



The Crypt School Rules and Home-School Agreement

Lead Person: Deputy Head (Safeguarding, Inclusion and Wellbeing)

Support: All members of The Crypt School community

Governor Committee: Pupil Welfare

INTRODUCTION:

At the Crypt School we live by our values and we are:

- **Kind**
- **Proud** of our uniform and identity as Cryptians
- **Responsible** for our actions, and do our best at all times
- **Respectful** towards each other and our environment
- Honest and have **integrity**

Therefore, our expectations of students are that they:

1. Take **responsibility** for their learning and actions
2. Be **kind, respectful** and have **integrity**
3. Take **pride** in their work
4. **Respect** people, their belongings and the school environment

1. BEHAVIOUR:

The Crypt School is a positive learning environment based on mutual respect, trust and integrity.

Good behaviour at The Crypt School is based upon the belief that encouragement is more effective than sanctions. To this end pupils are praised for good work, noteworthy effort, helpfulness and responsible behaviour. Mutual respect for others is paramount. Every pupil is expected to adhere to the school rules and a copy of these rules will be found on each form room notice board. However, there may also be times when a sanction becomes necessary. Parents and carers support for the school is vital to this process. The aim of this policy is to be clear with our expectations and fair, appropriate and consistent on those occasions when a sanction is appropriate. A full outline of behaviour expectations, rewards and sanctions is in the Behaviour Policy.

These rules apply to the behaviour of students inside and outside the classroom, as well as outside the school and online, if it affects the welfare of a member or members of the school or brings the school into disrepute, including whilst travelling to and from school, wearing the school uniform or being in any way identifiable as a student of the school. It also applies to any written or electronic communication concerning the school.

Pupils are expected to always demonstrate care for the site and the building. Any damage or health and safety concerns need to be reported to the Estate Manager or caretakers@crypt.gloucs.sch.uk. All pupils have a responsibility to keep the site free of litter and chewing gum is not allowed anywhere on the school site.

Mobile phones

Mobile phones should not be used by students in years 7-11 from 8.30am - 3.15pm. This is to enable students to focus on learning and time with friends at school, and avoid the negative impact of excessive screen time and access to potentially harmful content. **Mobile phones may be confiscated by staff if seen during the day** (to be collected by the student from Reception at the end of the day). Sixth Form students may use mobile phones responsibly in Sixth Form only areas (Common Room, year 12 and 13 Study Rooms and the Sixth Form Cafe. Sixth form students are not permitted to use phones in corridors between these areas.

Students must not use headphones/ airpods / musical devices/ phones, or similar devices, around the school and site. **Students must not take photographs or videos on the school site**, unless granted permission by a teacher for educational purposes.

Standards Cards exist to ensure students make positive choices in their conduct outside lessons. **Students should always carry their Standards Card** and staff will use this to praise students for displaying school values, or to register breaches in uniform standards; inappropriate use of mobile phones and any disregard to the one-way system.

At all times pupils should behave in a way which:

- a. Allows others to teach and learn and enables the school to function effectively.
- b. Shows respect for the safety of those who work within the school community.
- c. Demonstrates care for the school building, its contents, grounds and equipment.

2. SCHOOL UNIFORM:

All pupils must wear full school uniform: in the event of there being any temporary problem, parents/carers are asked to notify the form tutor **IN WRITING**. The pupil will then be given a note

by the Head of Year which will authorise the wearing of non-uniform clothing for a limited period. This is at the discretion of the Head of Year.

The school can accept no responsibility for any items brought to school by pupils. Parents/carers are advised to ensure that their own insurance adequately covers such property. All items of personal clothing and property must be clearly and securely marked with the owner's name.

During the journey to and from school, in all lessons, and while moving about the school building and grounds except when specific permission has been given by a member of staff, pupils should wear:

SCHOOL UNIFORM - YEARS 7 to 11

Uniform	Physical Education Kit
House Tie **	White and maroon trim / house PE top **
Blazer **	Black shorts or skort
Black straight trousers or regulation tartan skirt	White socks
White shirt	Trainers
Black, Grey or maroon V-neck pullover* or cardigan*	Crypt half zip top **
Black shoes	Crypt joggers **
Black socks or tights	Games rugby top ** - <i>required for those doing Boys PE only</i>
	Black rugby shorts - required for those doing Boys PE only
	Maroon rugby socks ** - required for those doing Boys PE only
	Football/rugby boots - required for those doing Boys PE only
	Maroon socks ** - required for those doing Girls PE only

Boots - any studded football or rugby boot is sufficient for games although, for those students wanting to play competitive rugby, we do recommend full metal studs and not the half plastic/half metal football stud.

***optional Item**

**** branded (or otherwise school specific item), to be purchased from the school shop**

On days when students have games, they must wear their games kit into school. Students who wear the Crypt half zip top or the Crypt sport hoody do not need to wear their blazer. To ensure students still look smart and unified during the school day, students who only wear their games top or PE top to school must wear their school blazer. Likewise, students can wear plain black joggers or leggings (under their skort) to school.

Outdoor coats, scarves or hoodies must not be worn in school. In very hot weather “summer uniform” may be adopted which means blazers are not required to be worn, all other expectations of uniform remain the same.

Students must not wear alternative hoodies/jumpers instead of their Crypt blazer or Crypt sport hoody.

When in their school uniform, young people should be wearing traditional black leather shoes. Please see the link below for further explanation and pictures of appropriate footwear.

[The Crypt School_Clarification on footwear.docx \(1\).pdf - Google Drive](#)

The shirt collar and tie must be done up and ties should be full length. Casual trousers, chinos or jeans are not appropriate uniform.

Minimal jewellery can be worn as long as it meets the following criteria:

- a maximum of two earrings per ear. **Stud only and must not dangle away from the ear.**
- a small discreet nose piercing. Stud only not ring and must not dangle away from the nose.
- one bracelet, one necklace and one ring.

No other jewellery or piercings are acceptable.

No nail varnish for Years 7 to 11 (this includes gel/acrylic nails). Any makeup worn should be discreet.

Standards Cards will be signed for uniform or mobile phone issues outside lessons.

If a student or family is unable to access correct uniform, shoes or have the required equipment they should speak to the Head of Year, or Pupil Premium Lead, in the first instance.

SCHOOL UNIFORM – SIXTH FORM

Year 12 and 13 students' dress should be smart, business-like and appropriate to their position as role models for those in lower years. If the Headmaster deems an item of clothing unsuitable or inappropriate, their decision is final.

- Black suit (including the blazer jacket)* or Black trouser/skirt suit (including the blazer jacket)* (knee length or longer skirt) **
- White shirt* or White opaque blouse*
- Sixth Form* or prefect/ club/ honours tie
- Black/ grey or maroon V-neck jumper or cardigan
- Black or brown smart flat shoes* (please see The Crypt School Clarification on footwear.docx (1).pdf for further explanation and pictures of appropriate footwear)
- Dark grey or black socks

**Compulsory items*

*** Please note an example of the type of skirt we permit students to wear is available from Monkhouse, however if you do not wish to purchase this skirt from Monkhouse, please ensure any skirt purchased is a similar cotton or polyester business-like skirt, students must NOT wear jersey / elastic skirts*

A maximum of two earring studs per ear and one very discreet nose stud only for those who wish to wear them. **Only studs can be accepted and earrings should not dangle from the ear or nose.** No other piercings are allowed. Where a member of staff deems it appropriate for health and safety reasons (e.g. a practical lesson), piercings must be removed. Only one ring (hand not ear or nose), one necklace and bracelet can be worn. Any makeup worn should be discreet.

For all students, hair should be neatly styled and a natural colour.

For all Years 7 to 13 religious headwear such as hijab or turban may be worn. These items should be black and not patterned in colour. All students opt for either the trouser or skirt uniform. Any queries as to this, please direct to the child's Head of Year.

3. BICYCLES:

- 3.1 Pupils may wish to cycle to school. The School supports pupils walking and cycling as this is good for their health; however, parents/carers should note that the School is situated on one of the most dangerous roads in the area. Before giving their child permission to cycle to school they should bear in mind the following recommended practices:
- 3.2 All Year 8 pupils who cycle are invited to take part in and pass the Silver Cycling Proficiency Course held in school early in the Autumn Term.
- 3.3 All cycles should be postcode stamped.
- 3.4 The cycle should be maintained in a roadworthy condition.
- 3.5 The cycle should always be securely locked while in the cycle compound.

- 3.6 Extreme care must be exercised when cycling in the school grounds; pedestrians have priority and the zebra crossing must be respected.
- 3.7 The Governors and school cannot be held responsible for the safety or security of a cycle while it is on the school premises. Parents/carers are advised to ensure that the cycle is covered by their household insurance.
- 3.8 **All cyclists are encouraged to wear a safety helmet when cycling to and from school.**
- 3.9 Parents/ carers should note that the Headmaster will withdraw permission to cycle to school from any pupil who fails to comply with the regulations.

4. MOTOR VEHICLES:

- 4.1 **Students wishing to bring any motorised vehicle to school must first obtain permission from the Director of Sixth Form, and complete a School Driving Application Form and adhere to its guidance and rules.**
- 4.2 All matters associated with tax, insurance, MOT and licence, must comply with legal requirements.
- 4.3 Motor Vehicles must be driven with great care in the school grounds, giving priority to pedestrians and cyclists. If this is not the case, permission to drive on site can be revoked by the Senior Leadership Team.
- 4.4 Vehicles must be securely locked when not in use. Neither the Governors nor the school accept responsibility for the safety of vehicles on the school premises.
- 4.5 A parking permit will be issued to you and must be always displayed in your car windscreen whilst it is parked on school property.

5. SANCTIONS:

- 5.1 The Crypt School runs a positive behaviour system, which involves praise and sanctions. Parents/carers are expected to support the school in the running of this system.
- 5.2 School detentions run after school for an hour – parents will be given at least 48 hours' notice and a notification on Bromcom will outline the reason for the detention.
- 5.3 Homework detentions (KS4 and 5) run after school, 45 minutes (KS4) and one hour (Key Stage 5). KS3 Homework detentions run at lunchtimes.
- 5.4 If a pupil misses a detention, they may be escalated to an internal suspension at the discretion of the Head of Year.
- 5.5 More serious offences will receive either removal of break time/lunch time non-contact time by senior staff, internal or fixed term external suspensions.
- 5.6 Sanctions are recorded on Bromcom and this will be accessible to parents/carers and students through *My Child At School* App.

6. THE SCHOOL DAY:

<i>Breakfast in Dining Room (optional)</i>	From 8am
Registration and Assembly	8.35am
Period 1	8.55am
Period 2	9.55am
Break	10.55am
Period 3	11.15am
Period 4	12.15pm
Period 5	2.15pm
End of the School Day	3.15pm

- 6.1 On arrival pupils need to go either to the area designated to them by the Senior Deputy Headteacher – they must not enter the main building before 8.30 apart from the dining room. Breakfast is available from 8am. 6th form students may go to the Common Room.
- 6.2 All pupils in Years 7-11 are expected to be in registration/lessons during the above times. 6th Form pupils are allowed off-site at lunch time or if they have been granted home study leave by their Head of Year. They must sign out first whenever they leave the premises.
- 6.3 **In the case of unavoidable dental, optician or medical appointments, pupils must bring a note from parents/carers.** This should be shown to the form teacher who will initial it. The pupil should then get a 'permission to leave school' form from the Office and have it completed either by his form teacher or the Head of Year. When the time comes to leave school the pupil should report to the Office to collect an absence pass and be booked out. Upon returning the pupil should report to the office and hand in the absence pass.
- 6.4 Any pupil who is late for registration after 8:50 a.m. **must** report to the office upon arrival in school.
- 6.5 Entry to and exit from the school grounds are only by way of the main gate or by the gate near Black Bridge. In the interest of safety parents/carers are requested to not use the school drive but drop their children at the bottom of the drive.
- 6.6 During the lunch break only those Year 7 to 11 pupils whose parents have notified the school that lunch is provided at home may leave the school premises. Sixth Form students may leave the school premises but are still considered to be representing the School whilst doing so.

7. ATTENDANCE

Parents/ carers are expected to ensure their child attends school every day it is open to them unless they are too unwell. They should avoid taking term time absences for holidays and acknowledge that missing school for the purposes of a holiday is not authorised. Should an absence

be required due to exceptional circumstances we shall apply in advance explaining the reasons. Parents/ carers shall arrange medical appointments outside of school times whenever possible and ensure attendance both before and after any non-avoidable appointments. Parents/ carers are expected to be open and honest in our communications with the school regarding attendance and any absence, in line with our school value of integrity. The school has an attendance target of 97% and parents/ carers are expected to support the school in achieving this.

- 7.1 Hair should be of reasonable length and discreet in style and cut. It should be clean, well-groomed and natural in colour. Hair beyond shoulder length should be tied up where a member of staff deems it necessary for practical lessons or extra-curricular activities. The Headmaster is the final arbiter in all matters to do with dress, uniform and hairstyle.
- 7.2 Pupils may not smoke, vape, drink alcohol or take any form of banned substances on school premises or on the way to and from school. This also includes the use of any e-cigarettes/vaping, so-called legal highs, edibles, or any such imitation substance, whether or not it includes nicotine or drugs.
- 7.3 Under no circumstance may pupils bring to school any article which may cause damage or injury to themselves, to others, or to property. This includes, but is not limited to, water pistols and catapults.
- 7.4 Parents/carers are advised not to allow music players, electronic games, radios, mobile phones, etc. into school. These are valuable and highly desirable items and the school can take no responsibility for their security.
- 7.5 Gambling is not allowed.
- 7.6 No eating or drinking is allowed anywhere in the school building, except in the Dining Room, Sixth Form Common Room, Sixth Form Cafe, and the main hall. **Energy drinks are not permitted.**
- 7.7 With the exception of Wet Breaks, no pupil below the 6th Form should be in the main school buildings during morning or lunch breaks unless they are:
 - * Going to their next lesson
 - * In their allocated House Room
 - * Attending an activity supervised by a member of staff or prefect
 - * Visiting the toilet
 - * Reporting an emergency of some kind.
- 7.8 During a Wet Break all pupils below the Sixth Form should go to the area designated for them by the Senior Deputy Headteacher.
- 7.9 Pupils may not buy, sell or exchange articles among themselves. Whilst we appreciate entrepreneurship, pupils must not run their own businesses for profit at school. Opportunities to run stalls at charity fundraising events or cake sales will be publicised throughout the year. No pupil may borrow money from another pupil; any pupil who needs money for bus fare etc. should ask at Reception.
- 7.10 **All property, including items of clothing, should be clearly marked with the owner's name. Valuables should be engraved.**
- 7.11 In the interest of safety, glass bottles and aerosol cans should not be brought on to the premises.

- 7.12 Pupils will be issued with valuable schoolbooks and equipment. The safekeeping of the property is the responsibility of the pupils. Library books that are significantly overdue may attract a detention.
- 7.13 There are some books in the Library labelled as KS4+. This means they may contain some violence, sex or bad language and we suggest these are only appropriate for Year 9 upward. We do not put advisories for content/themes, although the librarian will speak with a student borrowing something which they consider could upset that person. In general, we allow students to borrow almost any book they select. If you would like to opt out of letting your student borrow books advised for KS4+, please email the School office.

If there is any doubt concerning the interpretation of these rules, particularly in such areas as uniform, hairstyles or behaviour, parents/carers are urged to contact the Head of Year in the first instance.

THE CRYPT SCHOOL HOME - SCHOOL AGREEMENT for KS3/4

The Crypt School agrees to:

- Seek to provide the best possible conditions for learning where all students can flourish.
- Celebrate effort and achievement in all areas, academic and extra-curricular.
- Promote independence, responsibility and mutual respect.
- Communicate clearly with students and parents/carers to keep them informed about academic and pastoral matters and other more general developments within the school.
- Raise levels of achievement for all students.

Parents / Carers agree to:

- Provide support for the full and punctual completion of homework.
- Support the School in its application of agreed policies and rules, including the need for good behaviour, smart appearance and full and punctual attendance.
- Encourage and support participation in extracurricular activities.
- Maintain clear and supportive communication between home and school.
- Recognise and reward effort and achievement in all aspects of school life.

- Endeavour to secure their child's full attendance and avoid all unnecessary disruptions to the School Year.
- Enable their child/children to attend school functions (such as Founders' Day) and play a full part in the life of the school

Students agree to:

- Always uphold the five Crypt values of kindness, pride, integrity, respect, and responsibility,
- Respect the school environment and property.
- Set high standards in all areas: academic, personal and social.
- Organise work to meet deadlines.
- Act as a reliable communication link between home and school.
- Endeavour to attend every day school is open.
- Use the school network and any computer equipment responsibly and in accordance with school policies.
- Report any bullying or harassment of themselves or others – i.e. not to be a bystander. This can be reported to any teacher or Pastoral Support Worker or via reportbullying@crypt.gloucs.sch.uk
- Attend school functions (such as Founders' Day) and play a full part in the life of the school.
- Use technology responsibly and in line with the Acceptable Use Policy.
- Keep mobile phones off and out of sight between 8.30am and 3.15pm.



THE CRYPT SCHOOL SIXTH FORM POST-16 LEARNING AGREEMENT

Joining the Sixth Form is voluntary but doing so constitutes a statement of intent between you and the school. This Agreement is intended to give students a clear understanding of what they can expect from Crypt School Sixth Form, and what will be expected from them in return.

The Crypt School agrees to:

Under this agreement, The Crypt Sixth Form will endeavour to provide:

- A programme of courses that meets your interests and aspirations and is delivered by suitably qualified and effective members of staff using appropriate facilities and resources
- A friendly, caring and supportive environment
- A tutor who monitors your progress and provides guidance
- Careful monitoring of my academic progress, including setting targets for improvement with subject staff and your tutor, including support as required.
- Support in developing good study skills
- Good social facilities and the opportunity to take part in a varied Enrichment Programme including opportunities for leadership
- Careers and higher education guidance and advice
- Offer clear communication with you and your parents/carers to keep everybody informed about academic and pastoral matters and other more general developments within school.
- Advice and guidance on your personal health and well-being including coping with stress
- Good supervised study and library facilities, including the use of ICT
- A forum for expressing your views and contributing to the development of the Sixth Form

Parents/ Carers agree to:

- Provide support for the full and punctual completion of homework.
- Support the School in its application of agreed policies and rules, including the need for good behaviour, smart appearance and full and punctual attendance.
- Encourage and support participation in enrichment/ extracurricular activities.
- Maintain clear and supportive communication between home and school.
- Recognise and reward effort and achievement in all aspects of school life.
- Enable their child/children to attend school functions (such as Founders' Day) and play a full part in the life of the school

Students agree to:

As a Sixth Form student at The Crypt School, you will be expected to:

- Always uphold the five Crypt values of kindness, pride, integrity, respect and responsibility
- Accept responsibility for your own learning and aim to become a self-motivated and self organised learner
- Complete all work to the required standard and perform in line with their predicted grades, as determined by prior attainment by the required deadline
- Use your supervised study and self-directed time in school effectively; do extra reading and research beyond the syllabus
- Attend all lessons, supervised study periods, tutor time, assemblies and formal functions punctually
- Act as a positive role model for younger students in both school and the community; be thoughtful and considerate towards other students and staff and do not disrupt the learning of others
- Contribute to the life of The Crypt School and the wider community by participating positively in extra-curricular activities and other Sixth Form activities
- If a student has advanced warning of a potential absence, this needs to be discussed with the form tutor, teachers and Head of Year. Other than emergency medical appointments or a driving practical test, all appointments should be made outside normal timetable time.
- Behave in a sensible and mature manner and look after and respect the Sixth Form Common Room and Cooke Centre
- If you leave the school site for any reason before 3.15pm you must fob out in the Cooke Centre. Key fobs will be issued in the first few weeks of term. Until they are issued, you will need to sign out with Mrs Price /Mrs Attwood in the Sixth Form office
- All students must adhere to the dress code: in the event of there being any temporary problem, parents are asked to notify the school in writing. A note from the Sixth Form Office will then be provided at senior staff discretion, authorising the wearing of non-uniform for a limited period. The Headmaster's decision is final in all matters connected with Sixth Form dress.
- Student mobile phones are discouraged. If brought to school, they must remain out of sight during lessons, in supervised study and when moving around the school unless permission is granted by a teacher. Students are permitted to use mobile phones in the Cooke Centre which includes the common room. The school can accept no responsibility for any items brought to school by pupils. Parents are advised to ensure that their own insurance adequately covers such property.
- Respect school parking rules: any student wishing to bring any motorised vehicle onto the school site must first obtain permission from the Director of Post 16 Education, complete a School Driving Application Form and adhere to its guidance and rules. A parking permit will be issued to you and must be always displayed in your car windscreen whilst it is parked on school property. All matters associated with tax, insurance, MoT and licence, must comply with legal requirements. Motor Vehicles must be driven with great care in the school grounds, giving priority to pedestrians and cyclists. Vehicles must be securely locked when not in use.

Neither the Governors nor the School accept responsibility for the safety of vehicles on the school premises.

- Students may wish to cycle to school. They should note that the school is situated on one of the most dangerous roads in the area. The Governors and school cannot be held responsible for the safety or security of a cycle while it is on the school premises. Parents/carers are advised to ensure that the cycle is covered by their household insurance. All cyclists are encouraged to wear a safety helmet when cycling to and from school.
- Students must not smoke / vape on or near the site, nor participate in illegal activities or use drugs on site or during school activities (including trips). Students must not bring in any prohibited items to school.
- Students must not chew gum in school.
- Students should pay a £40.00 book and fob deposit at the start of Year 12.

If there is any doubt concerning the interpretation of these rules, particularly in such areas as uniform, hairstyles or behaviour, parents are urged to contact the Director of Sixth Form without delay.

The UK General Data Protection Regulation applies the principle that personal data should be kept for no longer than is necessary for the purpose for which the data are processed. Records relating to The Home School Agreement Policy will be retained in accordance with the School's Records Retention Schedule.

This Agreement outlines basic expectations of Sixth Form students. The school will make every effort to support students academically and pastorally and to keep parents informed as necessary. However, if a student is unable to respond to support, they may be asked to leave.

Reviewed: June 2025

Approved by Head: June 2025

Date of next review: June 2026