



SCHOOL CODE AND SCHOOL RULES

Eversfield places high importance on creating a happy school where there is a strong sense of community and shared values between staff, children and parents.

The School promotes high moral standards and responsible attitudes based on clear and relevant Christian teaching. We want children to feel happy and secure at all times, and to develop their self-confidence. In return a high standard of self-discipline and good behaviour is required from all children. They are expected to take responsibility for their own actions and in particular to observe our school code:

Compassion

Aspiration

Respect

Endeavour

School is a partnership between home and school. This School Code and the Rules below are designed to enable this partnership to work smoothly for the benefit of the children and the whole community.

- Any written correspondence should be directed to Eversfield Preparatory School, Warwick Road, Solihull B91 1AT. Telephone calls should be made to the school office on 0121 705 0354. Contact may also be made through email using the address office@eversfield.co.uk.
- Absence (see also the Parent/School Contract):
 - parents should seek to avoid taking their children away during term time and ensure that they attend school regularly and punctually
 - requests for absence should be made by completing an Absence Request Form; in the absence of a justifiable reason, absence is unauthorized
 - in the case of illness, a message should be left on the school's answer-phone (0121 705 0354) – between 17:45 and 08:00. Alternatively, parents may email office@eversfield.co.uk or call the School Office during School Office hours (08:00 – 17:45)
 - all unauthorised absences will be followed up on the day of absence unless a message has been received
- Parents should inform the office immediately of any change of address, telephone number, email address or any contact details.
- Parents who are away from home for any length of time while their child is at school must ensure that we have the name and telephone number of someone we can contact in case of an emergency.
- Parents should write a note in their child's planner or speak to the form/class teacher if he/she is going home with someone else.
- If a pupil becomes unwell and is unable to remain at school or if hospital treatment is necessary, parents will be contacted to make arrangements for collection. If a child has an infectious illness, parents must inform the school immediately and keep him/her at home until the infection has passed. Illness and viruses are quickly spread across the school community and therefore parents are

requested to keep children at home until they are fully recovered. Any pupil requiring medication during the school day must bring in the medication with clear, written permission and instructions in accordance with the school's Medical Policy.

- Pupils must never leave the school premises during school hours unless they are under the supervision of a teacher or have been collected by a parent or guardian.
- Pupils are expected to work hard and give of their best at all times. Homework is an important part of this responsibility and should be completed properly and handed in on time.
- Pupils are expected to participate in all activities that reflect the Christian ethos of Eversfield. This includes church services and other events that take place outside school.
- Pupils in Reception to Form 6 are expected to attend the summer term Open Afternoon. Those unable to do so should write to the Headmaster in advance of the event explaining the reason for their non-attendance.
- Pupils are expected to take part in all school activities including PE, Games and Swimming unless medically unfit to do so, in which case a note/message must be brought to school.
- All accidents happening on the school premises or on any school activity must be reported to a member of staff at the earliest opportunity.

Pupils are expected to maintain high standards of behaviour outside of school hours, whilst under the supervision of their parents and in school uniform.

- Uniform and appearance:
 - pupils must be correctly dressed in the regulation school uniform; uniform should be clean, tidy and in good repair; all uniform and items of equipment must be clearly named
 - jewellery is not allowed except for, small stud earrings
 - the school cannot accept responsibility for the loss of any jewellery in school or for any injury as a result of wearing jewellery in school
 - permission should be sought from the Headmaster for pupils to wear any religious emblems; religious emblems or jewellery are not allowed in the swimming pool
 - pupils are expected to look smart and be a credit to the school at all times, including outside of school hours where they are still wearing their school uniform; long hair should be tied back with a maroon, black or brown hair bobble or scrunchy; boys should have their hair cut reasonably short, and 'fashion' styles are not allowed.
- Sweets are not allowed at any time. Chewing gum and bubble gum are expressly forbidden and should not be brought to school or on any school visit.
- Considerate behaviour and courteous manners are expected from the pupils at all times.

Examples of such good behaviour include:

- representing the school well at all times – good behaviour is expected on the way to and from school, and on all school visits
- always speaking truthfully, politely and quietly; shouting is bad mannered

- remembering that all staff, including the office staff, grounds staff, domestic staff and visiting staff, are part of the school staff and must be treated with respect and obeyed at all times
- observing good manners by holding doors open for others and allowing them to pass freely; pupils should walk carefully and sensibly along corridors, on staircases and in all school buildings
- being on time for all lessons and fully equipped
- waiting sensibly at lunch times and observing good manners in the dining room
- when leaving school to say, “Good Afternoon” to the teacher and all boys to raise their cap
- respecting the property of the school and other pupils; this includes the school books and equipment which are there to help all pupils learn
- keeping the school clean and tidy by, for example, putting litter into bins, keeping furniture, walls and floors as clean as possible and respecting displays of work on the walls and around the school
- taking care when walking through school with bags and equipment so that injury or damage are not caused to other people and property
- treating toilet areas with respect and always washing hands after using them.

Examples of unacceptable behaviour include:

- any form of physical or verbal unkindness towards other pupils
- any form of bullying behaviour, including cyber bullying, towards other pupils
- all forms of violent or aggressive behaviour
- swearing or using foul or blasphemous language when speaking to adults or other pupils
- showing intolerance of others for reason of race, colour, religion, physical disability or learning difficulty
- behaving in class in a way that disrupts or adversely affects the teaching and learning and the progress of other pupils.

Pupils are expected to observe these and all other codes of conduct and rules that are in force either across the school or within departments or classes, for example the guidelines in the school planner, class rules and playground rules. All codes of conduct and rules will be reviewed annually and may be amended at the discretion of the School.

Reviewed November 2024, RY Headmaster, SS Director of Pastoral Care