

# Merchant Taylors' School

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## SCHOOL RULES & REGULATIONS

**Policy Custodian:** Deputy Head (Pastoral)

**Approving Body:** MTS Senior Leadership Team

**Approved:** June 2024

*(This policy does not apply )*

*This document should be read in conjunction with the Promoting Good Behaviour Policy, which details rewards, sanctions and intervention processes.*

All pupils of the School of any age are equally bound by the Rules and Regulations; these apply throughout a pupil's time at the school.

Pupils are subject to these Rules and Regulations whenever their activities impact upon the reputation of the school or upon other pupils. For example, pupils are subject to these Rules and Regulations whenever they are in school uniform, travelling to and from school, within the vicinity of the school, or taking part in school activities. Actions undertaken outside school which have an impact upon the school, or other pupils, such as cyber-bullying or misuse of social media to bring the school into disrepute are also subject to these Rules and Regulations.

6. Areas within the school which are out-of-bounds to pupils unless as part of a supervised school activity include all those areas adjacent to the lakes, the water meadows, the spinney (except for the path to the station), swimming pool, assault course, rifle range, all-weather pitch, tennis courts and all roofs; staff accommodation; all areas used for maintenance and machinery and the kitchens. The playing fields are out of bounds when declared unfit for play.
7. Pupils are expected to observe the dress regulations both when they are in school and when travelling to and from home.
8. Wilful damage to property is liable to severe penalty, and the costs of repair or replacement must also be borne by those responsible. Any form of graffiti is considered under this category.
9. Pupils who engage in any activity which might injure their health, or that of another pupil, or which is anti-social endanger their place in the school. In particular, the following behaviour is forbidden:  
 smoking (including vaping);  
 any form of substance abuse (including so-called 'legal highs');  
 possession, consumption or supply of alcohol;  
 gambling (unless expressly permitted by the school for charitable purposes);  
 possession, consumption or supply of any drug whether legal or illegal.
10. All pupils have a responsibility to help to create a happy atmosphere and a well-ordered way of life at School for all to enjoy.

## The School Regulations

### Regulations for punctuality, attendance and travel to and from School

1. Parents should not make holiday arrangements that fall within any period of term.
2. Prior permission from the appropriate Head of School is required for all absences from school, except in case of illness. Parents should confirm their son's absence owing to illness early the same day by a telephone call or email to the Registration Secretary.
3. Pupils should not arrive in School in the morning before 8.00am unless travel arrangements make this unavoidable, in which case they should seek permission from the appropriate Head of School and their tutor. Likewise, pupils should not remain on the School site after the departure of the late coach unless it is to participate in an organised School activity under the supervision of a member of staff, unless they have permission from the appropriate Head of School. Pupils arriving early or staying late, and not involved in school activities of any kind must occupy themselves in a quiet, responsible and orderly manner.
4. Pupils who arrive after 8.35am are late and must report immediately to the member of staff taking registration. Pupils who arrive after 9am have missed registration and must report immediately to the Registration Secretary in School Reception.
5. All pupils are strongly encouraged to make the fullest use of the school grounds, within the bounds set, during the Hour. To avoid unnecessary damage, cricket wickets, hockey Ds and soccer penalty areas must not be used for casual games. During the winter months the playing fields are out of bounds for casual games.
6. Pupils should not come onto the School site during the weekends or holidays unless it is to participate in an organised School activity under the supervision of a member of staff. Certain

school facilities can be made available for use by pupils during the holidays, but permission must first be obtained from the Bursar and the guidelines established for proper use must be followed.

7. Pupils who are eligible to drive cars or motorcycles to and from school must first obtain permission from the Head of Upper School and agree to abide by the regulations which govern such travel arrangements, which are published separately. In particular, the utmost caution must be shown when driving within the school grounds; cars may be parked only in the designated areas; lifts may not be given to other pupils without prior agreement by the Head of Upper School; the Highway Code must be observed; and vehicles may not be used between the beginning and end of the school day without permission.
8. The safety of pupils within the school grounds is paramount. Pupils who have been given a lift to school should not therefore be driven any further than the Manor car park, where





14. Separate regulations lay down what is the appropriate dress or kit for activities such as sports and Mufti Days, and these must be followed as conscientiously as those which prescribe normal school dress, whether or not the activity is supervised or one which is pursued unofficially in a pupil's own time.
15. Pupils coming into school for extra lessons, meals, activities, or simply to acquire things or information must always be dressed in school uniform. This applies, for example, during exam periods and for detentions.
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