

## EASTBOURNE COLLEGE RULES

### 1. Academic integrity

Pupils are expected to be honest at all times; copying others' work, plagiarism and cheating in coursework, tests or examinations are serious offences that may result in formal warnings, disqualification, suspension or dismissal.

### 2. Missing lessons / sessions without formal consent

Any pupil found to be absent from a lesson / session without good cause will be dealt with by the teacher who may generally issue a time sanction in department. Repeat offences may incur a one-hour PBM via the hod / hsm; the hsm will write to the pupil's parents expressing our concerns. Further issues will be escalated to a member of SMT and may result in internal suspension.

### 3. College uniform and appearance

All pupils are expected to appear smart and tidy throughout the school day; journeys to and from school should be in full school uniform or approved home clothes. Uniform should be worn in its entirety and must be clean and suitably sized. Clothing should not be visible hanging out beneath school uniform. It must be worn correctly at all times during the working part of the day, as outlined in the College uniform list, annexed to these rules.

Occasionally pupils may be required to wear home clothes on visits away from College. Attire on such occasions must be sensible, practical and suitable (no skimpy shorts, dresses, cut-away or cropped t-shirts, baseball caps, and so on). Casual clothes may be worn after the 5.30pm roll-call and after lunch on Saturdays until Sunday bedtime (except for matches and Chapel). What is worn must be in keeping with the image which the College seeks to project. Home clothes should not be combined with College uniform and sportswear. See dining hall pages of White Book regarding meal-time dress. Only official house sports kit must be worn for inter-house sports events and only official College kit for sport and fixtures.

Uniform – see also annexe to rules and also uniform list. Jewellery is not allowed in Years 9-11 except for one simple pendant on a necklace (girls only), one small plain (not hooped) ear stud (girls only), one bracelet or wrist band and one simple ring on each hand. Ear jewellery is not allowed for boys. Nose piercings or studs are not allowed. Tattoos are strongly discouraged for all pupils and illegal in the UK for under 18s. Tattoos which are visible wearing school uniform or sports kit are always prohibited, as are ones which cause offence. Jewellery for sixth form girls is the same, but small hoops (one per lobe) may be worn in the ears and one bracelet may be worn on each arm. Make-up is not allowed in Years 9-11, nor is coloured nail varnish. Make-up is allowed in the sixth form but it must be discreet, light and suitable. Coloured eye make-up and coloured nail varnish / acrylic nails and eye lash extensions are not allowed.

Hair should be tidy, business-like and of a conservative style approved by the hsm. Pupils may have hair that falls below the collar, provided it is kept neat and tidy at all times. Hair should be washed regularly and well-groomed. It must not obscure the face or eyes and should be tucked behind the ears or styled in a way that keeps it off the face.

Pupils may wear discreet hair accessories and may be required to tie their hair back in practical lessons such as science, DT, sport, for H+S reasons. Afro-textured hair may be worn in a range of styles including, but not limited to, afros, locs, twists, braids, hair straightened via heat or chemicals and weaves. Any colouring or fades should be conservative. Excessively short, (grade 1-2, or where skin shows) long hair or a style with a significant difference in length (eg mullet) is not permitted unless for good reason, approved by the headmaster. Boys should be clean shaven. A pupil may be required to go home for a period of time if hair style / colour is not in keeping with expectations and if an immediate solution cannot be found.

### 4. Town leave

Town leave is for sixth form pupils only and is on Tuesday and Thursday afternoons for up to one-and-a-half hours between 2.35pm and 5.30pm. Pupils must have prior permission from their hsm to visit town and they must sign out first. Town leave is a privilege which is granted only to those up to date with their academic work and free from all school and departmental commitments. Pupils must wear full school uniform or full College games kit (not shorts, skirts or leggings) during weekdays; casual clothes should not be worn except on weekends. Pupils do not need to carry a leave during these times. Outside these times and only for a good reason, hsms may give permission for a pupil to go to town but the pupil must carry a leave, signed by their hsm. Town leave for all other years is scheduled on Saturdays (2-5.30pm) and Sundays (1230-5pm). Saturday night town leave (for 6<sup>th</sup> form) is detailed below under section 9.

### 5. Leaves and leave out in term time

"Leaves" must be obtained from hsms in order to leave campus, and if not wearing full uniform for good reason. Absence leaves must be presented to the member of staff in charge. Pupils who may need to go into town other than at permitted times must obtain written leave from their hsm. When possible any pupil missing a commitment should make an apology in advance to the relevant member of staff in person; ideally this should be made in person and failing this, by email. Boarders granted Friday and / or Saturday night leave are expected to fulfil all College commitments including games. Boarders returning on Monday morning are required to attend house registration. A missed activity or non-academic session may result in PBM (see 2). Leave to work at home will be granted at set times during public exams, subject to additional rules explained by hsms.

### 6. Prohibited conduct

The following are regarded as serious offences: theft; bullying (whether verbal, physical, cyber related or otherwise); use of physical force toward any person; any form of abuse of another person; rudeness, insolence to or making a false allegation against a member of staff; refusing to obey a member of staff or a school prefect; drinking alcohol except in accordance with this code; supplying other pupils with alcohol, cigarettes and e-cigarettes or other prohibited substances and supply thereof; posting or hosting inappropriate material online or other electronic means; supply, requesting or possession of electronic or printed pornography and bringing the College into disrepute (at any time at or away from school).

The following are prohibited: smoking, psychoactive substances, gambling (of any kind), fake ID, littering, graffiti or any damaging of College property, throwing snowballs at or near buildings or vehicles, chewing gum, water pistols, fireworks, laser pens, any weapons (replica or otherwise) or dangerous instruments, e-safety breaches, including recording staff / sessions without permission; eating or drinking in streets, posting notices without permission, possession / use of age-inappropriate material, use of skateboards, scooters or roller blades within College campus area, "road / pavement" running or walking wearing headphones, swapping pieces of College kit with pupils from other schools (eg after rugby matches); wearing kit at any formal games practice or as casual wear that clearly originates from another senior school, use or supply of protein-type supplements by / to underage pupils, climbing over College Field wall, use of staff-designated toilets. Hiring, buying on credit, selling property and exchanging property are not allowed without the hsms permission.

### 7. Bullying and abuse (of any kind) of other people; other incidents deemed to be sufficiently significant

All pupils have a responsibility to actively prevent bullying, abuse or unkindness either by direct action or by referring the matter to a member of staff. The following tariff is useful as a minimum guide, accepting that no two situations are identical and may be applied for bullying and other incidents deemed to be sufficiently significant. The deputy head (pastoral), second master and headmaster are informed of all incidents. There is no reduction in rung for good behaviour over a period of time. More significant incidents including those which may legally be classified as hate-type crimes may skip at least one or more rungs.

1<sup>st</sup> and possibly 2<sup>nd</sup> offence – dealt with by the hsm – PBM as possible sanction

Subsequent offence – dealt with by the deputy head (pastoral) – internal suspension or time at home as possible sanction

Subsequent offence – dealt with by the second master – suspension as possible sanction

Subsequent offence – dealt with by the headmaster – longer suspension or dismissal

### 8. Mobile phones and portable electronic devices

Mobile devices (including use of cameras, music and head-phones/air-pods) may not be used at any time around the College campus except in houses. They must be used responsibly at all times. Day pupils may bring their mobile phones into College but they must be turned off during working hours and used only in houses. Mobile phone numbers must be registered with hsms. They must be fully covered by insurance, and bills incurred by the use of the phone are the responsibility of the parent. During Year 9 and for the first term of Year 10, day pupils' phones and portable devices must be handed to hsm at the start of the day and will be returned when the pupil goes home. The same age group for boarders will have their phones given to them for a period of time when appropriate (depending on time-zone). As a general rule, for other years, phones must be kept in House and may not be used after lights out by boarders, in school periods (except under specific direction from staff), in Chapel or the dining hall, in public around the campus or when they might inconvenience others or indirectly cause injury. Pupils who break these guidelines may have the phone confiscated for a period of time.

### 9. Alcohol

No pupil below the sixth form is allowed to drink alcohol whilst attending Eastbourne College. Breathalisers may be used to enforce this. Pupils who are not yet 16 when they start the sixth form may not drink alcohol in College in accordance with the College rules and the College's alcohol policy except at the discretion of the hsm and subject to written permission from parents. Pupils may not, regardless of age, purchase alcohol from off-licences or shops whilst attending College or bring alcohol into College or drink it outside or in town generally (eg in the street). Pupils will be deemed to have broken the rule on alcohol if they are found in possession of alcohol or if it is found in their room. Pupils in the sixth form, including day pupils, may only drink alcohol at school under the following circumstances during term time:

- When served to them by a teacher at a properly supervised College or house function (they must not drink unsupervised beforehand, whether a day pupil or boarder)

- During Saturday night town leave for sixth form where pupils may visit only suitable bars and pubs which are within bounds (NB no sixth former under 16 may enter)
- Only beer, cider or wine may be purchased and / or drunk. Other alcoholic drinks (eg fortified wine, spirits or liqueurs) are not allowed. They may only drink the alcoholic equivalent of two pints of beer / cider or 2x175ml glasses of non-fortified wine (c5 units of alcohol)
- No one under the age of 18 may buy any form of alcohol; it is against the law
- Sixth form pupils over 16 but under 18 may only drink alcohol in a licenced restaurant where a substantial meal is served and where the alcohol is purchased by a parent or someone present over the age of 18. Bar snacks do not fall under this category
- All pupils should carry genuine identity cards and give proof of their age  
Having sought hsm's permission, signed out on a Saturday night and adhering to the following house times: L6 – 7.00pm-10.00pm; U6 – 7.00pm-10.30pm; house prefects – 7.00pm-10.45pm; school prefects – 7.00pm-11.00pm.

If intoxicated, at any time or after any event, pupils are automatically in breach of the College rules and can expect sanctions.

## 10. Schedule of sanctions for alcohol and smoking

The following are minimum sanctions and will remain on the record throughout a pupil's College career. Good conduct for a period of one year will generally allow a pupil to reduce their rung position by one.

### Alcohol

All alcohol offences must be reported to the deputy head (pastoral) and second master immediately.

Instances of pupils under 18 caught buying alcohol, or in possession of alcohol in school, or who have supplied it to younger years, or have drunk a sufficient quantity of alcohol to put themselves at risk can expect to go straight to the second or third rung of this ladder.

1st offence – seen by the hsm; letter to parents, one full week and weekend housing and 1 PBM; headmaster informed

2nd offence – seen by deputy head (pastoral), letter to parents, two full week and weekends housing and 1 PBM; headmaster informed

3rd offence – seen by second master, parents informed and suspended for up to one week. Second master sees parents

4th offence – seen by headmaster and suspended for up to two weeks. Headmaster meets with parents and pupil.

5th offence – Headmaster reserves the right to ask pupil to leave the school / further suspension.

### Smoking

All smoking offences must be reported to the deputy head (pastoral) and second master immediately.

All forms of smoking paraphernalia, including e-cigarettes and all tobacco / nicotine-based products fall under the category of smoking; use, supply, possession. Associating with smokers / users of e-cigarettes and / or smelling of smoke will be sanctioned as a smoking offence. Smoking in College buildings and supply of smoking materials to others are very serious offences and will automatically be referred to the second or third rung of the ladder. E-cig paraphernalia may be tested for the presence of psychoactive substances which if present, renders pupil subject to drugs / psychoactive substances policy.

1st offence - seen by deputy head (pastoral), PBM with some work on anti-smoking, a letter home setting out the College's stand on smoking making it clear that further incidents will be treated with suspension and, if relevant, a very clear warning about involving younger pupils incurring more sanctions. Hsms to follow up with a phone call. Headmaster informed.

2nd offence - seen by second master and two-day suspension with parent / meeting with hsm and second master. Headmaster informed

3rd offence - seen by the headmaster and suspended for up to a week. Headmaster to meet with parents and pupil

4th offence - Headmaster reserves the right to ask pupil to leave the school or apply further suspensions.

## 11. Dinner rules, including offsite

There are specific rules regarding House, tutor group and team dinners which must be followed. No such dinner may take place without the presence of a member of the teaching staff who is responsible for ensuring that the rules are followed. After dinners all pupils must return directly to their house / home; boarders reporting in person to the member of staff on duty. Permission for boarders to sign out again will be at the discretion of the member of staff on duty.

## 12. Drugs and psychoactive substances

All medical drugs and medicines must be kept with house matrons or the medical centre. The use or supply of illegal drugs or other non-prescription, psychoactive or harmful substances, including those which may be found in e-cigarette devices, is a serious offence that will be dealt with by the headmaster. There is a no tolerance policy towards supply, use or possession of such substances and pupils are liable to immediate dismissal from the College. The College operates a testing regime and the following sanctions may be applied:

Supply – any pupil caught supplying drugs / psychoactive substances must expect to be expelled, even if they are about to sit public examinations.

Possession / use – any pupil possessing or using drugs / psychoactive substances or appearing under the influence of such substances on College premises and or during a school activity or otherwise associated with the College during or out of term time must also expect to be expelled; but in exceptional cases a supportive regime may be offered as an alternative to expulsion. The Headmaster is not obliged to offer a supportive regime.

## 13. Sexual activity

No public display of physical affection is permitted. Any pupil participating in the act of sexual intercourse or any other act of sexual intimacy is liable to immediate dismissal from the College. Regarding age-gaps, a standard two-year limit exists for closer relationships in order to help reduce the risks associated with power imbalances.

## 14. Visiting and College Field / Cloisters

No-one may visit a pupil in College without permission from the hsm / tutor. Any stranger acting suspiciously in the College area should be appropriately challenged and if necessary reported to either the police or SMT. All visitors must be directed to Reception to sign in. Pupils may visit another house when invited or meeting another pupil from that house. They must sign in and follow the house visiting rules. Such visits must always take place in designated common areas as defined by the hsm. The rest of the house is out-of-bounds. House visiting may take place when commitments allow during non-directed teaching time, other than study periods. Only 6<sup>th</sup> form may visit other houses in the evening. Pupils may socialise / play sensibly on College Field (not on the cricket Square) up to 7.50pm weekdays and Saturdays (subject to fulfilment of routine commitments) if the field is not in use, from the start of summer term to September exeat and additionally on Sundays.

## 15. Bounds and beach

No-one may go beyond the bounds as depicted on the College bounds map or outside the Eastbourne area without written leave from their hsm (this does not apply to day pupils going to and from home using the most direct route). Betting shops are out of bounds. Licensed premises are also out of bounds except as listed in these rules. No-one may go outside their house after 5.30pm without permission. When allowed (generally during town leave and having signed out), pupils may visit the part of the beach within College bounds. Swimming is only allowed within the flagged (lifeguarded) section; this area varies with season. There must be no swimming when the red flag is flying or when no lifeguard is present. Only pupils who have passed the College swimming test may enter the water with hsm permission. Swimming with a friend is recommended. Full casual clothes, not just swim-wear, must be worn to and from the beach. All other parts of the beach are out of bounds. The beach is out of bounds after 5.30pm.

## 16. Cars

Pupils may only travel in cars with express written permission from their parents and subject to their hsm's consent; this includes term-time weekends. Pupils are only allowed to drive a car or be a passenger in a car driven by another pupil in accordance with the policies for boarding and day pupils, stated in detail on the College website; this includes journeys to-from fixtures and at weekends. Driving lessons must not cut across College commitments and must have the prior permission of the hsm and prior covering written consent from parents.

## 17. Road safety

The law of the land and the highway code must always be strictly observed showing courtesy to road users and pedestrians. Pupils should walk in twos or more (but not large intimidating groups) to-from sports pitches. Music must not be played. Naomi Close and Linkwood are out of bounds and must not be used as a short cut to Links / Memorial.

## 18. Bicycles

Permission to bring a bicycle to College and to use it is always at the hsm's discretion. A cycle helmet must be worn; lights must be used after dusk and the owner must have a proper lock. No pupil may cycle out of town except if they have signed out in person with house staff and if they are accompanied by another pupil. Bicycles are not to be used during the working part of the College day, nor in the campus area, except to get to / from games and for official cycling activities. Only the sixth form may cycle to Links; anyone may cycle to other sports venues; no-one may cycle to Saffrons. Equipment must be safely secured to the bicycle and not carried.

## 19. Breaches of the college rules

A pupil's full disciplinary history will be taken into account when assessing the College's response to breaches of the College rules.

Sept. 2022, updated Oct 2023

## Eastbourne College Rules Uniform annexe – see also full school uniform lists

### Aspects relevant to all years

Pupils must wear a coherent girls or boys uniform, based on a reasonable and considered commitment to their identity. Top buttons on shirts must be done up for pupils who are required to (or choose to) wear ties; shirts always tucked in. Shoe heels must be no higher than 1.5 inches – see additional shoe guidance below. Girls must wear under-garments which are not noticeable through colour contrast, under their blouse. Skirts must be worn on or below the knee. Socks must be matched, dark and plain. Only College scarves may be worn. All pupils must wear College ID on a black EC lanyard specific to their house when in uniform, having the card on their person at other times. The Dining Hall page of the online White Book contains further guidance re. dining room dress expectations, hygiene, etc

### Coats

Any pupil who wishes to wear a coat with school uniform is required to wear the College coat.

Coats may be worn when the weather dictates. Coats are never to be worn instead of a College blazer or suit jacket. The sports kit light blue weather-layer is not allowed to be worn as part of uniform.

Any pupil failing to comply with coat regulations may have their coat confiscated until a time when they can take the item home / purchase the official College coat.

### Bags / rucksacks

All pupils in y9-11 must purchase and use the official College bag to carry their books, files, iPad. The use of some sort of bag for 6<sup>th</sup> form is recommended; they may continue to use the same one.

New y9-11 pupils will purchase the new College bag as part of overall / complete uniform fit-out.

### 6<sup>th</sup> form

Shoes must be black, polishable and monochrome (i.e. no coloured stitching or soles), of formal style in keeping with image of College (eg not black trainers, not DM / boot or platform-sole style) Decoration may only comprise plain brogued leather and / or a discrete buckle).

Suits must be dark and plain; a thin pin-stripe is allowed but not a chequered pattern; dark grey is acceptable but light grey is not; dark navy blue is acceptable but electric blue is not.

Fit: no skinny-fit trousers; no wide leg or flared trousers (boys and girls); skirt sufficiently generous that it does not ride up. Length: trousers should sit on the shoe; skirt hem on the knee when standing and walking. Style and fabric: refined, smart look; no shiny materials; lined skirt.

Sixth form sweaters must be V-necked, monochrome, plain and in keeping with the College image. Cable-stitch sweaters and cardigans are not allowed. If worn, they must always be worn under a suit jacket. Dark (70 denier) tights or pop / below-ankle socks must be worn with skirt option; dark plain socks must be worn with trouser option.

Only boys are required to wear ties, either their senior house tie or another official school tie

Shirts must be white and collared; only school prefects may wear coloured shirts.

### Y9-11 pupils

Must wear the new College uniform in its entirety, including (for boys) the y9-11 house tie. The sweater is an optional item and must never be worn without the blazer on-top.

Shoes must be black or brown, polishable and monochrome (i.e. no coloured stitching or soles), of formal style in keeping with image of College (eg not black / brown trainers; not DM / boot or platform-sole style). Decoration may only comprise plain brogued leather and / or a discreet buckle).

An optional brown plain belt with brass or gun-metal colour buckle may be worn.

Regulation navy (70 denier) tights must be worn with the skirt option. Regulation plain navy (or dark brown) socks may be worn with the trouser option.

Navy (or dark brown) pop / below-ankle socks are acceptable in warmer weather (skirt or trouser option).

### Summer dress – suit jackets and blazers

May be worn when whole-College permission is issued by the second master. The following points must be adhered to:

Summer dress is normal school dress without blazers / jackets and without jumpers. Lanyards must still be worn by all.

Blazers or jackets must be kept in house (in case of bad weather and also in anticipation of formal occasions e.g. end-of-term assembly and Speech Day).

They may not be carried about or slung over the shoulder.

Blouses or shirts must be tucked in.

Sleeves must be rolled up or buttoned; they must not be left to flap open.

As always, skirts must be worn on the knee and not be visibly rolled

Pupils are reminded that the College is always in public view and that we take pride in the way we present ourselves. Any pupil may be asked to wear full uniform if they are unable to follow the summer dress code.

### Badges and emblems

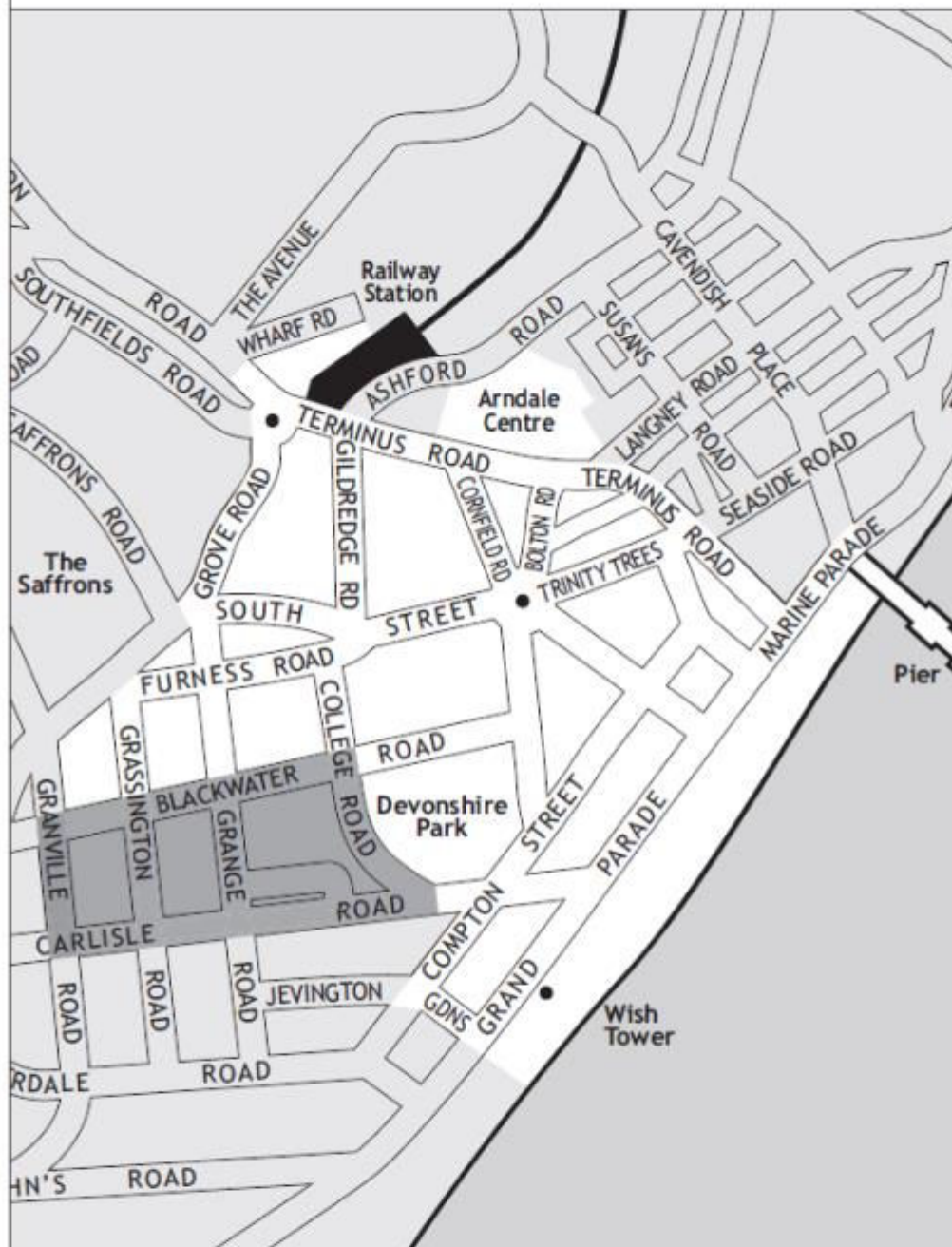
May only be worn on a jacket lapel, only if approved by the second master. Currently the list includes badges for: school prefects, Be You, sports and co-curricular colours, DoE, LAMDA.

### Sports sessions and activities, including dance

Pupils must wear official PlayerLayer branded College kit for all College fixtures, sports / games training and activities; House apparel and sports kit of other brands must never be worn. Trainers must be worn to/from venues (i.e. no studded footwear and no sliders / flip flops etc) with the relevant sport footwear carried (see also rules clause 17 regarding safe transit)

Leggings can be worn for training and games sessions but are not allowed to be worn for fixtures unless worn under a skirt (for warmth/comfort); only the PlayerLayer leggings or eco-leggings may be worn - no other variations are allowed for sport. Black for sports training and navy for fixtures. A different and specific brand of black leggings is required for dance. Only College branded shirts and tops can be worn with leggings. If permission has been granted to go to sessions / dining hall in sports kit during school day, a tracksuit bottom must be worn over the top of leggings.

# Eastbourne College bounds



**Normal  
College  
bounds**



**Extra bounds  
for town leave**  
(the beach is out of bounds  
after 6pm)



**Out of  
bounds**