



St John's

School Billericay

School Rules

Kindergarten & Junior School

Date: September 2024

Those Responsible: Mr A Angeli - Headteacher
Mrs J Littlefield - Junior School Co-ordinator
Mrs S Revill - EYFS and Kindergarten Co-ordinator

To be reviewed: August 2025

St. John's School

Kindergarten and Junior School

School Rules

2024/2025

The rules given below are for the well-being of the pupils.

1. A high standard of behaviour, manners and dress is required at all times, both at school and whilst in public places. Pupils bringing the name of the school into disrepute will be dealt with severely.
2. It is expected that all pupils will show respect to visitors, staff and to each other. Rudeness and bad language will not be permitted.
3. All dangerous items are strictly forbidden on School premises.
4. Bullying of any description will not be tolerated.
5. Unkind and hurtful behaviour or words are never acceptable.
6. Abuse of any technology will not be tolerated.

Contravention of rules 1-5 may lead to suspension or expulsion.

7. If mobile phones, iPods, electronic games etc. are brought to school, these are done so at the owner's risk. The School accepts no responsibility for their loss/damage.
8. Children in the Kindergarten and Junior School are not permitted to bring a mobile phone into school unless they are in Lower 3 (Year 6) and have obtained written permission from Mrs Littlefield. Reasons for allowing a mobile phone include a child who travels home from school on their own. In such cases, the child is not permitted to have their phone switched on whilst on school premises and must hand their phone to their class teacher at the start of the day and will have it handed back to them at the end of the school day. Failure to abide by these rules may result in the permission being revoked.

With regard to camera phones, children are not allowed to take any photographs whilst on school premises unless specific permission has been given, as this contravenes the Data Protection Act.

UNIFORM

Staff are asked to be vigilant with regard to infringements of the uniform. Pupils contravening these requirements will receive a letter to take home to their parents.

9. All hair should be neat and tidy and tied back off the face for practical subjects. All hairstyles must be appropriate for school. Hair must not be coloured. Coloured braids must not be worn and we ask that soft hair accessories are used and not hard hair beads. Hair must not have lines or patterns shaved into the scalp. Hair accessories should be black, white, blue or yellow in colour.
10. Make-up is not permitted, nor is the wearing of nail varnish or false nails.
11. The only jewellery allowed other than a watch is one pair of ear studs worn one in each ear lobe. All jewellery must be removed for sporting activities.
12. Socks must be as per the school uniform list. The tie must be tied and adjusted correctly at the neck, with the collar correctly fastened. Only plain white T-shirts (no logos) may be worn under a shirt.
13. Blazers must be worn when moving around the school.
14. Shoes must be plain black, formal and traditional in style. Open toed shoes, heels and boots are not acceptable.
15. Full P.E./games kit is compulsory and should be worn at every P.E./games lesson.

SCHOOL ROUTINE

16. Kindergarten pupils should arrive by 8.45am where they line up outside and are collected and taken to their classroom by their teacher. Pupils may not enter the School buildings before 8.45 a.m. unless attending a before-school club or at break-time without permission. On wet mornings Kindergarten pupils should go to their own classroom where they will be supervised from 8.30 a.m.
17. Junior pupils must not enter the School buildings before 8.30am unless attending a before school club or at break-time without permission. In the morning, all pupils should go to their own classroom from 8.30am where they will be supervised and registered at 8.45am for the start of the school day.
18. All ditches and the car park areas are out of bounds to all pupils.
19. Once children have been collected, they must be kept with their parents to avoid confusion on a large site.

CARE OF PROPERTY

20. Exercise books must not be decorated in any way (this includes rough workbooks).
21. Desks or other furniture must not be marked.
22. Damage to school or other property must be reported immediately.
23. All personal property including uniform MUST be clearly marked with the pupil's name. Money brought to school must be placed in a clearly marked envelope before being handed in.
24. At the end of School pupils must leave the premises correctly dressed and in an orderly manner.

LEAVE OF ABSENCE

25. It is a legal requirement that parents send their child to school. It is also a parental responsibility to ensure the child is on time for the school day.

Holidays at St John's are generous, and we expect holidays to be taken when the school is closed. Ten days discretion is allowed where there are exceptional circumstances.