

SCHOOL RULES 2010/2011

Alterations and amendments to last year's rules are printed in bold italics.

Life at Queen Margaret's depends upon mutual trust, honesty and common courtesy. We deliberately do not have a long list of rules and do not offer privileges based upon age or status. We ask that all girls:

- *take pride in their school and show compassion for each other, and*
- *seek to fulfil their own potential, as confident and courageous individuals.*

The following rules are the result of discussion between staff and girls; they are reviewed regularly and many are implemented by the School Council. Further information is available in the Boarding Handbooks and the latest version of these rules can be found on the school website (www.queenmargarets.com).

1. Prohibitions

- i. No action or communication, public or private, which could be regarded as injurious to other members of the school community or likely to bring the school into disrepute;
penalties will range from gating to expulsion
- ii. No Possession or Use of Illegal Drugs;
penalty automatic expulsion
- iii. No Sexual Activities;
penalties will range from suspension to expulsion
- iv. No Possession or Unauthorised Consumption of Alcohol;
penalties will range from gating to expulsion
- v. No Smoking or Possession of Flammable Materials (eg. matches, lighters, candles, joss-sticks, and dangerous chemicals);
penalties will range from gating to expulsion

In all cases parents will be informed. Rules 1(ii) – 1(v) must be taken to apply during term time to all girls, even outside school premises, unless they are under the direct authority of their parents at the time. Rule 1(i) applies at all times.

2. Bounds

No girls are allowed outside the boundaries of the school except with the permission of a member of staff. 'Permission' can be taken for granted for Visits and Travel.

The following areas within the school boundaries are 'out of bounds' to girls:

- the over-grown areas beyond the footpath around the lake
- the garden at the rear of the Medical Centre
- riding school paddocks
- all roofs and balconies

Girls engaged in authorised running/riding/cycling activities outside the school boundaries must do so in groups of not less than 3 and with all appropriate safety equipment and a charged mobile phone. Girls must observe the usual signing in and out procedures.

3. Security

The school has 24-hour security during term time, and all visitors to the campus will be required to identify themselves on request.

4. Absences, Visits and Travel

Please note that the termly dates must be strictly adhered to. Permission will not normally be given for girls to leave before the official end of sessions (terms and half terms) since early departures severely disrupt end-of-session events. All Boarders will be expected to remain in school during Weekends. Any requests to be absent from school must be in writing or by email to **the Deputy Head** and in sufficient time for consultation (**at least 3 full working days**). **Girls will be asked to review any commitments they may have to miss.**

i. Visitors

All visitors must report to Reception or Security on arrival.

ii. Motor Vehicles

No girl is allowed to accept a lift in or on any motor vehicle unless she has the specific permission of her Housemistress and her parents. Parents are required to name, in writing, any driver under the age of 26 who will be driving their daughter(s) to or from school. **Normally we do not allow girls to have motor vehicles in school; under exceptional circumstances, permission may be sought from the Deputy Head.**

5. Uniform

i. Years I-V

Correct school uniform must be worn until the official end of formal lessons for the day. Shoes should be black, leather, and polished, with safe and sensible heels and should be kept clean; socks and tights must be tidy at all times.

Jewellery: One pair of plain ear-studs is allowed and a discreet gold or silver chain may be worn. No rings or other jewellery are permitted with school uniform, with the exception of a single, simple bracelet, up to 1 cm wide of any material. No jewellery may be worn with sports kit.

Hair longer than shoulder-length must be tied back. Body piercings (including nose-studs), unnaturally coloured hair and/or hair extensions and visible tattoos are not allowed.

ii. Sixth Form

Members of the Sixth Form wear their own clothes - 'Smart Mufti' - during the school day; this consists of smart, sensible skirts, tops and shoes. Girls are expected to dress appropriately, tidily and decently, avoiding extremes of fashion; jewellery may be worn, but discreetly. Jackets must be worn for official occasions. In all cases Housemistresses are the arbiters of suitability.

iii. Sports Kit

Girls must wear uniform sports kit to all sports lessons, practices and fixtures.

6. Mufti

All girls may wear their own clothes (Mufti) instead of school uniform at the end of their official school day. 'Smart Mufti' (ie. not trousers) must be worn for Chapel and may be required for some school excursions. For Years IV-UVI 'Smart Mufti' includes jackets. In all circumstances clothes must be clean and in a good state of repair. Shoes are expected to be safe, sensible and quiet, and of a fashion acceptable to the Housemistress. A reasonable degree of make-up and jewellery is permitted for girls in Year IV and above, but may only be worn with Mufti and Smart Mufti. Body piercings (including nose-studs), unnaturally coloured hair and/or hair extensions and visible tattoos are not allowed.

Girls may travel to and from school in Mufti, but must be prepared to change into uniform as soon as they arrive, if required to do so.