedience, and courtesy** should be shown to every teacher at all times. Students should stand and greet teachers when they enter and exit a classroom.
- All female teachers should be addressed as "Miss" or "Ma'am" when referred without reference to their name. When referred to by name, they should be addressed as "Ms. (followed by their name)". All male teachers should be addressed as "Sir" when referred without reference to their name. When referred to by name, they should be addressed as "Mr. (followed by their name)".
- **Students should treat others with respect.** Use of bad language and any kind of violent or aggressive behaviour or any activity aimed at embarrassing or harassing other students is prohibited.
- Any student who is persistently insubordinate or is wilfully mischievous or is guilty of cheating in connection with examinations or has committed an act of indiscipline or misbehaviour will be suspended from school for a specified period or will be expelled from school.
- Students are advised to act in accordance with the rules and avoid having entries made against their names in the book which is maintained in the office for disciplinary matters. Entries in this book may affect prefectship and leaving certificates.
- There is no running in any school corridor – pupils should walk considerately at all times.
- **Any actions that bring the individual or school into disrepute are forbidden and will be dealt with accordingly, and regarded as a breach of School Rules.**

Covid etc.

- We must adhere current to Government guidance, eg. When directed, all pupils must wear a mask at all times except when they are playing sport
- Pupils must have a spare mask with them when they come to school.

RESPONSIBILITIES OF STUDENTS

- All school property should be respected and protected. No student should engrave, write or deface walls or furniture of the school. Any damage caused to the premises/property should be made good by the offender.
- Classrooms must be kept clean and tidy at all times. Litter should be placed in the receptacles provided.
- Students should refrain from opening another's school bag or tamper with their belongings.
- **Study periods.** Study periods are for study and should be spent in the place of study appropriate to the year group (unless the pupil has made other arrangements with a member of staff.) As a general rule study periods should be taken in the library and work should be done in silence.
- **Email Etiquette.** Pupils of Year 10 and above are expected to check their school email account at least once a day and to reply courteously to emails, particularly to respond to those from members of staff.

MONETARY DEALINGS

- All students are advised against entering into monetary transactions with fellow students. If any such transaction becomes necessary, the respective parents and the school authorities should be notified of it and permission should be obtained from the Principal.
- Permission of the Principal should be sought before any collections or donations are made.
- The sanction of the Principal should be obtained before any gifts are given to members of staff or activities organized to felicitate them.

SOCIAL ACTIVITIES

- Students are strongly advised against attending public events which are deemed inappropriate for their age, may tarnish the name of the school and/or be harmful for them.

GENERAL

- Only text books, reference books, books of literary value and any other study material should be brought into school. Comics and other extraneous journals/periodicals, audio or CD's are not allowed.
- No item/object which could harm/disturb/prove a nuisance or cast a slur on the image of the school is permitted within the school premises. Any such items found shall be confiscated and disciplinary action taken.
- No Chewing Gum is allowed in school.
- Students are prohibited from bringing mobile phones to school. If mobile phones are brought into the school, the phones should be handed over to the reception for collection after school.
- Devices such as cameras, CD players, iPads, iPods, CDs and flash drives should not be brought into school without prior permission.
- The school will not be responsible for books, money, clothes or any other articles that are lost. Students must learn to look after their own items and not leave anything behind.
- Large sums of money or articles of value should not be brought into school. If it is necessary to bring in such items, they should be handed over to the office for safe keeping or till needed.
- No one should borrow another's scooter, motor cycle, bicycle or any item of value. Driving a car to and from school is prohibited.
- Students are strictly warned against uploading photographs in school uniform on social media unless it is with the permission of the school management to represent the school or to promote a school event.
- Students are actively encouraged to take part in extra-curricular activities and sports.
- If pupils need to leave school early they should have a letter from their parents to state this, and it must be presented in good time to the school.