



OAKLANDS CATHOLIC SCHOOL

RULES AND PROCEDURES / READY RECKONER

The following are rules, regulations and procedures which are necessary to ensure that Oaklands students continue to be happy within the safe environment of the school. Further detail can be found in the School Policies

1. APPEARANCE, PUNCTUALITY AND EQUIPMENT

- a. Your appearance should be neat and tidy. School uniform is worn by all students in Years 7, 8, 9, 10 and 11 inclusive in accordance with the published list. We expect students to wear uniform with dignity and pride. Make up, jewellery and exaggerated hairstyles are not acceptable at Oaklands.
- b. You are expected to arrive at school and to your lessons on time. It is important also to be punctual in handing in work on time.
- c. You are expected to bring all the correct equipment for learning, this includes pens, pencils, ruler, calculator and reading book.
- d. Students are expected to bring their own water bottle to school which can be refilled during the day at one of the water fountains around the school site.
- e. You are expected to follow the school's policy on mobile phones.

2. MOVEMENT AROUND THE SCHOOL

In order for our school community to move around quickly and efficiently these rules apply:

- a. You are expected to show courtesy by opening doors and giving way.
- b. Move quietly, walking not running, both indoors and outdoors.
- c. Keep left along the corridors.
- d. Observe the one-way systems on N Block stairs. Doors are clearly labelled as exits or entrances.
- e. You should queue quietly and in an orderly manner when waiting to go into a classroom.

3. OUT OF BOUNDS

The following areas are out of bounds for students:

- a. The Front Reception is for visitors only. Students who require assistance should use Student Services.
- b. The Car Parks and the main drive except for access.
- c. Any part of St Peter's grounds.
- d. All woodland areas.
- e. The entire area behind JP11 and 6th Form Block.
- f. All parts of the front lawn and other grassed areas around the buildings.

- g. The main rugby fields (except when opened for summer use, weather permitting) and grassed area by the bus stops.
- h. The area behind the Kolbe Block at break & lunch time.
- i. The area between the Chapel and St Peter's rear gate. Access to the Music Block is via T Block foyer.

It is strictly forbidden for any student to attempt to climb over the perimeter or any fence anywhere on site for whatever reason or to climb on the flat roof.

4. **LESSON PROCEDURES**

Procedures at the beginning and end of lessons are:

- a. Arrive on time, queuing or going into the classroom quietly, as required, removing coats, placing bags on the floor and preparing books and equipment ready for the lesson. Students are expected to be in their blazers and will be directed to remove them if appropriate.
- b. You are expected to stand if/when a teacher asks and to greet them by their name and to say thank you at the end of the lesson.
- c. All homework set must be clearly recorded in your homework planner before leaving the classroom. It will also be posted on Classcharts.

5. **RESPECT**

Respect for each person in our Christian family means that the following are unacceptable:

- a. Physical or verbal bullying.
- b. Cyber-bullying using any form of device.
- c. Ganging up, encouraging fighting and fighting.
- d. Bad language and swearing.
- e. Spitting or chewing of gum.
- f. Smoking or the bringing to school of cigarettes and matches or any smoking related items including electronic or vaping devices.
- g. Bringing any banned substance or item on site including anything that could be viewed as a weapon.

6. **THE SCHOOL ENVIRONMENT**

Respect for the school environment means that the following rules apply:

- a. Ensure all litter is placed in the bins provided.
- b. Each class has a regular responsibility for ensuring that a particular area of the school is kept 'litter free' by undertaking a litter pick at the end of lesson 5.
- c. Graffiti is unacceptable on any school property (your own or other students), this includes desks, walls, exercise books, text books, homework planners and bags.

7. **OUR IMAGE IN THE COMMUNITY**

The following rules are about how we present ourselves to the community particularly when travelling to and from school.

- a. Line up at the bus stops in an orderly manner.
- b. Access to the bus will be in an orderly manner and may be controlled by a member of staff or a Prefect.
- c. On the bus follow any instructions given by the driver or a prefect, without comment.
- d. Once the bus has moved off no student should attempt to get off other than when the bus stops at an official bus stop.
- e. You should sit quietly and remain in your seat whilst the bus is moving.
- f. The school will support any action a Bus Company wishes to take against a student whose behaviour does not conform to the expected standards.
- g. No student should cross the main driveway other than at the zebra crossings by the Kolbe Block.
- h. If you need to cross Stakes Hill Road, the pelican or patrolled crossings must be used.
- i. As ambassadors of this school in the community your behaviour should be of the highest standard, whether travelling by bus, car, bicycle or on foot. This includes the wearing of full school uniform in the correct manner. The school rules apply when you are travelling to and from school.

8. **FIRE ALARM**

The procedure at the sound of the Fire Alarm bell is as follows:

- a. Keep silent.
- b. Close windows.
- c. Take nothing with you
- d. Move in accordance with the fire regulations and under the guidance of the teacher to the tennis courts, except during the summer term when you should meet on the athletics track.
- e. Close the door behind the last person.
- f. Line up in your tutor group in register order maintaining silence.

9. **BICYCLES/MOTOR CYCLES/CARS**

If you want to ride a bicycle or motorcycle or drive a car to school the following procedures must be observed:

Bicycles

- a. No responsibility can be accepted by the school for the safe-keeping of bicycles. The bicycle should be stored with an anti-theft device.
- b. Bicycles will enter and leave the school by the main entrance only.
- c. At the entrance to the main drive you must get off and push the bicycle to a parking place.
- d. Cycling or "scooting" of cycles is prohibited in the grounds.
- e. Failure to conform with safety regulations may result in confiscation of the offender's bicycle or having permission to come to school by bicycle removed for a period of time.
- f. Bicycles must be in a safe and road worthy condition. The wearing of a cycle helmet is **compulsory**.

Motor Cycles/Cars

- a. Sixth Form students only will be allowed to bring motor cycles/cars to school providing that they have written permission of the Headteacher. Students should put in writing a request to the Head via the Director of Sixth Form Learning.
- b. Permission to bring motor cycles/cars into school will be determined by the availability of parking space.
- c. No responsibility can be accepted by the school for the safe keeping of the motor cycles/cars whilst on site.
- d. Whilst riding or driving in the school grounds a speed of 5 mph or less must be adhered to. Speeding or dangerous driving will lead to withdrawal of permission to bring the vehicle to school.
- e. Use of the motor cycle/car on the school premises is purely for access only.

10. **ARRIVAL AT SCHOOL**

We do not expect any students to be arriving on site before 8.00am.

- a. Students arriving between 8.00am and 8.45am are only permitted to be in the Canteen or outside between the picnic area near the White House and the bottom playground. Students must move to muster area at 8.45am.
- b. Students should not be in the area at the back of the canteen.
- c. School buildings remain locked and out of bounds until 8.45am.
- d. At 8.45am, students may come inside to their lockers and to use the toilets. Students will be collected from muster areas by tutors and then they will guide them to tutor rooms.

11. **BREAK/LUNCHTIME**

The procedures at Break and Lunchtime are as follows:

Break

- a. During Break you are expected to be outside if the weather is fine, after collecting your books for the rest of the morning.

- b. Snacks are available in both the Dining Room and Pasta and Baguette Bar. Litter must be placed in the bins provided.
- c. When the bell goes, move to your next lesson.

Lunchtime

- a. Hot meals and snacks for students in all years are available in the Romero Block Dining Room or at the Pasta and Baguette Bar next to the Dining Room. You will be required to queue under the direction of ***the member of staff on duty***.
- b. Packed lunches may be eaten outside (if fine) or in the Dining Room. The picnic areas are available for those who wish to sit outside and eat their lunch.
- c. You are expected to sit whilst eating observing the general rules relating to good behaviour.
- d. With exception of the Sixth Form you are expected to be out of the buildings during lunchtime except in wet weather. All years have access to the hall when the fields are shut.
- e. Four bells indicates that you should move inside to your own classroom because of the weather. Two bells will sound if the weather improves and you will then be able to move outside again.

12. LEAVING THE SCHOOL SITE

- a. You are not allowed to leave the school site at any time during the day unless permission has been given by a member of staff.
- b. If permission is granted you must report to the **Attendance Window** and 'sign out' before leaving the site and immediately on return in order to register your presence in school.
- c. If you are late into school, you must sign in at the **Attendance Window** and then at the earliest opportunity you should go and see your Form Tutor.

Exit and entry to the school is via the main gate only. Only 6th form students may use the rear drive. Oakland's students dropping siblings to St Peter's may access the Oaklands site via St Peter's playground 8.30 – 8.50. You must apply to St Peter's for a pass for your child to be able to do this.

13. PROPERTY

There are a number of items which are not allowed to be brought into school by students. These include such items as **knives and any other bladed items, cigarettes, e-cigarettes, lighters** and anything which the school considers unacceptable or inappropriate. **Mobile phones, iPods, and MP3's** are not to be used or seen in School. The School will confiscate any item which, in its opinion, should not have been brought into school irrespective of whether it is listed. These items will be kept for a period of up to one term as is deemed necessary, although parents are permitted to collect these items in person at any time from reception. In some cases items will only be returned to parents.

The school cannot take responsibility and is not insured for the loss or theft of property whether authorised to be brought to school or not. The same applies to money. **Parents are advised to take out their own insurance to cover their children's property if they want to cover themselves against such losses.**