



SCHOOL RULES

These rules are in place for the happy, effective and safe working of our community. They are few in number and it is the responsibility of each pupil to know and to abide by them. Their central concerns are to ensure the safety of our pupils and the harmonious life of the College; to reinforce the law of the land to ensure the proper stewardship of this beautiful place. They seek to reinforce our high standards of academic application, of behaviour and of courtesy and to enable our foundation values of inspiration, illumination and independence.

Members of the College are expected at all times to show courtesy and consideration towards others and to behave in a way that upholds the reputation of the College. This applies equally to pupils when away from the College during term time, including journeys between home and Lancing.

1. Bounds (permitted areas)

Pupils must obtain the permission of their Housemaster or Housemistress (HMM) before leaving the area of the College grounds.

This permission will normally be given only at weekends. Pupils in the III and IV Forms may be permitted to go into Lancing and Shoreham and pupils in the V and VI Forms may also be permitted to go into Brighton or Worthing, once all school commitments have been fulfilled.

Unless accompanied by a member of staff or taking part in an organised school activity the following areas of the school grounds are always out of bounds:

- The area beyond Sankey's, including the path to the amphitheatre and the open air theatre itself
- All farmland adjoining the College
- The path to the South of the school between School and Teme Houses
- The Ladywell Valley
- *After dark* the playing fields and all areas East of the Chapel are also out of bounds

Lawns and Farmland

Pupils, with the exception of Prefects, are not allowed to walk on the grass of the Lower Quad. All pupils are forbidden to run up and down the banks or terraces or to cycle on grassed areas. Ball games are not permitted in the Lower or Upper Quads, or in the near vicinity of the Chapel. Farmland adjacent to the College is out of bounds to all pupils.

2. Leave

Leave to go out with any person or meet or visit any person outside the College grounds must be obtained on each occasion from the HMM. If the applicant is not the parent or guardian of the pupil, the written consent of the parent or guardian will be required before leave is granted. For all leave involving absence from lessons or Chapel, application must be made, in writing, to the Head Master through the HMM at least 48 hours in advance. Pupils are not permitted to cross the A27 except at the pedestrian crossings on the roundabout and only during the hours of daylight.

In the event of illness, pupils must present themselves to their House Matron or to the Health and Wellbeing Hub, who will determine appropriate care and whether they are signed off lessons. Parents of day pupils should inform their child's HMM in the event of unplanned absence by 8.00 am (or Reception thereafter).

3. Visitors

If pupils wish to meet visitors, other than parents, from outside the College in the College grounds or buildings, they must obtain permission from their HMM. This includes OLs (former pupils) of any vintage. The visitor must be met by a member of staff at Reception, where they will be required to sign in and be issued with a visitor's badge. These badges must be worn throughout the visit. Visitors must stay in public areas of the College and may not enter pupils' pitta. Visitors must sign in and out of Houses.

Only in exceptional circumstances will permission be given for visitors to stay or arrive after 18.00. In this case visitors must be met by the pupil's HMM (or duty tutor) on arrival and report to them on leaving.

4. Houses

Pupils returning to the College after 18.00 must report back to their houses. Pupils must be in their houses for Evening School unless they have gained permission to work in the Library. Those who need to leave their houses must obtain permission and sign the destination list. All pupils must be back in their houses in line with designated roll calls.

5. Academic focus:

Pupils should have high academic expectations of themselves – as the College has of them. Work should be completed carefully, promptly and thoroughly. (For further details see the *Classroom Code of Conduct*).

Pupils must be in a place of work (pitta, Houseroom, Library or other authorised location) during evening school or private study periods. They may not wander about or visit other pitta.

There must be no visiting between Houses during evening school or lesson times (see further rules on visiting between houses.)

Sound systems must not be played at excessive volume. They may not be played at any time within the Quads/ out of doors. They must not be audible to others during lesson time, evening school or after 21.30. Consideration for others should always govern their use.

6. Dress and Appearance

College dress, according to the dress requirements, must be worn throughout the week, except on the following occasions: from supper onwards in the evenings, after lunch on Saturdays and during the weekend – unless attending a formal occasion. At all times pupils' clothes must be clean, in good repair and tidy.

Hair must be clean, well-groomed and without extremes of fashion, style or colour. Boys must be clean-shaven.

7. Decorum

Displays of affection between pupils must at all times and in all places be restrained, consistent with good taste and such that no embarrassment is caused to other members of the school community.

8. Forbidden actions. *Lancing College does not tolerate the following, and these actions make the offender liable to expulsion:*

- Theft or significant dishonesty
- The possession or use of dangerous or illegal drugs. (The College is aware that some substances which are not illegal may have an intoxicating and/or hallucinogenic, and dangerous, effect. The possession or abuse of any substance which has, or is intended to have, such an effect is against School Rules, and pupils possessing or abusing such substances should expect to be treated in a similar fashion to those who possess or use illegal substances.)
- Endangering the safety or well-being, through bullying or other means, of others.
- Sexual misconduct: any pupil involved in sexual activity on school grounds or whilst in the care of the school is liable to expulsion.

9. Forbidden items

Pupils are forbidden to use or have in their possession real or imitation guns (including BB guns). Knives (including penknives) and any other kind of dangerous or offensive weapons (including lasers) are also strictly forbidden. Fireworks may not be brought to school. Energy drinks are forbidden owing to concerns over their impact on physical and mental health, and sleep duration in young people. The school defines these as soft drinks marketed as energy drinks and/or containing 150 mg/L or more of caffeine. Tobacco (including e-cigarettes) and alcohol are also forbidden items and rules regarding them are detailed below:

10. Smoking and Drinking

Smoking or the possession of tobacco and the drinking or possession of alcohol are forbidden (this includes the use of e-cigarettes). [Detailed policies on Smoking and Alcohol are available upon request and on the VLE.] Those found in the possession of or using e-cigarettes (vapes) will be subject to a drugs of abuse test in accordance with the school's smoking policies.

The overriding principles of the school's policy regarding alcohol are our concern for the safety of our pupils and adherence to the law. In addition to the requirements of the law the consumption, on unlicensed premises, of strictly limited quantities of beer or wine by members of the Sixth Form only, is permissible when it is under the direct supervision of members of the teaching staff and approved in advance by the Head Master or the Senior Deputy Head. No pupil below the Sixth Form may consume alcohol under any circumstances.

On reaching the age of 18, pupils must seek their HMM's permission to purchase and consume a limited quantity of alcohol in a pub or restaurant whilst off the school campus at weekends. In all other circumstances, to be drinking, or in possession of alcohol, or bringing alcohol into the school, or to be in the company of others who are drinking, or to be under the influence of alcohol, is a breach of the school rules. Pupils are forbidden, without specific permission from their HMM, to have in their possession bottles or cans which have contained alcoholic drink.

11. Medication

Pupils under 16 may not have any medicines in their possession, unless requested by parents, approved by the Health and Wellbeing Hub and agreed with their HMM. We require that boarders over 16 inform staff of any medication held within College, and comply with necessary arrangements for safe storage/ dispensing. All controlled medication, regardless of the age of the pupil, is required to be held by the Health and Wellbeing Hub and dispensed to the pupil for whom it is prescribed by Health and Wellbeing Hub staff.

12. Use of Technology

Mobile phones and other personal communication devices are permitted, although their use requires thought and consideration for others and timings available to pupils will be governed by year group. Pupils' mobile phone numbers must be logged with their HMM. Items of value should be covered under an individual's insurance scheme.

Electronic devices must not cause distraction or upset at any time. Pupils found to be causing a distraction or offence in any way with such a device may have it confiscated or their access to the device limited in some other way, and sanctions will be imposed in accordance with the school rules.

Recordings of pupils or staff (still or moving images or audio or of any other kind) may not be made, stored or shared without the prior consent of those concerned. Involvement in any way with images, recordings or postings of any form which are liable to cause offence, or to damage the reputation of the school or any individual person, is strictly forbidden.

13. Transport

Bicycles

Pupils are responsible for the safe condition of their own bicycles. All bicycles must be registered with the Security and Transport Manager. Parents should ensure they are properly insured. All pupils riding bicycles must wear a helmet.

Skateboards

Skateboards, hoverboards or the like may not be brought into or ridden within the school grounds.

Cars, motorcycles etc

No motor vehicle may be brought to School without the consent of the Senior Deputy Head. This consent is only given with agreement of the parents and only to pupils in the Sixth Form. No pupil may ever drive a car with another pupil as passenger except with the *written* permission of the parents of all the pupils concerned. This permission must be shared with the relevant HMM and confirmed by the Senior Deputy Head.

No pupil may drive or be driven in a car except as follows:

- i. if out with parents or another pupil's parents (with their own parents' permission)
- ii. for official driving lessons, with HMM's permission
- iii. with special permission of the Senior Deputy Head after written application from parents.

The above applies to all motor vehicles.

14. Food

Main meals are taken in the school Dining Hall and pupils are expected to attend all meals unless they have particular permission from their HMM to make other arrangements. The school Café sells a range of snacks and is open in the afternoons and evenings. Takeaways are not permitted, however street-food trucks are a feature of Lancing weekends and are on campus and provide a range of fast-food options on most Saturday evenings.

15. General Conduct

Pupils are expected to show respect for themselves and for the school community; to be courteous and polite to all and to look after and support one another (including on-line).

Pupils are required to respect one another's property and privacy and care for the school's facilities, buildings and grounds.

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