STAHS
PREP SENIOR SIXTH

School Rules

Behaviour Management Policy Related Document

June 2026

THINK BEYOND

STAHS
PREP SENIOR SIXTH

P04: PUPIL BEHAVIOUR (Related Document)

STAHS SCHOOL RULES

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REFERENCES

A. STAHS P04 RD: Behaviour Management Procedures
B. STAHS P04 RD: Drugs, Alcohol & Smoking
C. STAHS P04 RD: Senior School Uniform and Sixth Form Dress Code
D. STAHS P05 RD: Anti-Bullying
E. STAHS P12 RD: Emergency Evacuation Procedures
F. STAHS P15: Internet Enabled Devices
G. STAHS P15 RD: Acceptable Use Policy

PRINCIPLES

These School Rules codify the behaviour that will enable individuals and the STAHS School community to function happily and effectively. They are not intended to constrain but rather to create an environment that allows all pupils at STAHS to develop in a safe and purposeful way.

The Rules should be viewed as the detail underpinning the Expected Behaviours. Pupils who follow the Expected Behaviours will not fall foul of the School Rules. No set of rules can address all concerns; therefore, common sense must be a powerful and sensible guide. Teachers are given the authority by the Head to use their professional judgement in deciding if a pupil's conduct falls short of expectations, regardless of whether or not a School Rule, as set out in this document, has been breached. Should a pupil or parent feel that they have been treated in an unjust or disproportionate manner, they should report their concerns to their tutor, Head of Year or a member of the appropriate SLT in the first instance. Should their concerns not be satisfied, they should report to the Deputy Head Pastoral or the Prep School Deputy Head Pastoral for resolution.

Breaches of the Rules defined as "Serious Offences" will be brought to the attention of the Head or the Head of Prep, as appropriate. Examples of Serious Offences are listed in this document. Committing a Serious Offence may lead to temporary or permanent internal (on-site) or external (off-site) exclusion; repeated misdemeanours of a less serious kind may also attract the same decision. In the case of a breach or potential breach of UK or English Law, the police will normally be informed.

It is also important to remember that the Head is responsible for the reputation of the School; the Head reserve the right to protect it and therefore actions which bring the School into disrepute, whether these occur on or off site, in term-time or not, may be regarded as a Serious Offence.

SCOPE

The Rules apply to all pupils at STAHS during term-time when under our jurisdiction, (please note though the details in the above paragraph concerning the School's reputation), and also to any other times when a pupil is representing the School, for example trips, camps, tours, away matches, STAHS-sponsored social events or travelling to or from the School by whatever means.

All pupils are expected to know the School Rules, read notices, refer to their email messages (this only applies to those pupils with a School email account), keep themselves informed, and ask for assistance if it is needed. There are local rules and regulations, which apply to the Dining Room, the

Jubilee Hall, laboratories, studios and workshops, the swimming pool, the sports buildings and these should be observed.

In addition to this written form, the School Rules will be articulated in an age-appropriate way to pupils for whom this document is less accessible, for example in the Prep.

THE SCHOOL RULES

These School Rules can also be found in the Parent and Pupil Portals, in the Staff Handbook and in Senior School Student Planners. They can also be accessed via the School's website.. Any updates that occur in the course of the year will in the first instance be displayed on the Student Dashboard and will be announced in tutor notices and/or assemblies as appropriate.

The Rules cover the following areas of School life:

- Academic
- Dress and Appearance
- Property
- Behaviour
- Health and Safety
- Co-curricular Activities and Sports
- Fire Regulations – Actions to be taken in the event of a fire
- Leaving the Site
- School Bounds
- The Media

In addition to adhering to School Rules at all times, it is expected that pupils cooperate fully with any investigation into possible breaches of School Rules conducted by members of staff. This may include writing statements outlining their experience of events they may have been party or witness to and/or being asked questions about such events. Wilful dishonesty or refusal to cooperate with members of staff in this respect may be treated as a Serious Offence, and could result in sanctions in accordance with ***Reference A***.

1. Academic

1.1. All pupils must arrive at the School in good time to report to their tutor room for registration. It is therefore expected that pupils in Senior School (Years 7-13) arrive between 0815 and 0830. It is expected that pupils in the Prep School (Reception – Year 6) arrive between 0800 and 0830.

1.2. All pupils must be punctual for timetabled activities, including lessons, registration periods, tutor times, assemblies and activities. They must arrive no later than five minutes after the previous period finishes. Arriving more than 10 minutes after the timetabled start of a lesson or activity may be considered wilful truancy and sanctioned as a Serious Offence.

1.3. All pupils must attend lessons and timetabled activities, or have express permission from a member of staff to not be in attendance. Failure to report to a lesson or timetabled activity may be considered wilful truancy and sanctioned as a Serious Offence.

1.4. Books, equipment and other materials should be properly cared for.

1.5. Unacceptable work, poor classroom behaviour or a lack of punctuality will be challenged, and appropriate sanctions may be imposed. Staff may ask students to redo the work.

Persistent failure to complete the work to expectations will result in further academic sanctions, in accordance with Reference A.

1.6. In the Senior School, if a pupil has to miss all or part of a lesson for any reason (for example due to individual music tuition), they must seek the permission of the teacher involved. Where possible, 24 hours' notice should be given. It is expected that they should apologise if they fail to do so. As the lessons above are charged for, pupils are likely to be billed for lessons missed without forewarning or good reason. Work missed should be made up unless excused from doing so by the subject teacher. It is the pupil's responsibility to initiate this.

1.7. In the Senior School, if a pupil misses all or part of a lesson for any reason, they are still responsible for completing any homework set during that lesson to the same deadline as the other pupils in their class. All homework is posted on Teams; it is the pupil's responsibility to check for homework. Pupils who miss a lesson for any reason may request an extension to the homework deadline where reasonable; but this request must be received by the subject teacher in good time (at least 24 hours before the deadline) and granting such extensions is at the teacher's discretion.

1.8. Sixth Form or Y11 students may have Private Study periods. These periods will be either supervised in the first instance or unsupervised with the permission of the Head of Sixth Form. Students who are assigned supervised Private Study are expected to report to the classroom punctually (see 2 above) and to remain in the classroom for the duration of the lesson. Students assigned unsupervised Private Study may work in the Library or the Sixth Form Common Room, or other location on the School site with teacher permission. It is, however, expected that students remain in their chosen area for the duration of the lesson and not wander about School.

1.9. In the Senior School, only assigned lunchtime classrooms may be used in the absence of staff only for schoolwork or other authorised School activities, and only by pupils who have tutor time in the room. Pupils should not be in any classroom other than their year group assigned classroom during non-lesson time. Staff desks and all other equipment must not be interfered with and the room should be left in a tidy condition and configured as it was found.

1.10. In the Prep School, pupils are not allowed inside any of the buildings at lunch of break time unless they are taking part in a supervised activity (e.g. eating lunch, club, reflection etc.)

1.11. In the Senior School, pupils must familiarise themselves with, and observe, the rules governing examinations and assessments following briefings from the Examinations Officer.

1.12. Cheating is unacceptable. Cheating in public examinations or plagiarism in coursework is reported to the Examination board concerned which could jeopardise the candidate's GCSEs or A Levels across all subjects. This is regarded as a Serious Offence.

1.13. Plagiarism is a form of cheating, and is not limited to exam work. Plagiarism and other academic dishonesty are Serious Offences, and includes but is not limited to the following activities:

1.14. Including parts of someone else's work in your own without using quotation marks and identifying the source. This includes cutting and pasting information from the internet.

1.15. Copying, re-wording or summarising someone else's work and including it as your own without acknowledging the source.

1.16. Not labelling diagrams/illustrations that you have used

1.17. Working together with other pupils on a task that should have been done on your own.

1.18. Failure to meet academic standards may lead to a pupil's loss of privileges, withdrawal of an Award, or removal from the School.

2. Dress and Appearance

2.1. It is the responsibility of all pupils to see that they are well groomed and neatly and appropriately dressed at all times, including when off the School site.

2.2. The Senior School Dress Code is published in the related document ***Reference C***. This dress code is also available in the Senior School Parents' Handbook, in the Senior School Student Planners and on the Virtual Learning Environment (Student Dashboard). It is expected that all pupils know and conform to the dress code.

2.3. Sanctions for dress code violations are listed in the related document Dress Code. Repeated, deliberate violations of the Dress Code may be considered a Serious Offence.

2.4. Unsafe behaviour to include not having lanyard and school card, to tap in and out and access School, carries a sanction of a Lunchtime Detention.

3. Property

3.1. Theft is a Serious Offence. Borrowing without permission may be construed as theft.

3.2. Vandalism is a Serious Offence.

3.3. All property, whether individually or communally owned, must be respected.

3.4. Damage must be reported to a member of staff as soon as possible.

3.5. Buying and selling between pupils is not allowed at School.

3.6. Prep School pupils should not normally bring any money to School. Exceptions include fund-raising sales or 'dress up' or own clothes days, and will be clearly communicated to parents in advance.

3.7. Senior School pupils are strongly advised not to have or carry more cash than is needed on a daily basis (breakfast and snacks may be purchased daily for a small fee).

3.8. Pupils should be careful with valuables. They should never lend bankcards or reveal PIN numbers to others.

3.9. Lost property should be handed to Reception, a member of staff or a Prefect/Officer.

3.10. Pupils in the Prep School are not permitted to bring in smart phones.

3.11. No personal property brought to school is covered by the School's insurance and therefore valuables should be fully insured at home. It is advised that all pupils label their personal property clearly with their full name.

3.12. Lost property (named and unnamed) is made available to pupils on a weekly basis. Unclaimed lost property is collected termly and donated to charity or the Second-hand Uniform Shop. Specific arrangements for lost property vary between the Senior and Prep Schools; further information is communicated to parents annually and is available on request at any time.

4. Behaviour

4.1. Good manners are expected of all pupils at all times.

4.2. Pupils are expected to act on the instructions of STAHS staff (teaching and non-teaching) immediately and without complaint.

4.3. Aggressive or threatening behaviour, be it physical or verbal, is unacceptable. This is a Serious Offence.

4.4. Bullying is a Serious Offence. See ***Reference D*** for details.

4.5. Explicit physical contact and public displays of affection are unacceptable.
4.6. Pupils should pay particular attention to behaviour and appearance when off the School site.
4.7. All visitors and STAHS employees should be treated with respect and courtesy.
4.8. Good manners and orderly behaviour are expected in the Dining Room and the meal queues.
4.9. Food may not be removed from the Dining Room (unless pre-packaged grab and go).
4.10. Chewing gum is not allowed in School.
4.11. Pupils should not drop litter and are asked to pick up any they may find.
4.12. In the Senior School, phones, music players, tablet computers and the like should not be used in School during the working day unless with specific permission from a member of staff. Further information may be found in the BYOD Policy.
4.13. In the Prep School, phones, smart watches, music players, tablet computers and the like should not be brought to School. Year 6 pupils who go home alone, or pupils who travel to and from school by coach, may bring in a mobile phone ('brick' phone). This should be handed in to the form teacher at the beginning of the school day.
4.14. The sending of inappropriate text or picture messages is likely to be considered a Serious Offence. See ***References F and G*** for details.
4.15. Pupils should not take photographs or videos of another pupil or member of staff or distribute that image without their agreement. Misuse of such images, especially if inappropriate, may constitute bullying or even a criminal offence (see Behaviour point 3 above). This may constitute a Serious Offence.
4.16. Betting and gambling are forbidden.

5. Health and Safety

5.1. Any medication brought from home, whether prescription or over-the-counter, should be left with the School Nurse, where it can be dispensed under supervision. All medication should be accompanied by a written instructions from the pupil's parents/carers. All prescription medication should have the original label, clearly stating the pupil's name, name of GP and the dose. Further information regarding dispensation of medication is available upon request.
5.2. Pupils are not allowed to carry, distribute or self-dispense medication of any kind at School. This includes over-the-counter pain medication such as paracetamol, ibuprofen, and medicated lozenges.
5.3. All accidents or injuries should be reported to a staff member immediately, even if the injured party requires no medical treatment.
5.4. Smoking and the possession of smoking materials, including e-cigarettes and vapes are forbidden, regardless of the nicotine content. Pupils should not arrive at School having clearly smoked elsewhere. There are Serious Offences. (See also ***Reference B***).
5.5. Taking, possessing, or dealing in drugs is forbidden. These are Serious Offences. (See also ***Reference B***).
5.6. Solvent abuse is a Serious Offence. STAHS will react to solvent abuse in a similar way to other forms of drug abuse. (See also ***Reference B***).
5.7. Alcoholic drinks may be consumed only at authorised School occasions and only by Sixth Form students over 16, under supervision. Alcoholic drinks may not be brought onto the School premises or to School events/trips held off-site. Drinking to excess under any circumstances is unacceptable. Pupils should not arrive at the School clearly having

consumed alcohol elsewhere. These are Serious Offences. (See Tobacco, Alcohol and Drugs Policy and Alcohol Policy)

5.8. The swimming pool, fitness suite, sports hall and other sports facilities have their own safety guidelines which must be followed by all pupils. These guidelines are posted outside each of the locations. Pupils must not use any of these facilities if there is no member of staff present.

5.9. Pupils must not enter laboratories, art rooms or design technology rooms without the permission of, and supervision by an appropriate member of staff.

5.10. Possession of dangerous articles or imitations thereof as defined by the Head, such as laser torches, knives, firearms, air pistols, paintball/ball-bearing guns, catapults, fireworks, chemicals and explosives is forbidden.

5.11. Pupils in Y7-11 are not permitted to drive themselves to school or park a vehicle on the School premises. This rule applies to the school day as well as evening and weekend performances and events.

5.12. Pupils in Y12-13 are not permitted to drive other pupils in their vehicle during school hours, unless permission has been sought in advance from the SLT.

5.13. Pupils in Y12-13 are allowed to drive themselves to school (licence permitting) but may not park on the school site. They must use public parking; i.e., on-street parking. They are responsible for ensuring their vehicle is legally parked in a public space, and are liable for any fines incurred as a result of illegal parking.

5.14. Pupils riding bicycles to and from School should wear protective headgear. It is the pupils' responsibility to ensure the bicycles left at School are properly secured.

5.15. Due consideration should be given to all road users and pedestrians. In particular, great care should be taken in crossing roads, taking care only to use designated crossing points.

6. Co-curricular Activities and Sports

6.1. STAHS offers a huge variety of Sports, Clubs and Activities through the Co-curriculum and as part of School life. Pupils who commit to participate in any School-run Co-curricular Activity must honour their commitment and attend regularly and in good spirit. Pupils must consider carefully if they have the time and ability to meet the attendance and time requirements for any co-curricular activity before they commit. Pupils should not 'double-book' for Activities.

6.2. It is the duty of each pupil to read notices and arrive to co-curricular activities at the correct time. If pupils have to miss co-curricular activities for any reason, they must seek advance permission from the member of staff in charge, and it is expected that they should apologise if they fail to do this. Absence from an organised commitment may result in a sanction.

6.3. Pupils travel to away fixtures in School Uniform or tracksuits as directed. Kit must be clean for all fixtures.

6.4. Sports Captains must ensure that visiting teams are treated hospitably during their visit.

6.5. Spiked or studded footwear may not be worn on the way to and from the games fields.

6.6. For Sport and some co-curricular activities pupils must wear the protective clothing and equipment (e.g. gumshields, helmets) as required by staff in charge.

7. Fire Regulations – Action to be taken in the event of a fire

7.1. It is expected that all pupils follow the instructions of staff and/or emergency services in the event of a fire and/or fire drill.

7.2. See ***Reference E*** for more information on regulations and evacuations.

8. Leaving the School Site

8.1. Pupils should not leave the School site without permission.

8.2. Prep School pupils should not leave the Prep School site without appropriate adult supervision.

8.3. Pupils are expected to remain on-site for the duration of the school day with the exception of Y11 and Sixth Form students. (Y10 can go off-site during lunchtime when Y11 begin their study leave).

8.4. When leaving site at lunchtime, pupils in Year 10 and 11 must be in no less than a pair, take a mobile phone, follow all School Rules and sign in and out using the InVentry system. Pupils should remain on the main roads between St Peters Street, Chequer Street, Market Place, St Christopher's Place, George Street, Romeland, Abbey Mill Lane, Fishpool Street and Holywell Hill, going no further than the Verulamium Lake.

8.5. In the Senior School, pupils without formal commitments (such as sport, music or drama) are welcome to stay in the Library or Library Corridor until it closes at 1730. Pupils who wish to remain on site must remain either supervised in the Library or Library Corridor or supervised by the teacher/s in charge of their activity.

8.6. Once pupils have left at the end of the school day, they should not normally return to School before then next school day, unless they have permission from staff to attend for example rehearsals or performances.

8.7. Sixth Form students may request permission from the Head of Sixth Form to leave the School site at certain times. They must state where they plan to go, and return promptly at the agreed time. They must tap out upon leaving the School and back in upon their return. Further information is available in the Sixth Form Handbook and upon request.

8.8. At the end of the school day, pupils in Year 6 may go "home alone". They may only do this with their parents' permission which should be communicated to the PA to the Head of the Prep School.

9. School Bounds

9.1. The following places are out of bounds for pupils:

- Off-licences, pubs, betting shops and amusement arcades
- Independent convenience shops selling tobacco and alcohol products
- The kitchens
- The Groundskeepers' storage areas
- Maintenance areas
- Cleaners' areas/cupboards
- Science prep rooms
- Staff toilets
- Any part of the School Grounds outside of School hours. (School hours are term-time only, Monday-Friday 7:30 am until 5:30 pm, or when a school-sponsored event is taking place and the school is supervised by staff).

9.2. Areas that may only be visited with staff supervision/permission:

- Swimming pool
- Gym
- Sports Hall
- Sports Pavilion
- Science Labs
- Design Technology workshops
- Art classrooms
- Staff Offices
- The Staff Room

10. The Media

10.1. Under no circumstances may pupils communicate with any member of the Media without permission from the Head.

SERIOUS OFFENCES

Serious Offences are infractions that incur the most serious sanctions. Any single act or developing pattern of behaviour may be deemed a Serious Offence at the discretion of any member of the Senior Leadership Team. Any offence may be deemed a 'Serious Offence' in the professional judgement of the Head (STAHS Prep or Senior), Deputy Head Academic (Senior), Deputy Head Pastoral (Senior), given the circumstances and context of the offence. Serious Offences include but are not limited to:

- Drug abuse including supply, possession or use
- Alcohol abuse
- Smoking and Vaping
- Theft, blackmail
- Wilful truancy from timetabled lessons or activities, including assemblies and registration periods
- Bullying, including cyberbullying
- Physical assault, threatening behaviour or intimidation
- Fighting, regardless of extent of physical contact or injury
- Sexual harassment
- Racist or sexist abuse
- Sexual misconduct including the supply and possession of pornography
- Wilful damage to property
- Certain violations of the Pupil Acceptable Use Policy for ICT or the Bring Your Own Device Policy

- Possession or use of unauthorised firearms or other weapons
- Cheating, including plagiarism (not limited to public examinations)
- Malicious allegations against staff
- Persistent attitudes or disruptive behaviour which are inconsistent with the School's ethos, including on social media
- Failure to adhere to an agreement made as part of an Academic or Conduct Sanction, for example a Behaviour Agreement
- Parental or pupil behaviour which, in the Head's reasonable opinion leads her to believe that removal of the pupil from the School is in the best interests of the School or the pupil