

**Ellerslie School**  
**Common School Rules and Expectations**  
**2021**



The Common School Rules outline the School's expectations in terms of the behaviour and positive citizenship for all students at Ellerslie School.

The Common School Rules must be complied with at all times and serious or repeated breaches may result in consequences.

The Common School Rules apply to students at all times while they are under the supervision of the School. Students are under the supervision of the School while:

- (a) present at School during an official school day.**
- (b) representing the School at any time whether it be in sport, cultural events or any other school activities.**
- (c) on a School trip whether or not a parent or guardian is also present.**
- (d) on the way to and from School.**
- (e) at any time they are wearing School uniforms**
- (f) identifiable as a student of Ellerslie School (including online)**

#### **Student Conduct**

- At all times the students at Ellerslie School are to demonstrate the Ellerslie School Values - the 5Bs (Be Respectful, Be Kind, Be Responsible, Be Helpful, Be a Good Friend).

#### **School Attendance**

- Students are expected to be in their learning spaces by 8.50am.
- Students arriving after 8.50am need to go to the back desk in the office area to collect a late slip, entry through the door between Miro and Rimu Pod,.
- Late slips are to be handed to the student's Guardian Teacher.
- Parents/caregivers are to contact the office before 9.00am if their child/ren are going to be absent. Details on this can be found in the school newsletter and website.

#### **Before and After School**

- No student should be at school before 8.30am unless they are attending a school event or before school care.
- Once a student has arrived at school they are not permitted to leave the school grounds unless attending a school event or are with a parent/caregiver.
- All students need to have left the school grounds by 3.00pm each day, unless attending after school care, an event or club at school, or being supervised by a parent/caregiver.
- Students are not to walk through the staff car park.

#### **School Uniform**

- At all times students will wear the proper school uniform (including hats) in accordance with the [Ellerslie School Uniform Guidelines](#). A note must be provided to the student's Guardian Teacher if the student is unable to wear a correct uniform item.
- All students should arrive and depart school in full school uniform.
  - Students may arrive or leave in PE uniform when attending a school sporting event (e.g. zone days, school athletics)

- Students may leave in PE uniform if their PE session is during the last block of the day.
- School uniform hats are compulsory to be worn outside at all times during Terms 1 and 4. Students without a hat must stay seated under the awning in front of GG33 (not around the corner) during break times. This is the only shade area to be used for students not wearing hats.
- Year 7/8 boys - Old style shirts must be tucked in at all times (including breaks). The new style shirt should not be tucked in.
- Students are only permitted to wear school uniform shoes, school PE shoes or barefeet outside.
- All students in Years 5-8 must wear school shoes to and from school unless an exemption is granted by the Principal.

### **Out of Bounds**

- Students are not permitted in any of the 'out of bounds' areas during break times. These include:
  - Inside any learning spaces unless being supervised by an adult
  - Staff and Administration car park
  - On the stairs and landings of the main building
  - Around the back of the Hall, administration building, Rimu Pod, Heritage building, Resource and STEAM Rooms
  - Along the school driveway, past the yellow line
  - At the front of the school next to the Hall
  - Along the narrow north side of the main building where the scooter racks are positioned
  - In and behind the caretakers shed and behind the PE shed

### **Mobile Phones**

- All student mobile phones need to be turned off and put away when they arrive through the school gates.
- All student mobile phones can only be turned on once they have left the school site.
- All mobile phones will be handed into pod or guardian group phone bags by 9.00am.
- Mobile phones are not to be kept with the student or their belongings during the school day.
- Mobile phones will be confiscated if they are used by students on site during the school day and parents will be contacted.
- Students with a Smart Watch may only use the watch (time) function during school hours.

### **Use of Devices**

- All students and parents/caregivers will sign the Cyber Safety Agreements, including the Student Internet User Agreement, the Parent/Guardian Permission and the BYOD Agreement for students in Years 5-8.
- Devices are only to be used to support student learning.
- Devices are only to be used during school hours.
- Devices can only be used in the presence of a member of staff or adult volunteer.
- Devices are not to be used during break times, unless as part of a supervised club or activity.

## **Bikes and Scooters**

- Students are permitted to ride their bikes or scooters to and from school.
- A Permission for Riding to School form must be signed by the student and parent/caregiver before riding a cycle or scooter to and from school.
- All rules and guidance in the agreement must be adhered to at all times. These include:
  - A helmet must be worn at all times while riding cycle/scooter.
  - All cycles and scooters are to be walked:
    - across the traffic lights.
    - along the footpath from the traffic lights to the school gates.
    - through the school.
    - over the Ellerslie overbridge- including the ramp.
    - along the footpaths through the Ellerslie Village.
  - All cycles/scooters are to be stored in approved school racks and locked during the school day.

## **School Property**

- At all times students need to take care of and respect all school property, this includes ensuring all litter is placed in the appropriate bins.
- Students are not to damage any school property including books and stationery.
- Students are not to damage exercise books in any way. This includes drawing or graffiti that is unrelated to the learning task.
- Damage, accidental or otherwise, to buildings, furniture, windows, equipment or any other school property must be reported immediately to a teacher.

## **Personal Property**

- Students are discouraged from bringing any personal items to school.
- Any personal items that do come to school, such as sports equipment or personal stationery items, are the responsibility of the child.

## **Food and Drink**

- Students are encouraged to bring healthy food options for morning tea and lunch.
- Students are not permitted to consume any type of energy or fizzy drinks while at school or when representing the school, off site.
- Students are not permitted to chew gum or sweets while at school or when representing the school, off site.
- No students will buy food/drink or have food/drink purchased for them when off site on an official school excursion or event unless it has been authorised by the school.
- Students are not to share any food items with other students.
- Parents/caregivers are not to send any food to be shared with their child's guardian group/pod unless it has been authorised by the school.
- Shared morning tea or lunches, during school hours, are not permitted unless it is an official event (eg cultural festival) that has been authorised by the school.