



The Crypt School Rules and Home-School Agreement

1. BEHAVIOUR:

Good behaviour at the Crypt School is based upon the belief that encouragement is more effective than sanctions. To this end pupils are praised for good work, noteworthy effort, helpfulness and responsible behaviour. Mutual respect for others is paramount. Every pupil is expected to adhere to the school rules and a copy of these rules will be found on each form room notice board. However, there may also be times when a sanction becomes necessary. The aim of this policy is to be clear with our expectations and fair, appropriate and consistent on those occasions when a sanction is appropriate.

Pupils and parents need to be aware that any disorderly or unmannerly behaviour OUTSIDE the school may be treated as a school offence.

Pupils are expected to demonstrate care for the site and building at all times. Any damage or health and safety concerns need to be reported to the site manager. All pupils have a responsibility to keep the site free of litter.

At all times pupils should behave in a way which:

- a. Allows others to teach and learn and enables the school to function effectively.
- b. Shows respect for the safety of those who work within the school community.
- c. Demonstrates care for the school building, its contents, grounds and equipment.

2. SCHOOL UNIFORM :

All pupils must wear full school uniform: in the event of there being any temporary problem, parents are asked to notify the form teacher **IN WRITING**. The pupil will then be given a note by the Head of Year which will authorise the wearing of non-uniform clothing for a limited period of time.

The school can accept no responsibility for any items brought to school by pupils. Parents are advised to ensure that their own insurance adequately covers such property.

During the journey to and from school, in all lessons, and while moving about the school building and grounds except when specific permission has been given by a member of staff, pupils should wear :

- House tie
- Blazer
- Dark grey trousers
- Grey or white shirt
- Black, Grey or maroon v-neck pullover*
- Black shoes
- Black or grey socks
- (* optional item)

Shirts need to be tucked in and collars done up. Ties need to be visible and tidy

For Physical Education Lessons :

White gym shoes or trainers
Black shorts
House PE vest
White socks
Towel (for showers)

For Games Lessons :

Winter :

School rugby shirt
Black rugby shorts
Rugby boots
Maroon rugby socks
Towel (for showers)

Summer :

P.E. Kit (as PE lessons) or other white kit for the appropriate sport

Please see Prospectus for Sixth Form Dress Code

All items of personal clothing and property must be clearly and securely marked with the owner's name.

Items of school clothing are available from the Uniform Shop
Open Mondays between 1.00 p.m. - 2.00 p.m.

3. CYCLES :

Pupils may wish to cycle to school. Parents should note that the school is situated on one of the most dangerous roads in the area. Before giving their son/daughter permission to cycle to school they should bear in mind the following recommended practices.

- 3.1 All Year 8 pupils who cycle are invited to take part in and pass the Silver Cycling Proficiency Course held in school early in the September Term.
- 3.3 All cycles should be postcode stamped.
- 3.4 The cycle should be maintained in a roadworthy condition.
- 3.5 The cycle should be securely locked at all times while in the cycle compound.
- 3.6 Extreme care must be exercised when cycling in the school grounds.
- 3.7 The Governors and school cannot be held responsible for the safety or security of a cycle while it is on the school premises. Parents are advised to ensure that the cycle is covered by their household insurance.
- 3.8 All cyclists are encouraged to wear a safety helmet when cycling to and from school.
- 3.9 Parents should note that the Headmaster will withdraw permission to cycle to school from any pupil who fails to comply with the regulations.

4. MOTOR VEHICLES:

- 4.1 **Students wishing to bring any motorised vehicle to school must first obtain permission from the Head of Sixth Form.**
- 4.2 All matters associated with tax, insurance, MoT and licence, must comply with legal requirements.
- 4.3 Motor Vehicles must be driven with great care in the school grounds, giving priority

to pedestrians and cyclists.

- 4.4 Vehicles must be securely locked when not in use. Neither the Governors nor the school accept responsibility for the safety of vehicles on the school premises.

5. SANCTIONS :

The Crypt School is running a system called “Positive Learning Plus”, which involves praise and sanctions. Parents are expected to support the school in the running of this system

- 5.1 School detentions run after school for an hour – parents will be given at least 24 hours’ notice and letters will be sent home explaining the reason for the detention.
- 5.2 Homework detentions run after school for 30 minutes for KS3, 45 minutes for KS4 and one hour for KS5. Pupils will record these in their planners and need to inform their parents if they receive one.
- 5.2a If a pupil misses a detention they will be put in for the following session. If they miss it a second time then their sanction will be escalated to an internal exclusion
- 5.3 More serious offences will receive either internal or external exclusions
- 5.4 Sanctions are recorded on the school’s “IRIS” database and this will be accessible to parents and students though the school Intranet.

6. THE SCHOOL DAY :

| | | |
|-----|--------------------------|------------|
| 6.1 | Registration & Assembly | 8.35 a.m. |
| | Period 1 : | 8.50 a.m. |
| | Period 2 : | 9.50 a.m. |
| | Break : | 10.50 a.m. |
| | Period 3 : | 11.10 a.m. |
| | Period 4 : | 12.10 p.m. |
| | Lunch : | 1.10 p.m. |
| | Afternoon Registration : | 2.10 p.m. |
| | Period 5 : | 2.15 p.m. |

- 6.1a On arrival pupils need to go either to the dining room or playground – they must not enter the main building before 8.30. 6th former may go to the Common Room
- 6.2 All pupils in Years 7-11 are expected to be in registration/lessons during the above times. V1th Form pupils are allowed off-site at lunch time or if they have been granted home study leave by their Head of Year. They must sign out first whenever they leave the premises.
- 6.3 **In the case of unavoidable dental, optician or medical appointments, pupils must bring a note from parents.** This should be shown to the form teacher who will initial it. The pupil should then get a ‘permission to leave school’ form from the Office and have it completed either by his form teacher or the Head of Year. When the time comes to leave school the pupil should report to the Office to collect an absence pass and be booked out. Upon returning the pupil should report to the office and hand in the absence pass.
- 6.4 Any pupil who is late for registration **must** report to the office upon arrival in school.
- 6.5 Entry to and exit from the school grounds are only by way of the main gate or by the gate near Black Bridge. In the interest of safety parents are requested to not use the school drive but drop their children at the bottom of the drive.

- 6.6 During the lunch break only those pupils whose parents have notified the school that lunch is provided at home may leave the school premises.

7. **TAKING HOLIDAYS DURING TERM TIME**

The Government has issued tougher guidance regarding pupil absence from school in term time for holidays. **Holidays during term time will only be authorised by schools under exceptional circumstances. Formal requests must be made to the Head who may exercise his right to refuse time off for a pupil.** An assessment on the impact the holiday would have on learning must be done before permission is granted. Many parents think the time a child misses for a family holiday doesn't affect their schoolwork. But a child who takes a two-week holiday (10 days off school) every year of their school life will miss 24 weeks of their formal education. This is in addition to unavoidable absences, particularly illness. Missing school through family holidays can damage a pupil's attainment levels and disrupt school routines and the learning of others. Not only do pupils miss work while they are away, they are also less well-prepared for lessons when they return, and teachers find that they need to spend additional time helping a student to catch up work missed at the expense of helping others in class who have been present.

8. **OTHER :**

- 8.1 Hair should be of reasonable length and discreet in style and cut. It should be clean, well groomed and natural in colour. The Headmaster is the final arbiter in all matters to do with dress, uniform and hairstyle.
- 8.2 Boys must not wear studs, sleepers or earrings. Girls with pierced ears may wear small discreet sleepers or studs.
- 8.3 Pupils may not smoke, drink alcohol or take any form of banned substances on school premises or on the way to and from school. This also includes the use of e-cigarettes or any such imitation substance, whether or not it includes nicotine.
- 8.4 Under no circumstance may pupils bring to school any article which may cause damage or injury to themselves, to others, or to property.
- 8.5 Parents are advised not to allow music players, electronic games, radios, mobile phones, etc. into school. These are valuable and highly desirable items and the school can take no responsibility for their security.
- 8.5a Pupils may only use their mobiles phones for emergency calls. They must be switched off in lessons and in no circumstances whatsoever are they to be used to access social media sites, send emails or used as cameras without clear permission from staff. All use of electronic and digital devices (smartphones, computers, laptops, tablets etc.) must conform to the terms of the School's Acceptable User's Policy and Social Media Policy.
- 8.6 Gambling is not allowed.
- 8.7 No eating or drinking is allowed anywhere in the school building, except in the Dining Room and Sixth Form Common Room.
- 8.8 With the exception of Wet Breaks, no pupil below the 6th Form should be in the main school buildings during morning or lunch breaks unless they are:
- * in their allocated House Room
 - * attending an activity supervised by a member of staff or prefect,
 - * visiting the toilet

- * reporting an emergency of some kind.
- 8.9 During a Wet Break all pupils below the Sixth Form should go to the Dining Hall or allocated House Room, which will be available for use.
- 8.10 Pupils may not buy, sell or exchange articles among themselves. No pupil may borrow money from another pupil; any pupil who needs money for bus fare etc. should ask at the Main Reception.
- 8.11 **All property, including items of clothing, should be clearly marked with the owner's name. Valuables should be engraved.**
- 8.12 In the interest of safety, glass bottles and aerosol cans should not be brought on to the premises.
- 8.13 Pupils will be issued with valuable school books and equipment. The safekeeping of the property is the responsibility of the pupils.

If there is any doubt concerning the interpretation of these rules, particularly in such areas as uniform, hairstyles or behaviour, parents are urged to contact the Headmaster without delay.

| |
|---|
| THE CRYPT SCHOOL HOME - SCHOOL AGREEMENT for KS3/4 |
|---|

Crypt School agrees to:

- Seek to provide the best possible conditions for learning.
- Celebrate effort and achievement in all areas, academic and extra-curricular.
- Promote independence, self-reliance and mutual respect.
- Communicate clearly with students and parents to keep them informed about academic and pastoral matters and other more general developments within the school.
- Raise levels of achievement for all students.

Parents / Guardians agree to:

- Provide support for the full and punctual completion of homework.
- Support the school in its application of agreed policies and rules, including the need for good behaviour, smart appearance and full and punctual attendance.
- Encourage and support participation in extra-curricular activities.
- Maintain clear communication between home and school.
- Recognise and reward effort and achievement in all aspects of school life.
- Endeavour to secure my son/daughters's full attendance and avoid all unnecessary disruptions to the School Year.
- Enable their son/daughter to attend school functions (such as Founders' Day) and play a full part in the life of the school

Students agree to:

- Show consideration and respect for others at all times
- Respect the school environment and property.
- Set high standards in all areas : academic, personal and social.
- Organise work to meet deadlines.
- Act as a reliable communication link between home and school.
- Endeavour to achieve 100% attendance at school.
- Use the school network and any computer equipment responsibly and in accordance with school policies
- Attend school functions (such as Founders' Day) and play a full part in the life of the school.
- Report any bullying or harassment of themselves or others – i.e. not to be a bystander



THE CRYPT SCHOOL SIXTH FORM POST-16 LEARNING AGREEMENT

Joining the Sixth Form is voluntary, but doing so constitutes a statement of intent between you and the school. This Agreement is intended to give students a clear understanding of what they can expect from Crypt School Sixth Form, and what will be expected from them in return.

Student Entitlement

The Student Learning Agreement is intended to give you a clear understanding of what you can expect from The Crypt School's Sixth Form and what is expected of you in return.

Under this agreement, The Crypt Sixth Form will endeavor to provide:

- A programme of courses that meets your interests and aspirations and is delivered by suitably qualified and effective members of staff using appropriate facilities and resources
- A friendly, caring and supportive environment
- A tutor who monitors your progress and provides guidance
- Careful monitoring of my academic progress, including setting targets for improvement with subject staff and your tutor, including support as required.
- Support in developing good study skills
- Good social facilities and the opportunity to take part in a varied Enrichment Programme including opportunities for leadership
- Careers and higher education guidance and advice
- Offer clear communication with you and your parents / guardians to keep everybody informed about academic and pastoral matters and other more general developments within school.
- Advice and guidance on your personal health and well-being including coping with stress
- Good study and library facilities, including the use of ICT
- A forum for expressing your views and contributing to the development of the Sixth Form

Student Requirement

As a Sixth Form student at The Crypt School you will be expected to:

- Accept responsibility for your own learning and aim to become a self-motivated and self-organising learner
- Complete all work to the required standard and perform in line with their predicted grades, as determined by prior attainment by the required deadline

- Use your supervised study and self-directed time in school effectively; do extra reading and research beyond the syllabus
- Attend all lessons, tutor time, assemblies and formal functions punctually
- Act as a positive role model for younger students in both school and the community; be thoughtful and considerate towards other students and staff and do not disrupt the learning of others
- Contribute to the life of The Crypt School and the wider community by participating positively in extra-curricular activities and other Sixth Form activities
- If a student has advanced warning of a potential absence, this needs to be discussed with the form tutor, teachers and Head of Year. Other than emergency medical appointments or a driving practical test, all appointments should be made outside normal timetable time.
- Behave in a sensible and mature manner and look after and respect the Sixth Form Common Room and Cooke Centre
- If you leave the school site for any reason before 3.15pm you must sign out at the sixth form office.
- All students must adhere to the dress code (see letter sent home): in the event of there being any temporary problem, parents are asked to notify the school in writing. A note from the Head of Year / Sixth Form Office will then be provided, authorising the wearing of non-uniform for a limited period. The Head of Sixth Form's decision is final in all matters connected with Sixth Form dress.
- Student mobile phones are discouraged but if brought to school must remain out of sight and turned off throughout the student's time on site. The school can accept no responsibility for any items brought to school by pupils. Parents are advised to ensure that their own insurance adequately covers such property.
- Respect school parking rules; any student wishing to bring any motorised vehicle onto the school site must first obtain permission from the Head of Sixth Form, complete a School Driving Application Form and adhere to its guidance and rules. All matters associated with tax, insurance, MoT and licence, must comply with legal requirements. Motor Vehicles must be driven with great care in the school grounds, giving priority to pedestrians and cyclists. Vehicles must be securely locked when not in use. Neither the Governors nor the School accept responsibility for the safety of vehicles on the school premises.
- Students may wish to cycle to school. They should note that the school is situated on one of the most dangerous roads in the area. The Governors and school cannot be held responsible for the safety or security of a cycle while it is on the school premises. Parents are advised to ensure that the cycle is covered by their household insurance. All cyclists are encouraged to wear a safety helmet when cycling to and from school.

- Do not smoke on or near the site, nor participate in illegal activities or use drugs on site or during school activities.
- Students should pay a £20.00 deposit at the start of Y12, to be returned in full at the end of Y13 (or sooner if s/he leaves Sixth Form before the end of the full A2 course). The deposit, or an appropriate proportion of it, will be forfeited if a student is found to be responsible for any damage or loss caused to the Sixth Form area, books or materials.
- AS-Level students, whose attainment is in line with their predicted grades, will be able to progress to A2-Level. It is the School's intention to offer and continue all AS-Level courses through to A2-Level, although this will depend on circumstances at the time.
- If students underperform in examinations they will be re-entered for these examinations and all costs will be met by the student, in line with the School's Examination Policy.

If there is any doubt concerning the interpretation of these rules, particularly in such areas as uniform, hairstyles or behaviour, parents are urged to contact the Head of Sixth Form without delay.

This Agreement outlines basic expectations of sixth form students. The school will make every effort to support students academically and pastorally and to keep parents informed as necessary. However, if a student is unable to respond to support, he/she may be asked to leave.

Please detach, sign and return the final part of the Agreement to the Sixth Form Office by Monday 8th September 2014

The Crypt School Post-16 Learning Agreement

I have read and agree to the terms of this Agreement:

| | | | |
|-----------------------|-------------|--------------|-------|
| Signature of student: | Print Name: | Tutor Group: | Date: |
|-----------------------|-------------|--------------|-------|

I have read and agree to support the school with this agreement:

| | | |
|-------------------------------|-------------|-------|
| Signature of parent/guardian: | Print Name: | Date: |
|-------------------------------|-------------|-------|

I enclose a cheque for the sum of £20.00 (made payable to The Crypt School) which serves as a deposit.

Office Use Only

The Crypt School Post-16 Learning Agreement

Student Name:

Form:

I acknowledge receipt of the Post-16 Learning Agreement and Sixth Form Deposit of £20.00

Signed:

Date:

Reviewed : January 2015

Approved by Full Governors : January 2015

Review : January 2017