

General Rules

The School Rules exist in order to ensure that Wellington School provides a friendly, orderly environment in which young people can develop and learn. The school is a place that operates on principles of courtesy, tolerance and consideration for others, and where pupils are expected to demonstrate a high standard of behaviour at all times and to treat those around them with respect and kindness.

All pupils must be free to participate confidently in school life and any form of behaviour that may adversely affect another pupil, or make another pupil unhappy will not be tolerated. Any form of verbal or emotional abuse is unacceptable and, if identified, will be investigated and acted on promptly and firmly.

Pupils are reminded that the same rules apply throughout the school day and that the general principles always apply in and out of school, including school trips and activities, school transport and when using social media or any other form of electronic communication. Any behaviour that could bring the school into disrepute is an infringement of the school rules and will be dealt with accordingly.

Procedure and Safety

- Pupils must not absent themselves from class without first requesting permission to do so and must not leave the school buildings without written notification from parents. Any pupil leaving the buildings, including members of S6, must always sign out at Reception before departing.
- Junior pupils must not go beyond the front gate or fence.

Attendance

- Pupils must be in Form Rooms by 8.50 am, after which time they will be recorded as late.
- Any pupil in the Senior Department who arrives late should ensure they report to the school office on arrival, if this is after assembly or registration.
- Parents and guardians are requested to contact the school office by telephone (01292 269321) or email as detailed below:

Junior School - Fpaton@wellingtonschool.org

Senior School - absence@wellingtonschool.org

Permission for planned absences of more than one day should be addressed formally to the Deputy Head.

- Pupils are expected to move promptly between classes at the change of lessons.

Uniform and Personal Appearance

Uniform:

School uniform is to be worn properly, even when travelling to and from school. This means:

- Blazers should be worn at all times when moving around the school.
- House badges should be displayed on the blazer at all times.
- Top buttons and cuffs on shirts should be fastened at all times.
- Shirts must be tucked in at all times.
- Skirts should be worn to the knee.
- 'Hoodies' must not be worn with the formal school uniform.
- Shoes should be plain black, formal style school shoes and well-polished. No "trainer style" shoes should be worn.

Personal appearance:

- Hair should be tidy and of a natural colour.
- Hair bands/clasps should be plain and in keeping with the school uniform colours.
- Boys should be clean shaven.
- No make-up or coloured nail varnish/lip gloss should be worn in school. Senior pupils will be permitted a limited degree of leeway in terms of wearing discreet make-up.
- One pair of stud earrings (one per ear) is permitted.
- One watch and one plain ring may be worn by Senior pupils.

Further details of the school uniform regulations can be found [here](#).

Behaviour/attitude

- Treat all staff, fellow-pupils and visitors to the school with courtesy, consideration and respect.
- Anti-social behaviour of any kind is unacceptable.
- Respect the school environment. Litter should always be placed in the bins provided in the buildings and around the school campus.
- Do not eat or drink in the corridors, on stairs or on your way between buildings at any time. Chewing gum is absolutely prohibited within any part of the school.
- Do not eat during lessons. Drinking water is permitted in most classrooms, but staff reserve the right to withdraw this privilege when it is deemed to have been abused or presents a risk to health and safety.
- Within the school buildings and moving between classes, walk smartly and quietly.
- Follow instructions and observe the one-way system in corridors and stairways.
- Complete homework according to instructions, on time and to the best of your ability.
- If you miss lessons through absence or for other reasons, find out what has been set and complete it.
- Students are not permitted to consume caffeine-based high energy drinks in school at any time. This includes school trips, school transport and extracurricular activities.
- Smoking, vaping, use of tobacco, nicotine related substances, e-cigarettes or any similar device, is not permitted in any part of the school grounds, buildings or school transport. This applies to all pupils, staff and visitors to the school.
- Pupils bringing drugs (this term includes illegal drugs, volatile substances, legal highs) or alcohol onto school premises, misusing them in any context linked to the school or associating themselves with such activities run the risk of suspension or permanent exclusion.

For further information please see our Substance Misuse Policy [here](#).

Equipment

- Pupils should bring their own equipment for lessons, including pens, pencils, rulers and other equipment, as directed by their teachers.
- Bring sports kit and other specialist equipment as required for specific subjects to every lesson.
- Senior pupils are provided with a locker to store bags and other belongings, which should be kept locked.
- Do not leave bags lying around in public spaces at break and lunchtime. Bags left in this way may be removed. Please use the bag racks provided for your year group.
- You are responsible for looking after your own belongings, which should be clearly labelled with your name.
- Make sure all valuable items of jewellery or electronic equipment are adequately insured.
- The school will not accept liability for expensive personal items which are lost or damaged.
- All items of individual clothing and property must be named. Pupils must take full responsibility for their own belongings and must not leave money or valuables unattended in cloakrooms, classrooms or bags.

Mobile Phones/Electronic Equipment

- Mobile phones must be switched off during all lessons unless the teacher has given express permission for their use. Likewise, mobile phones must be switched off in Form Time, Assembly, in the Library or in Private Study, in the lunch hall or lunch queue, and while travelling between classes.
- Mobile phones must never be brought in to any examination. In formal SQA exams, possession of a phone will be viewed as cheating and will mean disqualification from the whole diet of exams.

- The School accepts no responsibility for loss or damage to mobile phones. Pupils must insure and ensure the safekeeping of their own mobile phones.
- All personal electronic equipment must be switched off during lessons or extracurricular activities unless with the permission of the member of staff taking that lesson, or unless required by the support for learning department. Earphones/buds should not be worn when moving around the School.
- Photographs may only be taken with the specific permission of a teacher who is present.
- Pupils must not take photographs or video of other pupils at any time without their specific permission.
- Do not use school equipment or plug your own equipment into the school supply without specific permission from a teacher.
- All pupils are required to sign and adhere to the ICT Acceptable User Agreement. Misuse of ICT, including social media, will be considered an infringement of the school rules, and will be dealt with accordingly.
- Chromebooks should be brought to school in their protective case, fully charged and well maintained.

Morning Interval/Lunch Break

- Pupils in P1-S5 are required to stay in the school grounds during the school day and are not permitted to leave without the permission of parents and staff.
- S6 may sign out during free periods to walk to Seafield Stores. Cars must not be used for this purpose.
- Pupil drivers are required to complete a Driver Agreement form to be signed by parents/guardians. Any passenger must complete a Passenger Agreement form, to be signed by parents/guardians.
- Pupil drivers must not use their cars during the school day without permission from their Head of Year or Deputy Head.
- School lunch is eaten in the Dining Hall according to the rota for your year group. Pack lunches may also be eaten in the Dining Hall. Pupils are permitted to eat 'grab and go' items in the playground and picnic areas provided. Pupils should not take food into classrooms.
- Clear your table, before you leave the Dining Hall; put leftovers in the correct bins and the tray on the racks.
- For the remainder of lunch, pupils in P7-S5 are expected to remain in the playground areas unless weather conditions prevent this.

Jan 2023

