

## HEREFORD CATHEDRAL SCHOOL – THE SCHOOL RULES

**Pupils of Hereford Cathedral School are subject to all the following rules while they are at School, including during the lunch hour, on their journeys to and from School, and on visits and expeditions run under the aegis of the School, whether in the holidays or term-time. Compliance with school rules and any amendments made from time to time is a condition of pupils' continued membership of the School. Pupils should be aware that any action of theirs which has the capacity to harm the reputation of the School may be regarded as an offence against school discipline, whether it is specifically mentioned in these rules or not.**

### **General Conduct**

- 1)** Pupils are expected to behave courteously at all times and to ensure that they do not give offence to others, particularly members of the general public. Pupils travelling between home and school should behave sensibly and with courtesy to each other, fellow passengers and to bus drivers, rail staff and other transport staff. It is particularly important that pupils exercise consideration for other users of the streets and of the paths across the Cathedral Close and the route to Wyeseide.
- 2)** Pupils are expected to behave with dignity and manners: there should be no public displays of affection or any other behaviour likely to cause embarrassment or offence.
- 3)** Pupils are required to conform to the School's dress code and wear full uniform smartly at all times, unless a member of staff in connection with a particular activity has granted exemption. Boys: Hair should be neat, well groomed, off the face, off the collar and of a conventional style. Hair should not be shorter than that achieved by a No.3 cut. Boys should be clean-shaven: no beard, moustache or stubble is permitted. There should be no excessive dyeing of hair and colour alteration should be discreet and natural-looking. Ties should be worn correctly and shirts are to remain tucked into trousers at all times. Girls: Hair should be neat and tidy and kept off the face. There should be no excessive dyeing of hair and colour alteration should be discreet and natural-looking. Girls are permitted to wear matching stud earrings, which should be worn in the conventional manner. No additional earrings or rings worn high on the ear are allowed. No other visible jewellery should be worn by either sex. Pupils should consult the separate Uniform List for details.
- 4)** No bullying, physical, verbal or psychological, is acceptable. This includes sending offensive messages by text, by e-mail or via chat lines.
- 5)** Pupils selected to represent the School at Sports, or in any other capacity such as Music or Drama, are expected to honour their commitments. A pupil wishing to be excused from such a commitment must obtain permission in advance from the member of staff in charge of the activity.
- 6)** All pupils must attend school on all school days unless prevented by illness or other unavoidable causes. If a pupil is unable to attend school, the parents are asked to contact the School Office before 8.30am. For all planned absences, parents should make a request to the appropriate member of staff (usually the Form Tutor or the Headmaster) via email or a letter allowing plenty of notice where practical.
- 7)** Attendance at Registration, Assemblies, Tutorial Periods, all timetabled lessons, games and other timetabled commitments is mandatory.
- 8)** Pupils are expected to be punctual; those who arrive late (i.e. after registration) for morning or afternoon School must report to **the School Office immediately upon arrival and sign the late sheet**. Pupils who fail to sign in when late in the morning will automatically receive a Referral. Pupils who are repeatedly late for no valid reason will receive a letter home. Sixth Form pupils must arrive at school for Registration and Chapel every day, even if their academic lessons begin later in the day.

- 9) Early Departure: pupils may not leave the School early without parental agreement or the authorisation of the School Nurse in the case of illness. In a genuine emergency informing the School Office will be sufficient. Sixth Form pupils may only depart from school early if they have no further academic lessons in the afternoon, and only after signing out.
- 10) Pupils are responsible for the care, tidiness and good decorative order of the school buildings and grounds.
- 11) No litter may be dropped, either indoors or outside.
- 12) Chewing gum is not allowed in School.
- 13) Pupils should treat all property and furniture with respect and care.
- 14) Communication: every pupil should look at the TODAY board and the other notice boards relevant to him/her every day, including the electronic screens.
- 15) The Headmaster may exclude any pupil from school or may require the permanent removal of any pupil for a serious breach of School Rules, or for exercising harmful influence in any way, or for consistently or repeatedly failing to respond with adequate effort and application to the teaching provided at the school, including where this failure is to the detriment of other members of the School, or for the accumulation of several Headmaster's Detentions, or for any other good or necessary reason.

### **Conduct in Class and Form Room**

- 16) The Form Room and its tidiness are the responsibility of the whole form. Only members of the form are allowed in their form room, except under the supervision of or by permission of a member of staff.
- 17) Pupils should stand upon the entry of a member of staff, unless they are told not to do so.
- 18) Pupils are expected to wait quietly before lessons begin.
- 19) Pupils must give their teachers at least 24 hours' notice of missing a class for an instrumental music lesson (this should be written in the pupil's year planner). If pupils anticipate missing lessons for any other reason, they must as a courtesy ask their teacher's permission at least 24 hours in advance.
- 20) Whenever pupils have missed a lesson for any reason, they must arrange in their own time to catch up the work (including homework) that they have missed.

### **Conduct in Chapel**

- 21) The Cathedral must be respected as a place of worship at all times. No bags may be brought into morning Chapel or left in the Cathedral porches.
- 22) In the Cathedral before Chapel pupils may talk very quietly.
- 23) After Chapel pupils leave quietly under the direction of the School and Form Monitors and the staff on duty; all kneelers should be hung up; there must be no litter at all.

### **School Bounds**

**School Bounds are defined as follows: Castle Green, Redcliffe Gardens, Castle Street, Quay Street, the Cathedral Close, Church Street (as far as East Street). However, Year 7 pupils must remain in the area of the school buildings at all times. Pupils in the Years 7 to 11 are not allowed in the Sixth Form Centre without permission.**

- 24) Members of Year 11 and Sixth Form may go into town during the lunch break although **Years 7-11 are required to eat lunch in the Dining Hall**. No pupils may visit any private house at lunchtime with the exception of their own, and then only with written parental permission notified to the Headmaster.
- 25) Years 8, 9 and 10 pupils must remain within the school bounds at all times during the school day, unless a specific exception has been requested by parents or permission has been granted by a member of staff.

- 26)** The purchase and consumption of food at lunchtime should be carefully considered in terms of maintaining good health as well as concentration during afternoon lessons.
- 27)** Members of Year 13 whose work and effort are judged to be good by the Head of Sixth Form may (i) leave the premises during study periods; and (ii) go home after the official end of morning school provided that they have no afternoon lessons or other commitments and that they have signed out in the Zimmerman Building.
- 28)** N.B. DURING BREAK THE TOWN IS OUT OF BOUNDS TO ALL PUPILS.  
Pupils must remain in the area of the School buildings.
- 29)** Pupils may not take a short cut through the Chapter House Gardens or The Cathedral itself on their way to and from King Street/Gwynne Street.
- 30)** When crossing the Cathedral Close, pupils must keep to the paths at all times, but not block the way for other pedestrians. The rules displayed by the Dean and Chapter must be observed, in particular the rule prohibiting games. Pupils should not sit on the grass of the Cathedral Close either during school hours or after school hours (until 6.30pm) regardless of whether they are wearing school uniform.
- 31)** Ball games may be played on Castle Green (**no British Bulldog or unsafe contact games allowed**), providing that no inconvenience is caused to other people there. Pupils should not play any games with pupils/members of the public who are not from HCS. Ball games are not allowed in Redcliffe Gardens (Hereford City Byelaw), the Cathedral Close or in School Yard.

### **Conduct in the City**

- 32)** Pupils are forbidden to eat or drink in the street, the Cathedral Close, Redcliffe Gardens or Castle Green.
- 33)** Public houses are out of bounds to all pupils.

### **Walking to and from Wyeseide (and the Hereford Rowing Club Boathouse)**

- 34)** All pupils must exercise the greatest care on the way to and from Wyeseide. Pedestrians must use the subway at the Greyfriars Bridge, down Greyfriars Avenue and along the river path to Wyeseide.
- 35)** No pupil may go down to, or return from, Wyeseide on his/her own. **Pupils in Years 7-9 will be escorted by a member of staff.** Pupils in Years 10 and above should travel to and from Wyeseide in small groups of at least three. Large groups that are likely to cause an obstruction should be avoided. The same rule applies when leaving Wyeseide and coming back into town: pupils should not travel on their own. Pupils who have permission to wear games kit on their way to Wyeseide **must wear a tracksuit.**
- 36)** These rules about travelling in groups and about using the subway at Greyfriars Bridge also apply to pupils going down to the Hereford Rowing Club Boathouse in Greyfriars Avenue.

### **Travel**

- 37)** Pupils travelling on public transport must conform to safety procedures issued by those providing the transport.
- 38)** Pupils cycling or driving to School are expected to conform to the Highway Code. Pupils may cycle to and from School and to Wyeseide.

Pupils must also observe the 'no-cycling' notices, e.g. over the Victoria footbridge or through the subways under the Ring Road. It is the responsibility of cyclists to see that their bicycles are in good order and they should lock their bicycles when they leave them on School property. The School cannot take responsibility for their safety or insurance. Cyclists are required to wear reflective bands and suitable helmets. Cycles must not be ridden within the school grounds (including the Cathedral Close) and must be securely padlocked in the bicycle sheds.

**39)** Pupils wishing to drive to School must abide by the guidelines and rules set out in the annual letter sent to all Sixth Form parents and pupils.

**40)** Pupils are not permitted to drive to Wyeside for Games. Pupils may drive to HLC if this is more convenient for their onward journey. It is forbidden for a pupil to offer a lift to another pupil during the school day.

**41)** For their own safety pupils travelling in minibuses and coaches must wear the seatbelts provided.

### **Property**

**42)** Pupils are responsible for their own property and for items issued by the School: the School can accept no liability for theft or accidental loss.

**43)** All pupils are expected to respect the property of others.

**44)** All property must be clearly marked with the owner's name.

**45)** Lockers are to be kept locked with the use of a personal padlock.

**46)** Expensive personal items and large sums of money should not be brought to School without good reason. In no circumstances should money or other valuable items be left in bags, unattended clothing or changing rooms: all such items should be handed to staff at the beginning of the lesson, fixture or practice for safe-keeping.

**47)** Musical instruments must be kept in the Music School.

### **Prohibitions**

**48)** Pupils may not possess or use any of the following whilst under school discipline: fireworks, matches, cigarette lighters, cigarettes and other smoking materials, alcohol, illegal substances, any offensive weapon or potentially dangerous items (e.g. laser pointers) or other objects capable of bringing the School into disrepute. Pupils found smoking or in the possession of smoking materials can expect an automatic two-day suspension. Similar sanctions apply to pupils found drinking alcohol, under the influence of alcohol or in possession of alcohol.

**49)** Any pupil found in possession of illegal drugs, found to have brought them into school or found to have used them must expect to be expelled.

**50)** Gambling is prohibited.

**51) Pupils in Years 7-11 are not permitted to use mobile phones or other mobile devices during the school day, between 8.40am and 3.45pm, or when on any school activity outside normal school hours, unless permission has been granted by a member of staff.** Circumstances where a pupil may request permission might be to contact a parent about a change to arrangements, or to take a photograph of homework instructions. Using a mobile phone without permission is likely to result in a school detention.

**For all pupils, including those in Years 12 & 13, the taking of photographs or the recording of audio or video clips with any device (including mobile phones) is strictly forbidden, whether on or off the school premises, when travelling to and from school or on a school activity or trip, unless permission has explicitly been given by a member of staff.**

## **Computers and ICT Facilities**

**52)** Infringement of the School's ICT Policy will constitute a serious breach of school discipline. The School reserves the right in such cases to refuse use of school ICT equipment both in and outside formal lesson time. In some instances breaches of this policy may also result in a range of other sanctions, including permanent exclusion.

- (a)** The ICT rooms and other school computers may only be used in the presence of or with the permission of an appropriate member of staff.
- (b)** Pupils' private USB memory sticks and other file storage media may only be used in a school computer with the permission of an appropriate member of staff.
- (c)** Pupils may not download files or programs from the Internet unless they have permission from an appropriate member of staff.
- (d)** Pupils may not install any software on a school computer - whether brought in on their own file storage media or downloaded from the Internet. Any individual requirements not already available at school must be discussed with the ICT Systems Manager or the ICT Technician. Pupils may not make copies of any software on the school computers.
- (e)** Pupils are strictly forbidden to hack into any of the school computer systems, or to change any of the contents or configuration of the school computers, or to interfere in any way with any other pupil's work or files held on the school computers.
- (f)** Pupils found using or in possession of computer pornography or any other offensive material will be dealt with severely (with the same sanctions as those set out for smoking).
- (g)** Any use of the e-mail system or the Internet which brings the School into disrepute, whether inside or outside the School, will also be dealt with severely (with the same sanctions as those set out for smoking). Any offensive e-mails that are sent to other pupils will be treated as a form of bullying.
- (h)** Pupils are responsible for their own network and email passwords, so any files or e-mails attributed to that user name will be attributed to the pupil concerned. Pupils must not use other pupils' passwords. Pupils should also not use their school email addresses for any membership of private internet sites (e.g. social networking) as this may cause them problems on leaving the School when their email account is closed.

## **Specialist Areas**

Additional rules apply in specialist areas such as the Gilbert Library, laboratories, technology rooms and games facilities. These rules will be displayed in the areas concerned and must be observed.

**53)** The School Library:

- (a)** The Library stock is protected by a library security system. Tampering or interference with any part of the system will be regarded as a serious offence and treated as vandalism.
- (b)** Any defacing of books will similarly be treated as vandalism.
- (c)** No food or drink may be consumed in the Library.
- (d)** In Years 7 to 11, individual pupils using the Library during lesson time (when not a lesson) must sign in on the sheet provided.

The full rules for the Library are on display in the Library. The School Librarian reserves the right to exclude from the Library any pupil whose behaviour is not acceptable; any exclusion will be notified to the Tutor of the pupil concerned.

- (e)** Pupils may use the Library after school between 3.45 and 5.30pm. However pupils are not permitted to go into town and then go into the Library.

The Library should be used for quiet study/reading during this time.

## **The Sports Hall**

**54)**

**(a)** Pupils are not permitted to go into the Sports Hall unaccompanied and

**(b)** pupils must wear appropriate footwear (as advised by PE staff) at all times.

**(c)** The No-Mow: pupils in Year 7 are permitted to play sensibly on the No-Mow at Break and lunch times. British Bulldog is not permitted nor any other rough contact games. All litter must be thrown away.

## **Health and Safety**

**55)** For safety reasons the following areas are out of bounds to pupils unless specific permission has been granted: The staging and all associated rooms and equipment in the Powell Theatre, Science laboratories and the Technology Department; the Sports Hall; any area where building or maintenance work is taking place.

**56)** Pupils should always walk and not run inside the school buildings. Pupils should walk on the left on all staircases.

**57)** Pupils must observe all instructions given by staff concerning safety procedures in lessons or in connection with any organised activity. This includes the wearing of lab coats and other protective clothing.

**58)** In the case of a fire or the fire alarm sounding, Fire Drill procedures must be strictly observed.

**59)** Pupils injured in any way or who become ill whilst at school are to report firstly to a member of staff in charge of their class or activity and then to the School Nurse; they may not leave school without prior permission from the School Nurse.

**60)** Pupils should take extra care when walking through areas of the school grounds which are shared with vehicles (School Yard and Number 1 car parks). Pupils should not enter Number 1 via the vehicular entrance that school minibuses use to access the car park.

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## **DRESS REGULATIONS**

The aim of the regulations is to produce a uniformly smart and business-like appearance and a good public image. All members of the School are expected to look tidy and have clean shoes. Those who have been awarded county colours may wear the badges or ties with their uniform. Other authorised ties (e.g. Choristers, Dean's Scholars or sports tour ties) may also be worn.

### **BOYS, Years 7 to 11**

- **School blazer with badge and navy pin striped trousers supplied by Clubsport**
- **Plain white long-sleeved shirt**
- **An authorised school tie**
- **Regulation long and/or short sleeved navy V neck sweater with HCS badge supplied by Clubsport**
- **Medium grey socks**
- **Black 'leather' polishable shoes (not boots). If this is not possible for whatever reason, then parents should write to and inform the Form Tutor.**
- **Trainers or soft shoes for drama**
- **Navy School scarf, navy gloves (optional)**
- **Plain navy, black or dark grey coat or plain navy School fleece (not branded)**
- **No colouring of hair is allowed.**

## **GIRLS, Years 7 to 11**

- School blazer with badge; regulation navy pinstriped knee length skirt as supplied by Clubsport
- Regulation long sleeved white blouse from Clubsport
- Regulation long and/or short sleeved navy V neck sweater with HCS badge supplied by Clubsport
- Navy, black or flesh coloured tights
- Black 'leather' polishable shoes, with a maximum heel height of 5cm/2 inches. If this is not possible for whatever reason, then parents should write to and inform the Form Tutor
- Trainers or soft shoes for drama
- Navy and yellow striped woollen scarf or a navy blue pashmina with school crest, both available from Clubsport; navy gloves (optional)
- Plain navy, black or dark grey coat (unbranded) or plain navy School fleece
- No colouring of hair is allowed
- Girls in Years 7 to 11 may wear a discreet gold or silver chain, with or without a cross. The wearing of other jewellery is prohibited. However, girls with pierced ears may wear a pair of small, plain, silver or gold studs. The wearing of make-up is prohibited for Years 7 & 8. Girls in Years 9 to 11: Make-up, if worn, must be discreet and nail varnish must be clear.
- Hair accessories must be simple and business-like, plain navy or gold.

## **Summer Term**

Girls may wear short white ankle socks in the Summer Term.

All members of the School may assume 'shirt-sleeve' order during the Summer Term when the notice is posted which permits them to do so. This means:

No blazer, no pullover; shirt sleeves may be neatly rolled up. Ties will continue to be worn.

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## **SIXTH FORM DRESS**

The purpose of these guidelines is to allow some variation within the general uniform regulations, which aim to encourage tidiness and a good public image. Ultimately, the Headmaster will deem what is acceptable, but in general, Sixth Formers must look smart and business-like. A white shirt must be worn for the Carol Service, the Commemoration Service, and 'Speeches', and on other occasions when required by the Headmaster.

## **BOYS**

- EITHER School blazer with badge; and medium or dark grey suit trousers  
OR a PLAIN dark grey, black or navy suit
- A formal and sober-coloured shirt.
- A Sixth Form tie or another authorised school tie
- A plain and sober-coloured V neck or crew neck pullover
- Plain dark coloured socks and black 'leather' or 'patent' polishable shoes
- A plain dark grey, black or navy wool mixture coat, waterproof or fleece
- A plain dark grey, black or navy scarf.

## **GIRLS**

- A grey, black or navy skirt or trouser suit. No extreme lengths of skirt are acceptable.
- A formal and sober-coloured blouse.
- A plain and sober-coloured V neck or crew neck pullover
- Normal skin colour or navy tights
- Navy or black 'leather' or 'patent' polishable shoes, with a maximum heel height of 5cm/2"

- A plain grey, black or navy wool-mixture coat, waterproof or fleece
  - Scarves should be in keeping with business-like dress.
  - Make-up, if worn, should be discreet; nail varnish should be clear; no nose or tongue studs are permitted.
  - Jewellery is limited to a small pair of earrings and one other discreet item
  - If a belt is to be worn, then it should be discreet and part of the suit.
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## **GAMES KIT - BOYS**

### **Each boy in Years 7 to 10 must have:**

Navy blue cotton rugby shorts, white gymnastic shorts, white HCS polo shirt, white ankle socks, navy blue reversible rugby shirt, school pattern rugby socks, rugby boots with regulation RFU safety studs, white sole trainers for gym, white cricket shirt, white cricket pullover, HCS swimming shorts (navy), moulded mouth guard, regulation navy tracksuit bottoms and waterproof zipped jacket from Clubsport, and shin pads.

An extra pair of training shoes is recommended for Cross Country.

### **Boys in Year 11 & Sixth Form should have Sports kit appropriate to their activity:**

Rugby & Hockey - navy blue rugby shorts, navy blue rugby shirts, school pattern rugby socks, moulded mouth guard.

Cross-country, Badminton, Athletics and Tennis - HCS navy track suit, white or navy polo, white shorts, white ankle socks

## **GAMES KIT - GIRLS**

### **Each girl in Years 7 to 10 must have:**

Navy skirt (pleated wrapover), HCS navy shorts, HCS yellow games shirt (short sleeve), HCS hockey socks, white ankle socks, astros, boots (suitable for grass), shin pads, predominantly white trainers, HCS one-piece swimming costume (navy), bathing cap, moulded mouth guard, regulation navy tracksuit bottoms or HCS tracksuit bottoms and waterproof zipped jacket.

### **Girls in Year 11 & Sixth Form should have Sports kit appropriate to their activity:**

Netball & Hockey - navy track suit trousers, navy skirt (pleated wrapover), white polo shirt, HCS navy shorts, school pattern socks, hockey boots/training shoes, moulded mouth guard, and shin pads.

Cross-country, Badminton, Rounders, Athletics and Tennis - HCS navy track suit, HCS polo top, navy skirt or navy shorts, white ankle socks

The School will, from time to time, sell sportswear  
for particular activities, events and tours

**Please ensure that all items of uniform and games kit are named.**  
School Shop: Bewell Street, Hereford. [www.clubsport.co.uk](http://www.clubsport.co.uk) (01432) 342626