



# TRINITY

## SCHOOL

### School Rules

The School Rules are intended to ensure the safety, welfare, good order and reputation of the School, whose members are expected to maintain a high standard of civilised and unselfish behaviour at all times.

The Rules apply to students on the way to and from school and to those on field trips, visits and other expeditions away from school, whenever they occur whether during the term or in the holidays.

#### 1. General Conduct

- All members of the School are expected to be **considerate** of others, **courteous**, **punctual** and **prepared** for lessons and activities.
- All members of the School are expected to understand that they are **responsible** for their own words and actions.
- All members of the School are expected to know the rules and expectations the School has of them – **ignorance of the rules is not a defence!**
- **Bullying** in any form and **disruption of other students' learning** are absolutely unacceptable at Trinity. See details below in Sanctions for an explanation of how such behaviours will be dealt with.
- **Do not run** inside the school buildings.
- **Playing unsupervised games** which involve sustained, intentional physical contact and/or which may lead to damage to grounds or other school facilities is not permitted.
- Students must not take **photographs, video footage or make audio recordings** (on the school site, or off-site during school trips) of other members of the school community (including staff and parents) without the express permission of both the individuals concerned and the Senior Deputy Head. Still images, audio and video which allow members of the School to be

identified as such must never be posted on the internet, social media, messaging apps or otherwise broadcast.

- **Eating and drinking** whilst moving about the School and its grounds is not permitted and staff will confiscate food and drink where this rule is not observed.
- Students may eat and drink in the students' restaurant, the Sixth Form Cafe, social areas of the SFC and in rooms where permission has been given by staff. Plated food and unwrapped food should not be carried out of these spaces.
- All rooms and other school facilities must be left ready for use with no litter on the floors.
- Students may bring a bottle of water to lessons.
- **Removing and/or hiding another student's property** is a serious offence. Only students working under the supervision of a member of staff (eg for a Bag Sweep) may relocate property such as bags.
- After 3.45pm students must either have left the site, be involved in a supervised activity or be working in the Library or designated study area.
- Students attending after school or weekend activities must leave the school site promptly after the session finishes.
- Students returning from a school fixture or activity after 8.00pm may be excused such parts of their **homework** as the Form Tutor or parent considers reasonable. A note signed by either, or an explanatory email, must be provided for the teachers concerned.
- Students who **miss lessons** are expected to make every reasonable and immediate effort to establish what work they have missed and to catch up with this as soon as possible.
- Students in the Sixth Form must take Private Study periods in the upstairs work areas of the SFC or other areas as designated by staff.
- All students representing Trinity in sports fixtures of any kind, including practices, whether at or away from Trinity, are required to display the highest standard of **sporting behaviour**: win with humility, lose with good grace, treat the opposition with courtesy and respect the decisions of coaches and officials.

- Students are to refrain from physical intimacy.
- Members of staff at Trinity (teaching and support staff) are addressed by their title and surname or, as Miss/Ma'am (as preferred by the member of staff) or Sir.

## 2. Uniform and Appearance

We expect students to take pride in their appearance and to be clean and tidy: as such, uniform should be worn at all times and in the correct manner, including to and from school and when representing the School, unless specific relaxations are in place.

The school is proud of its diversity, and the individuality of each member of its community: whilst there is inevitably a sense of 'uniformity' about uniform, we strive to provide an inclusive and collaborative environment for all students. Any parent or student who is unsure about the suitability of particular items of clothing, or who would like to discuss reasonable adjustments to this uniform code, is advised to discuss this with the Head of Section, prior to it being worn. In matters of dress and appearance, the final arbiter of what is acceptable is a student's Head of Section, and ultimately the Senior Deputy Head.

Students who wear items contrary to the below uniform code are liable to have these confiscated, and the school reserves the right to send home any student who does not meet its requirements in terms of dress and appearance.

### **Sixth Form:**

The overall effect of Sixth Form clothing should be one of smartness and appropriateness within a formal context. Sixth Form students should wear smart, formal clothing comprising:

- A tailored, formal suit: either a trouser suit or a matching jacket and skirt (skirt lengths should be just above the knee or lower than the knee); a discreet belt, through belt loops, may be worn, if required.
- Either a formal shirt and tie, or a collared blouse (light in colour). These may be long- or short-sleeved.
- Formal and flat black, dark navy or dark brown polishable shoes.

Where necessary, in cold weather:

- Overcoats (dark in colour), with no slogans, may be worn. If worn in the day coats should be removed before entering classrooms for lessons, or for assemblies.

- A fine knit, plain, smart jumper or cardigan may be worn over, but not instead of, a shirt and under, but not instead of, a jacket.
- Hooded tops, tracksuit tops or sweatshirt tops are not permitted. Jumpers should not have large logos or slogans.

Hair, facial hair and piercings should be appropriate in a formal setting, and safe for all school activities. Notably:

- Hair should be smart, neat, off the face, of one natural colour and tied back for activities such as Games, Science, Art and DT.
- Discreet make-up and jewellery may be worn, although jewellery should be removed for PE lessons/sports events. Tattoos must not be visible, and facial piercings should not be worn in school.
- Facial hair is permitted in the Sixth Form, but should be short and well maintained.

Trinity specified kit must be worn for games afternoons and sports events.

### **Junior to Fifth Year:**

- School blazer with plain dark grey formal trousers
- School tie, never tucked in
- Plain white formal shirt (long- or short-sleeved), always tucked in
- Black, polishable, formal shoes (not boots or suede shoes or trainers), with black laces
- Plain dark socks
- V-necked pullover, mid-grey to black
- Overcoat or anorak of dark colour
- No items of jewellery to be worn
- **Hooded tops/tracksuit tops** are not permitted when worn with school uniform.

In the Lower and Middle Schools, students' hair should not be ostentatious in style or colour but must be clean, tidy and of a reasonable length at all times and be of one natural colour. Haircuts that appear excessively short in any or all parts, or which have sudden changes (ie steps) between long and shorter sections, are not acceptable. In essence the requirement is that hair should be short (but not excessively so) or tied back, neat and off the collar. Boys in the Lower and Middle Schools must be clean shaven. The school reserves the final say in what is appropriate.

## **Summer Dress:**

***In the Summer Term only***, from a date to be announced by the Senior Deputy Head, students may wear summer dress. Summer dress allows for students in all years to:

- Remove their tie and blazer
- Undo their top button of their shirt or blouse
- Their shirt must be tucked in at all times
- Students either must be in full normal uniform or summer uniform, not a combination of both (e.g., wearing a blazer without a tie).

## **Sports Kit:**

**Sports Kit applies to all year groups.**

Male Sports:

- Reversible Trinity School Match Shirt
- Trinity School Navy Rugby Shorts
- Trinity School Navy PE Shorts
- Trinity School White PE/Cricket Polo
- Trinity School Sky Blue PE T shirt (3<sup>rd</sup> Year and above)
- Cricket Whites (for students selected to play in teams)
- Trinity School Sky Blue Midlayer Tracksuit Top
- Trinity School Navy Waterproof Jacket
- Trinity School Tracksuit Trousers
- Trinity School Brown Sports Socks
- White Sports Socks

Female Sports:

- Trinity School Sky Blue Polo-Shirt
- Trinity School Navy Skort, Shorts or Leggings
- Trinity School Sky Blue Midlayer Tracksuit Top
- Trinity School Navy Tracksuit Trousers/Navy Leggings
- White Sports Socks
- Trinity School Brown Sports Socks for Hockey/Rugby/Football

Students must not leave school in Games or sports kit of any kind unless leaving after 4.45pm. After this time, a full tracksuit, or tracksuit trousers and Trinity sports shirt, must be worn. In the summertime, cricket whites worn with a school blazer is also acceptable.

**The School reserves the right to send home any student who does not meet its requirements in terms of dress and appearance.**

### 3. Property and Facilities

- You are responsible for looking after your personal property and for using the School's property and facilities with care and consideration for other users.
- Use of a school locker is provided on the basis that lockers may be searched without either a student's consent or presence where there is reason to believe a locker contains either illegal items or items banned under the School Rules.
- **Damage** to property and facilities must be reported to the Senior Deputy Head and is liable to be made good at the expense of the person who caused the damage.
- All personal property should be clearly marked with the owner's name.
- **Valuable items** must never be left in a changing room.
- **Buying or selling** of property within the school is not permitted without first gaining the permission of your Form Tutor. Permission will not normally be granted for the buying or selling of any item for a sum in excess of £10.
- Students in Years J to 5 must keep **mobile phones** in their lockers during the school day (including break and lunch) and must have permission from a member of staff before using them. Use should only be for vital calls such as to parents.
- Students in the Sixth Form may have mobile phones with them but these **must be switched off** completely during lessons and other activities, unless permission is given by a member of staff for their use.
- Students in the Lower School must not bring any kind of device for playing computer games into school. Exceptions may be made to this by teachers in charge of trips away from school such as sports fixtures.
- In order that the School complies with legal requirements concerning fire safety, **bags** must never be left on floors at all.
- **Bags** must be stored in bag racks, in lockers or on window ledges. Sixth Formers should not leave their bags in the Sixth

Form Centre but should use the Sixth Form locker room provided for storage.

- Personal electronic devices must never be connected to the School's computer network or audio-visual equipment without the permission of a member of staff. The School shall not be responsible for damage to any property if this rule is not observed.
- Teachers' laptops and other computers provided for staff use (eg in offices) must never be used by students without the explicit permission of a member of staff.
- When logging on to **the School's computer network** you agree to the terms and conditions of the Acceptable Use Policy - Students. If these are not kept to, use of the School's equipment and computer network can be withdrawn.

#### 4. **Safety**

- The following items are **forbidden** and will always be confiscated: alcohol, tobacco, e-cigarettes, vaping devices and vaping liquid of any kind, any illegal drug, substances classified as new psychoactive substances (previously known as 'legal highs'), firearms, imitation firearms, ammunition, knives, fireworks, laser pens, lighters, matches or any offensive weapon. The school reserves the right to search a student and his/her locker for items on this list.
- The School requires students to actively distance themselves from forbidden items/behaviours. For example, students that are found to have been present whilst vaping took place, will be subject to the same sanctions as those who have been actively vaping.
- Neither bottled **Tippex nor chewing gum** may be brought into any school building.
- **Walk on the right** inside school buildings and **never run**, indoors.
- **Headphones, earphones or ear buds** must not be used while moving around the school. This rule applies whether one or both earphones/buds are being used.



- Students must never cross over the dual carriageway and should only cross roads outside the school at the designated crossing areas.
- Laboratories, studios and workshops may only be entered with permission.
- The following areas are **strictly out of bounds** except with the specific permission of a member of staff: all offices, swimming pool, fitness room, sports halls, music control room, all lighting boxes, all kitchens, all store cupboards, the Staff Common Room, the Staff Dining Room.
- **Trainers** must be worn when using the Astroturf pitches and hard courts.
- When playing games on grass, **shoes or trainers** must be worn.
- Do not sit on **window ledges** anywhere in the school.
- Students below the Fourth Year who wish to cycle to school must have passed the Cyclists' Proficiency Test and must have the written consent of parents and the Head of Lower and Middle School.
- All students **cycling** to and from school, whatever their year group, must wear safety helmets.
- Students may not drive onto the school site. If students do choose to drive to school, there is ample parking available in residential streets very close to the school premises. When parking, students should be considerate towards local residents.
- Students may not drive or be a passenger in a car when they exercise their Sixth Form privilege to leave the school site at break or lunchtime.
- We strongly recommend that if students choose to give a lift to another student, they obtain written permission from both sets of parents.
- Students must not use the gates adjacent to the dual carriageway for entering or leaving Trinity on foot between 7.00am – 5.30pm.

## 5. Attendance

- Students must remain on school premises from registration to the end of the last afternoon lesson unless they have permission to leave from their tutor or Head of Year, with the exception of Sixth Formers who may be out at break or during the lunch period. Members of the U6 may leave after period 6, with their tutor's permission, if they do not have any timetabled lessons or other commitments.
- This privilege can be withdrawn from Sixth Formers at the discretion of the Sixth Form Management Team.
- If a parent wishes their son/daughter to be absent from school during term time for a day or longer, approval must be sought in writing from the Senior Deputy Head through My School Portal.
- **Permission will not normally be granted for late return from, or leaving early for, holiday.**
- Permission for absences from school for part of a day must be sought from the Form Tutor in the first instance, through My School Portal.
- If a student has to be absent due to illness or some other cause, his/her parents or guardian should notify the school through My School Portal by 8.00am on the first day of absence.
- If a student needs to leave school during the course of the school day, his/her parents or guardian should make the request in advance using My School Portal.
- Inter-school and other fixtures take place on Saturdays and Sundays: students are required to play if selected to represent the school - **two weeks' notice** is required if you know you may be unavailable.
- Unexplained non-attendance at a School fixture is regarded as exactly the same as truancy from timetabled lessons.
- Attendance at practices after school, and at CCF parade for all cadets, is also compulsory.

## 6. **Sanctions System**

Praise and encouragement should always outweigh sanctions at Trinity; at the same time, all students should be aware that the School operates a sanctions system to assist with the maintenance of a proper environment for learning.

Students should expect to incur disciplinary sanctions if, in the judgement of the School's staff, they:

- disrupt the learning of others
- wilfully defy the School's stated regulations
- cause harm or distress to others through thoughtlessness
- show contempt for people or property
- use discriminatory language, such as racist, sexist or homophobic slurs.
- bring the School community into disrepute when clearly identifiable as a member of the School community
- this includes being on-line and identifiable as a member of the School community
- produce work which is late or clearly inadequate given that student's abilities and the standards required
- Relatively minor infractions of rules which occur outside the classroom (such as littering or misbehaving in corridors) can result in sanctions such as a 'Community' (for Lower and Middle School boys) or a break/lunchtime detention.
- For poor or late academic work or minor disruption in lessons, students in the Lower and Middle Schools may be set a departmental detention which would normally run over lunchtime.
- Persistent infringement of the rules (such as constant lateness, regular untidy appearance, repeated late or inadequate work) or involvement in one-off incidents of reasonable seriousness can be met with a School detention, a Saturday detention (supervised by Senior Staff) or, should it continue after these sanctions have been applied, a suspension.
- In the Lower and Middle Schools, poor work or behaviour can result in a Friday afternoon detention. After three such detentions, Heads of Year will consider if there is an automatic Saturday Detention applied.
- In the Sixth Form, unexplained late work and/or inadequate effort results in a Sixth Form Detention held on Friday evenings. This takes precedence over any other School Activities. After three such detentions in the Sixth Form, there is an **automatic Saturday detention**.
- More **serious misconduct** (such as physical aggression towards others, a breach of the rules which results in harm to others, or deliberate discourtesy towards staff) or the repetition of a behaviour that has previously resulted in a Saturday detention can be met with a **suspension** from school.
- If a student commits a **second suspension-level offence** or, after repeated warnings, does not improve

his/her conduct/effort, the Headmaster and his Deputies will review that student's continued membership of the School.

- A student reaching this stage may, at the Headmaster's discretion, be offered a **Behavioural Contract** specifying targets to be in order to remain at the School.
- **Gross misconduct** (such as theft or the use of illegal substances whilst at school) or failure to abide by the terms of a Contract, will lead to the Headmaster permanently excluding the student.

All students should be aware that the School does not tolerate bullying or discriminatory language and behaviour. Reports of such will always be investigated and, when found to have occurred, dealt with as outlined in the Behaviour and Sanctions Policy.

All students should be aware that **disruption of learning and teaching** is not tolerated by staff at Trinity, where the highest value is placed on providing an appropriate environment in which students can learn. Students who deliberately disrupt lessons/activities will be removed from the class/activity and, in the first instance, will be given a Saturday detention. A second incident of this kind within a year is likely to result in a suspension; a third will result in the Headmaster reviewing that student's continued membership of the School.

**The Headmaster and his Deputies reserve the right in their absolute discretion to exclude from the school any student whose behaviour, attendance or academic progress is unsatisfactory.**

## Student Support and Outside Agencies

If you are upset or worried about something, it is important that you share your concerns with somebody. This is likely to be with one of your family or a good friend, but could also be with your Tutor, another member of staff or your Sixth Form mentor. There is a **counselling service** provided by the school. The school counsellor is in school three days each week. Information about her availability, and how to contact her, can be found on MySchoolPortal. Students can make appointments by emailing [counsellor@trinity.croydon.sch.uk](mailto:counsellor@trinity.croydon.sch.uk).

The following agencies also offer help and advice:

### Local Youth Counselling Services

- **Off The Record** ([www.talkofftherecord.org](http://www.talkofftherecord.org)): 72 Queen's Road, CR0 2PR (Tel: 020 8251 0251)
- **Croydon Drop-In** ([croydondropin.org.uk](http://croydondropin.org.uk)): 132 Church Street, CR0 1RF (Tel: 020 8680 0404)
- **Bromley Y** ([www.bromleywellbeingcyp.org](http://www.bromleywellbeingcyp.org)): 17 Ethelbert Road, BR1 1JA (Tel: 020 8464 9033)

### National Information/Youth Counselling Services

- **ChildLine** gives comfort, advice and protection to children and young people who are worried about any problem. (Tel: 0800 1111; 24-hr Free\*)
- **The Samaritans** provides confidential emotional support for people who are experiencing feelings of distress or despair. (Tel: 116 123; Free\*)
- **Papyrus** ([papyrus-uk.org](http://papyrus-uk.org)) provides confidential support and advice to young people struggling with thoughts of suicide, and anyone worried about a young person (Tel: 0800 068 4141; Free\*)
- **The Mix** ([www.themix.org.uk](http://www.themix.org.uk)) is a free and confidential multi-channel service. This means you can choose how you access support: by phone, email, peer-to-peer or counselling services. (Tel: 0808 808 4994; Free\*)

\*charges may vary when using a mobile phone.