

# SCHOOL RULES

## GERMAN SCHOOL LONDON

Title	SR04 School Rules
Version	2.2 / August 2018
Created	Gesamtkonferenz (meeting of all pedagogical staff)
Validity	School community (Students, parents, guests and visitors, as well as other third party visitors)
Next review date	August 2021 or sooner, if required



A friendly, pleasant and safe school environment depends on the cooperation of each individual. Everyone who learns or works at the German School is therefore asked to be considerate, polite, respectful and responsible. Pupils should ensure that their behaviour will not endanger, injure or impede others or cause harm to themselves

The following school rules apply:

### **1. Beginning and End of the School Day**

Lessons begin at 8:30 am (or at 7:40 pm for those attending period zero) and end at 3:45 pm. The school gates will be closed during this time. Parents, volunteers and visitors should report to reception at Douglas House.

- a) A punctual start to all lessons is a prerequisite for the efficiency of school education; therefore, it is important to arrive on time.
- b) The school gates at the main entrance will be open from 7:30 am to 7:40 am (Lesson 0) for pupils in Years 9 to 12, and from 8:00 am to 8:45 am for all pupils. Any pupils who arrive later will have to report to reception at Douglas House. Year 1 pupils will initially be picked up and accompanied by teachers.
- c) All pupils should assemble in front of the school or in the tiled entrance area until 8:20 am (first bell). Classrooms will be open for pupils from 8:20 am onward and pupils should take their school bags into the classrooms.
- d) Bicycles should be parked and locked at the bicycle stands.
- e) At the end of the school day, all classrooms must be in a tidy condition.
- f) The gates at the entrance to the Kindergarten are open from 8:00 am to 8:45 am and from 12:45 pm to 1:15 pm. Parents can drop off or pick up children during these times.
- g) The Kindergarten gates are closed from 8:45 am to 12:45 pm. Parent volunteers and visitors must report to reception at Douglas House.

### **2. Leaving the School Grounds**

Pupils in Years 0 to 10 are not allowed to leave the school grounds during the school day without specific permission.

### **3. In the School Building and on the School Grounds**

- a) Parents, volunteers, visitors and additional pedagogical staff must report to reception at



Douglas House. Access to the school is prohibited to unauthorised visitors.

- b) Every member of the school community shares a joint responsibility to maintain a tidy and orderly school environment.
- c) The following are not permitted: drugs, smoking, alcohol, food and drink in the libraries or the computer room, chewing gum, any kind of dangerous objects.
- d) Subject-specific classrooms and the gym must not be entered without supervision by the relevant subject teachers. Additionally, special rules apply for the gym.
- e) Separate rules apply for the use of the LRC (Learning Resources Centre) and the Cafeteria. Please see guidelines displayed.
- f) During afternoon lessons, pupils may use only designated classrooms or go outside for free play. They are not allowed to stay in the corridors or in the forum.
- g) Access to the roof area and the fire exit stairs is only permitted in case of an emergency. Details can be found in the emergency regulations.
- h) Animals are not permitted at the German School.
- i) Roller shoes, roller skates, skateboards etc. are not allowed on the school grounds.
- j) Pupils are, in principle, not allowed to use mobile telephones anywhere on the school premises unless one or more of the exceptions below apply. Mobile telephones used without permission will be confiscated by staff and placed in a safe for 48 hours.

Exceptions:

- The pupil has explicit permission from a member of staff.
- If a pupil needs to use his or her mobile telephone to make an urgent call, he/she may go to reception during a break to make the call.
- Pupils in Years 11 and 12 are allowed to use their mobile telephones in their classrooms or recreation rooms during their free periods.

If a pupil's mobile telephone is repeatedly confiscated, the pupil will be dealt with according to the school disciplinary rules.

- k) Taking photos, filming/making videos, audio recordings and other recordings of any kind is not permitted on the school premises, including lessons, neither openly nor secretly. Exceptions are at the discretion of the responsible teacher.

#### **4. Breaks**



- a) At the beginning of long breaks, pupils in Years 1 to 9 should proceed swiftly to the playground areas. Pupils in Years 11 and 12 are allowed to use the sixth form room as well as their classrooms. Pupils in Year 10 can use the corridor on the first floor (desk area).
- b) In the event of rain (bell sounds 3 times) and in extremely wet weather, pupils should remain inside on the ground floor of the school building.
- c) During rain breaks, primary school pupils should stay in their classrooms.
- d) Ball games are permitted only in designated areas.
- e) After the bell has rung, pupils should proceed quickly to their classrooms and prepare for lessons.

## **5. Money and valuables**

Large sums of cash and valuables should not be brought to school and must not be left in jackets, bags, lockers or in the gym's changing rooms. The school cannot assume liability for lost property. Lost items must be reported immediately. Lost property can be left at the reception or with the caretaker and will be kept for four weeks.

## **6. Maintenance of School Equipment**

All school equipment, especially technical equipment and the landscaped outdoor areas must be treated with care. Rubbish must be disposed of using designated containers. Any damage must be reported to the teachers or the caretaker. Parents or guardians are liable for intentional or negligent damage.

## **7. Clothing**

All pupils are expected to dress appropriately.

## **8. Effect of the school rules**

These school rules were decided upon by the Gesamtkonferenz (Meeting of all pedagogical staff) of the German School London. They are sent in writing to all pupils, parents and legal guardians and are referred to by class teachers at the beginning of each school year. The school rules also apply to guests.