RULES, REWARDS & SANCTIONS
Senior School
2026-2027

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INITIAL STATEMENT

1) This document applies to all members of the AKS Senior School community.
2) This document was updated in July 2026 and is effective from September 2026.
3) This document is reviewed at least annually by the WSLT, in liaison with respective Heads of Year.
4) This document is made available to all interested parties in accordance with our *Provision of Information* policy.

ALCOHOL

Pupils must not bring into school alcoholic drinks for any reason.

ATTENDANCE and BOUNDS

Pupils are expected to attend registration, all lessons in their timetable, assemblies and other meetings unless excused by a member of staff. Pupils arriving late must sign the late book as soon as they arrive on the school campus. In general, unless accompanied by a member of staff or taking part in an official school activity, no pupil may leave the school campus during the school day unless they have official permission to be absent.

Notes:

1) Those Sixth Form pupils with permission to work at home during afternoon private study must sign the Signing-Out Book. This arrangement is at the discretion of the Head of Sixth Form.
2) If pupils have to attend medical or dental appointments during the school day their parent/guardian must notify the school in advance. This note/email must be given to their tutor and pupils should then sign out on departure and sign in on arrival back at school if returning on the same day.

BICYCLES

Pupils who come to school on bicycles, e-bikes or e-scooters or the like should not cycle on the school campus. Bicycles should be secured in the designated area. Pupils should keep a note of the frame number (usually under the saddle on the upright column) and arrange insurance of the bicycle. The school is not responsible for any damage or loss. This also includes any e-bikes or any e-scooters.

BULLYING

Bullying, in any form, is not acceptable and is not tolerated. All pupils have the right to enjoy their time at AKS in an atmosphere of emotional and physical security, and we, the staff and pupils, will uphold that right. Pupils have the right to talk to any adult at any time about bullying in the knowledge that the resulting staff intervention will be designed to bring any bullying to an end, without damaging pupils' peer group relationships.

Bullying occurs when the repeated behaviour of an individual or group causes distress to another member of the school community, either on or off the school premises.

Bullying activities include isolated or repeated acts of physical violence, persistent verbal abuse and cyberbullying in all its forms. The deliberate exclusion of others from the social groups in forms, classes, the dining room and elsewhere is also an act of bullying. Deliberately damaging the self-esteem of another pupil, and, in certain cases, the taking or spoiling of possessions, may also be classed as bullying.

Bullying is never the fault of the bullied; a pupil may be sensitive or unassertive, but this does not excuse bullying. All members of the school community must understand that bullying can cause psychological damage and even suicide.

Bullying is not a specific criminal offence, but all members of the school community should realise that there are criminal laws which apply to harassment and threatening behaviour. Further guidance and definition are given in the school's Anti-Bullying Policy, which can be found on the school website.

CLASSROOM EQUIPMENT/STATIONERY

Pupils should bring the following basic stationery items to lessons:

1) Pencil case
2) Black or blue pen, and spare pen
3) Pencil
4) Eraser, pencil sharpener
5) Coloured pencils
6) Pair of compasses
7) Calculator, protractor and set square
8) Ruler 30cm long
9) Green pen and a purple pen

Note: Correction Fluid is not allowed in school and must not be used in any school work.

CLASSROOM RULES

a) Arrive on time, with necessary books and equipment.
b) Enter the classroom quietly and prepare to start work.
c) Listen when the teacher is talking and when someone else has been invited to speak.
d) Always try your best, and allow others to get on with their work.
e) Treat other people, their work and their belongings with respect.
f) Leave the classroom as you would expect to find it.

CODE OF CONDUCT

The AKS Code of Conduct is based on a need for mutual respect. All members of the school community have the right to expect a well-ordered environment, which is conducive to study. This right can only be provided when all members of the community accept their obligation to honour the Code of Conduct. The two main principles are as follows:

Everyone has the right to be treated with respect and to work in a clean, calm and safe environment.

This means:

a) treating everyone with courtesy, respect and consideration.
b) showing respect for others by working sensibly in lessons, and not disrupting the learning of others.
c) caring for all members of the school community, for the buildings and equipment, and for the quality of the environment.
d) showing consideration for others by moving around the school quietly and carefully.
e) showing respect for the property of others.
f) not saying or doing anything that encourages bullying or discrimination.

COMMENDATIONS, MERITS and REWARDS

Year 7:

Year 7 use the **Commendation** System already in place using the Reflective Journal as a place to record. Subject commendations stickers are given out by subject teachers.

At the key milestones, certificates for each milestone will be recorded officially on iSAMS by form tutor.

Bronze – 15 commendations; entered on iSAMS by Form Tutor and certificate written by FEM. Presented by form tutor in form time.

Silver – 30 commendations; entered on iSAMS by rorm tutor, certificate written by FEM and awarded in Lower School Assembly.

Gold – 50 commendations; entered on iSAMS by form tutor, certificate written by FEM and awarded in Whole School Assembly.

Platinum – 70 commendations; entered on iSAMS by form tutor, certificate written by FEM and the award (certificate and badge) will be award in Whole School Assembly.

Diamond – 100 commendations; entered on iSAMS by form tutor, certificate written by FEM and the award (certificate and prize) will be presented at Prize Giving.

The Headmaster's Commendation may also be given to the person/persons who achieves the highest number of commendations at the end of the academic year. The student/students who achieves this will be invited to the Headmaster's Study for the achievement to be recognised in person to discuss their achievements and be congratulated in person.

House Points will be achieved once each certificate is logged on iSAMS. The points will mirror the number of commendation milestone. Bronze = 15 points, Silver = 30 points, etc. Commendations are ‘wow’ moments that are instantly awarded and students know and understands why they are being given.

Year 8 to Year 13:

Merits are given as a reward and a way to positively encourage students in all aspects of school performance:

- Academic
- Behavioural
- Co-curricular
- Service
- Leadership

Each merit is awarded for either **excellence** or **effort**.
Descriptors for each category are below:

Excellence Merits:
Excellence merits are awarded to students who have gone above and beyond what is expected of an AKS student.
Academic: student's work is outstanding and demonstrates a deeper understanding of the subject matter, exceptional analytical skills and original thinking.
Behavioural: students exemplify outstanding behaviour, setting a positive example for their peers. They show respect, integrity and kindness in interactions, helping to create a positive and inclusive school environment.
Co-curricular: students demonstrate exceptional talent and commitment in a co-curricular pursuit showing dedication and skill.
Service: students go above and beyond in serving the school and/or the wider community, making a significant positive impact.
Leadership: students exhibit outstanding leadership qualities, effectively guiding and inspiring their peers.

Effort Merits:
Effort merits are awarded to students who demonstrate significant improvement, dedication and perseverance.
Academic: students show a significant improvement through hard work and dedication to their studies.
Behavioural: students show noticeable effort in developing their behaviour. They actively work on areas of personal development, demonstrating a commitment to positive change.
Co-curricular: students participate actively and show great effort in a co-curricular activity, striving to improve their skills.
Service: students show a strong commitment and contribute time and effort to help others.
Leadership: students actively work to develop leadership skills, taking initiative and showing growth as a leader.

COMPUTER RESOURCES ACCEPTABLE USAGE

Computers allow access to a vast amount of information for use in studies, acting like an enormous 'virtual' extension to the school library and providing great potential to support the curriculum.

Computers/laptops are provided and maintained for the benefit of all students, who are encouraged to use and enjoy these resources. Pupils are responsible for good behaviour on the Internet just as they are in a classroom or a school corridor. All users should be aware that access is a privilege, not a right, and inappropriate use may result in that privilege being withdrawn.

School Computers

1) Do not install, attempt to install or store programs of any type on the computers without permission.
2) Do not damage, disable, or otherwise harm the operation of computers, or intentionally waste resources.
3) Do not use the computers for commercial purposes (e.g. buying or selling goods).
4) Do not connect mobile equipment to the network (e.g. laptops, tablet PCs, PDAs, iPods, MP3 players etc.) unless you have the permission of the Systems Manager or the member of staff responsible for ICT.
5) Do not eat or drink near computer equipment.
6) Respect, and do not attempt to bypass security in place on the computers, or attempt to alter the settings.
7) If you are leaving your computer unattended for a short period, you will want to 'lock' your computer temporarily, rather than logging off and then logging on again. Press Ctrl + Alt + Delete keys at the same time and select lock computer. To unlock it simply enter your password.

Internet

1) Do not access the Internet unless for study or for school authorised/supervised activities.
2) Do not use the Internet to obtain, download, send, print, display or otherwise transmit or gain access to materials which are unlawful, obscene, abusive or hurtful to others, or which may bring the school into disrepute.
3) Respect the work and ownership rights of people outside the school, as well as other students or staff. This includes abiding by copyright laws.
4) Do not engage in 'chat' or social networking activities over the Internet.
5) Never arrange to meet anyone unless accompanied by a parent, guardian or teacher. People that you meet online are not always who they appear to be.

Security and Privacy

1) Do not disclose your password to others, or use passwords intended for the use of others.
2) Never tell anyone that you meet on the Internet your home address, telephone number or school name, or send photographs of yourself, unless you are given permission by a member of staff to do so.
3) Do not use computers in a way that harasses, harms, offends or insults others.

4) Computer storage areas and email conversations are treated like school exercise books. Staff may review files and communications to ensure that users are using the system responsibly.

Email

1) Be polite and appreciate that other users might have different views. The use of strong language, swearing or aggressive behaviour is not allowed.
2) Never open attachments to emails unless they come from someone that you know and trust. Attachments could contain viruses, which may destroy all the information and software on the computer.
3) The sending or receiving of email containing material likely to be unsuitable for children or schools is strictly forbidden. This applies to any material of a violent, dangerous, racist or inappropriate content.

Photographs and Video

1) Do not take pictures or record film of any pupils or members of staff, while in school or on school trips, without the permission of those being photographed or filmed.
2) If you need to photograph or film other pupils as part of an educational activity (e.g. drama rehearsal), you should use a school camera and you must seek permission from a teacher to make the film and check that pupils involved give their consent.
3) Where personal devices are used, such as on school trips with general permission from the trip leader, consideration should be given to the appropriateness of uploading pictures or film to social media and if requested by the subject of the images, remove them from social media platforms. Uploading inappropriate photos or videos could result in disciplinary action.
4) Never send, print, display or otherwise transmit images which are unlawful, obscene, abusive or hurtful to others, including 'sexting', or which may bring the school into disrepute.

Artificial Intelligence

All students should refer to the new Artificial Intelligence Policy for guidance in how AI should be used/should not be used with regards to schoolwork.

Reporting Inappropriate Digital Material

If any member of the school becomes aware of inappropriate material being accessed, either deliberately or accidentally, they should report the matter to a member of staff who should bring it to the attention of the Deputy Head (Pastoral).

DRUGS

The Local Governing Body and the Headmaster intend that AKS will remain an environment that is free from illegal drugs, the paraphernalia of drugs, substances intended to resemble drugs and the 'culture' of drugs. To that end, we have in place a Drugs Policy underpinned by:

- a drugs education programme to better inform pupils;
- a clear disciplinary sanction intended to deter the use of drugs.

Any breach of the policy will be treated as a very serious disciplinary matter. In particular:

- The supply of illegal drugs or substances intended to resemble them is forbidden and will lead automatically to expulsion;
- The use or possession of illegal drugs and solvents, or their paraphernalia, or substances intended to resemble them will almost inevitably lead to expulsion.

In appropriate circumstances, and if he feels there is reasonable cause, the Headmaster may offer a supportive drug testing regime as an alternative. The Headmaster will inform the police of the possession, consumption or supply of an illegal drug, since each constitutes a criminal offence.

The school's policy on drugs is available to parents on request.

EXPECTATIONS FOR LEARNING

At AKS, in the classroom and around school we expect the following:
Respect and Courtesy:

- Treat classmates, teachers, and staff with kindness and consideration.
- Listen actively when others speak. This means do not talk over them or talk to other people.
- Avoid disruptive behaviour that hinders learning. This includes behaviour that is off task.

Classroom Etiquette:

- Raise your hand to ask questions or contribute, respecting that others may also wish to contribute.
- Wait for your turn to speak, respecting that others are currently contributing to the learning.
- Participate actively in discussions and group work.

Punctuality and Preparedness:

- Arrive on time for classes.
- Bring necessary materials (books, stationery, etc.) to each lesson.
- Be mentally prepared to engage in learning.

Consequences

Low-level disruption which affects the learning of others is unacceptable and teachers will, where possible, manage and challenge such behaviour in the following way:

1. Non-verbal warning
2. Verbal warning
3. Final warning (and moved in the class if necessary) and an entry on the school management system (ISAMS) known as a **misdemeanour**.
4. If further issues or disruption continue in the same lesson, the class teacher will give a lunchtime detention.
5. If even further issues continue in the same lesson – the pupil will be removed from the class to the HoDs classroom or to SSMT offices, if necessary. This will mean a further sanction.

Other behaviour concerns that will mean a **misdemeanour** is entered on ISAMS will include:

- Chewing gum
- Poor behaviour outside of the classroom (in the corridors or at lunchtime)
- Lateness for lessons
- Uniform infringements

Misdemeanours will be reviewed by staff on a weekly basis and for those that accumulate too many, there will be further action and possible sanctions.

FOOD & DRINK

School lunches operate on a daily rota. You should only arrive for your school lunch at the designated time.

Payment for school lunches is made in advance by the purchase of a lunch pass at the start of each term and the cost varies according to the number of days in each term.

You must not eat or drink in classrooms or corridors at any time; drinking water is an exception to this, although this exception does not extend to the laboratories, D&T rooms, or ICT suites. Do not leave litter anywhere in school; use the many litter bins provided.

HOMEWORK

The purpose of homework is to encourage and establish good habits of independent learning and private study, which are vital for success in Higher Education and beyond. Homework may include written work, reading, research and learning. Pupils should take pride in the quality and neatness of their written work, and all work should be completed to the best of a pupil's ability. Each piece of written work should have a title and be dated.

Students' Responsibility for Homework:

a) Know exactly what homework has been set for each subject by the use of the Assignments link on the Parent Portal.

b) Take the correct books and equipment home to complete the work. On completion, the work should be returned to their school bag in readiness for handing in to the subject teacher.

d) Find a good time and a quiet place each evening to complete the work; do not leave it until just before bedtime. Take brief breaks between subjects if your concentration lapses.

e) Ensure that they do not devote an excessive amount of time to difficult work and thereby leave insufficient time for other tasks.

f) Manage their time sensibly and carefully to prevent a 'pile up' of homework on certain days – the homework timetable should help with this. Allow plenty of time where research is necessary.

g) If they find any aspect of the work difficult do not hesitate to discuss it with their subject teacher or form tutor as soon as possible, ideally before it is due to be handed in.

ILLNESS, ACCIDENTS & APPOINTMENTS

Illness and Accidents

If pupils feel unwell or have an accident they must inform a teacher straight away. If pupils are too ill to remain at school or if hospital treatment is necessary then their parents will be contacted to make suitable arrangements.

A pupil may only leave the school campus in the event of illness or injury with the permission of Matron or designate. Pupils must sign out at Reception. Under no circumstances should pupils leave the school or go home without permission.

Medicines

Only medicines prescribed by a medical professional will be adminstered. These must be accompanied by a 'Request to Administer Medicine' form. Such medicines will be left in secure storage and only Matron or designate will administer them. The exceptions are if a pupils has an inhaler or an epipen.

- Pupils should not ask for aspirin or other tablets at school.
- Pupils must not bring aspirin, paracetamol or other tablets/medication into school.

Medical Appointments

It is best to make medical appointments outside school hours. If pupils must leave during the day for any reason then they must bring a note/email from their parents in advance of the date.

Pupils must sign out at Reception. If pupils return later the same day then they must sign in again at Reception.

LIBRARY

THE LIBRARY IS FOR QUIET, DISCIPLINED AND INDEPENDENT STUDY.

1) Pupils may not enter unless they wish to work, read, browse, or use the Library facilities quietly and respectfully of other users.

2) Eating or drinking is not allowed and food and drink should not be brought into the Library. Any bags should be stored as instructed.

3) Books and other materials should be returned to the shelves after use, or borrowed by recording the loan on the Library Computer.

4) Periodicals are available for reading in the Library and should not be removed or defaced.

5) The computers in the Library should be used following the school's ICT policy. There should never be more than one person to a computer at any time.

6) The Library must be kept clean and all work areas cleared and tidied after use, ready for another person to use the space.

This Code of Conduct applies at all times and to all parts of the Library. If a user breaches this code, their behaviour may be referred to a senior member of staff, they may be asked to leave the Library, and their right to use the Library may be suspended.

LOST PROPERTY

Lost property should be handed into Reception or to PE staff, as appropriate. If pupils lose something then they should attend the Lost Property display (weekly in the Sports Hall) and if the item has not been handed in they should then inform their Form Tutor.

MOBILE DEVICES / MOBILE PHONES

As part of our commitment to creating a calm, focused and safe environment, and in line with government guidance, the school operates a **strict phone free policy**. From the start of the Autumn Term 2026, all students in Years 7-11 in the Senior School will be provided with a locker for safe and secure storage of laptops and mobile phones. **Any student who brings a phone to school will be required to lock their phones in the lockers for the duration of the school day.**

For the benefit of doubt, smart watches/devices that allow recording/messaging and the like are also covered by this guidance.

Any student found in possession of a mobile phone during the school day will have their phone confiscated until the end of the school day and will be placed in a lunchtime detention. Repetition of this offence will lead to an increase in sanctions and may result in the school confiscating a student's phone for whatever length of time the school feels appropriate as per governmental guidance.

Phones will not be used in lessons for any reason.

If pupils need to use their phone to contact their parents whilst in the library after school while they await pick-up, they should ask the member of staff on duty in the library for permission.

Pupils should be aware that under no circumstances should they enter an examination venue with a device, even if it is switched off. To do so will lead to disqualification from that examination and potentially other examinations.

Pupils should note that the use of all devices on school premises is subject to the school's *ICT Acceptable Usage* policy.

Medical needs and exceptional circumstances

We recognise that in a small number of cases, students may require access to their phone for medical reasons (for example, diabetes management apps) or for exceptional personal circumstances. Where this applies, parents must contact the school in advance, so that an appropriate plan can be agreed and authorised. Students should not bring a phone into school for these reasons without prior approval.

Contacting your son/daughter during the day

If you need to get a message to your son/daughter urgently during school hours, please contact the School Office, who will ensure the message is passed on promptly. Students do not need access to a mobile phone for communication during the school day.

Search and Confiscation

The government guidance explicitly backs schools to confiscate mobile phones as a sanction for a proportionate length of time and, as they are a prohibited item, this gives schools the right to search a student or their possessions if they have reasonable grounds to suspect a student has such an item. The government guidelines for schools regarding mobile phones and can be found HERE

Sixth Form

Sixth Form students are allowed access to mobile devices, but we ask that use is limited to the Sixth Form Centre and the Pavilion.

MOTOR VEHICLES

Pupils wishing to drive motor vehicles to school must seek the permission of the Head of Sixth Form and complete the appropriate consent forms which must be signed by parents; such permission may be withdrawn if a pupil's driving becomes a concern.

No pupil, other than a sibling, may travel in a motor vehicle driven by another pupil without written permission from the passenger's parents.

Motor vehicles may only be used at the start and end of the school day, unless pupils have permission from the Head of Sixth Form.

At no time are pupils permitted to drive their motor vehicle on the school campus.

PERSONAL PROPERTY

All personal property should be clearly labelled with the name of the owner. All school property must be treated with respect and any damage must be reported immediately. Pupils must ensure that:

1) books, bags and equipment are not left lying around the school site, on the corridors, or on the floor; they should be stored correctly in the designated areas.
2) large sums of money or valuables are not brought into school.

The removal or borrowing of school or personal property without consent for any period of time constitutes an act of theft and will be dealt with very seriously indeed. All instances of theft will be thoroughly investigated, and the police may be informed. Any member of the school found to be guilty of theft will be subject to a range of sanctions up to and including temporary exclusion or expulsion.

Parents are advised to ensure that adequate insurance cover is in place to protect pupil belongings for loss or damage whilst on the school premises.

PERSONAL SAFETY

In order to make the school a safe environment for all members of the community the safety rules, including those for laboratories, D&T areas, ICT rooms and other work rooms, must be both known and observed. In particular, full attention should be given to the fire regulations, details of which are posted around the school. In addition, pupils should not bring any item into school that is likely to endanger themselves or others. This includes: fireworks, or other explosive material; firearms (including replicas); knives, or any other kind or weapon. If a weapon is found in School it will be confiscated and, where appropriate, the Headmaster will inform the Police.

Pupils should not enter a teaching room without permission, and in the school buildings pupils should walk and not run, as well as keep to the left on corridors and stairs.

PRESENTATION OF WORK

AKS considers careful and neat presentation of written work to be extremely important. Often, the way pupils present a piece of work is a reflection of their attitude and approach to their studies.

1) Pupils should write clearly in blue or black ink, preferably using a fountain or gel pen.

2) Pupils should put the date top right and the title in the middle of the page. Pupils should put their name and form top left on individual sheets of loose paper, and on digital work.

3) Pupils should underline all headings and use a ruler for straight lines. Finished pieces of work should also be underlined before starting a new piece.

4) Diagrams and maps should be carefully drawn in pencil.

5) Digital work should use a standard font, size 12, black, with double line spacing.

Apart from the set task, no other writing or jottings should appear either on the inside or the outside of exercise books or files of work.

RELATIONSHIPS

AKS is a completely co-educational environment and a close integration between boys and girls in the classroom, in co-curricular activities and on the sports field is both expected and encouraged.

However, there should be no displays or actions of affection. Such inappropriate behaviour includes, for example, holding hands and hugging.

SANCTIONS

Pupils are actively encouraged to keep to the Code of Conduct and the School Rules in the proper spirit of the school community.

However, when things go wrong, when rules are broken or expectations not met, the school may invoke sanctions to reinforce what it believes to be right.

Physical violence or rudeness to a member of staff will not be tolerated and will result in being put in isolation in school for the remainder of the day or being sent home.

If a pupil is persistently in breach of the School Rules, or his or her attitude is seriously damaging to the welfare of others, or for a single major breach of the School Rules, he or she may be asked to leave the school.

Association with drugs, and malicious or bullying behaviour, are examples of what may be classified as such a breach.

Corporal punishment is not permitted during any activity, whether on or off school premises, in line with legal requirements.

It is a condition of a pupil's admission to the school, and of his or her remaining a member of the school, that both parents and pupils accept and support the school's ideals.

The school's policy on Expulsion, Removal and Review is available to parents in line with our Provision of Information policy.

AKS operates a formal detention system.

Parents will be informed by letter if a Tuesday, Saturday or Headmaster's Detention are given. Pupils will be given at least 24 hours' notice of an after-school detention.

Daily detentions can be given for repeatedly unacceptable classroom behaviour or the non-completion of homework or unsatisfactory work. All detentions are collated and monitored by the Deputy Head (Pastoral). If a student is placed into a Daily Detention, their parents/guardians will be e-mailed giving the reasons for that detention.

Failure to attend is a serious offence and will result in further sanctions.

Any pupil receiving three Tuesday detentions in a term will be interviewed by the Deputy Head, who may then enforce a Saturday detention.

DETENTION RULES

Whilst in a detention, pupils will be expected to wear full school uniform and carry out work in silence.

SANCTIONS OVERVIEW

	Sanction	Duration	Given by?	Reason	Notes
1	Verbal reprimand or similar		Any member of staff	Minor breach of the Code of Conduct and/or Expectations for Learning.	Recorded as a misdemeanour in ISAMS
2	Staff Detention	Up to 30 minutes during school day	Any member of staff	Unsatisfactory behaviour in lessons or an infringement of the code of conduct outside the classroom and/or Expectations for Learning	Recorded as a misdemeanour in ISAMS and parents may be informed
3	Daily Detention	30 minutes lunchtime	Any member of staff	Repeated homework concerns, or as stipulated in the Expectations for Learning guidance or the accumulation of misdemeanours. Mobile phone confiscation.	E-mail sent to parents centralised record kept in ISAMS
4	Tuesday Detention	1 hour after school Tuesday	Head of Year	More serious misbehaviour or repetition of 1, 2 or 3. This includes failure to attend any of the above detentions	Parents informed in writing and recorded in pupil file; centralised record kept
5	Headmaster's Detention	1 hour after school on a Friday	Deputy Head or Headmaster	Serious misbehaviour that is considered to merit more than a Tuesday detention, but does not meet the criteria of a Saturday detention. A student receiving a Headmaster's Detention will also be spoken to by the Headmaster or another member of the school WSLT	Parents informed in writing and recorded in pupil file; centralised record kept
5	Saturday Detention	Saturday 9-11 am	Deputy Head (Pastoral)	Very serious misbehaviour/major breach of the Code of Conduct. This includes failure to attend a Tuesday detention, or 3 Tuesday detentions in a term. A student receiving a Saturday Detention will also be spoken to by the Headmaster or another member of the school WSLT	Parents informed in writing and recorded in pupil file; centralised record kept
6	Temporary Exclusion (Suspension)	At the Headmaster's discretion	Headmaster or Designate	Very serious misbehaviour or repeated breach of school rules	Centralised record kept
7	Permanent Exclusion (Expulsion)		Headmaster or Designate	Very serious misbehaviour or repeated breach of school rules	Centralised record kept

SCHOOL RULES

Our school rules are laid down to make life easier and more pleasant for everyone. Pupils should apply common sense at all times.

1) All members of the school community are expected to abide by the Code of Conduct.

2) Pupils should fulfil all commitments regarding attendance, registration, lessons, homework, sport and other activities.

3) Pupils must remain on the school premises for the whole of the school day, unless they have official permission to be absent.

4) Pupils must know and comply with the school dress code and take proper care of their belongings.

5) It is forbidden to possess, or bring into school: chewing gum, unauthorised drugs, offensive or discriminatory material, matches, lighters, replica cigarettes, alcohol, laser pens, knives, aerosols, fireworks or other dangerous articles.

6) Pupils should be aware of, and comply with, the school safety rules, both inside and outside the classroom, in co-curricular activities, on school trips and when travelling on the school buses. Breakages and other damage to school property must be reported.

7) Personal behaviour should be discreet and seemly at all times; there should be no displays or actions of affection.

8) Any action of bullying constitutes a serious breach of school rules, and all reported incidences of bullying will be thoroughly investigated.

9) Pupils, be they drivers or passengers, must be aware of, and comply with, the school driving regulations.

10) All food may only be consumed in the designated eating areas. Litter must always be placed in a bin.

SCHOOL TEAMS

Pupils selected for school teams either on weekdays or at weekends are expected to participate.

Very occasionally a pupil may need to be excused. In the first instance he or she should seek permission from the teacher in charge. Failure to attend a match without good reason is a serious disciplinary matter.

SCHOOL TRANSPORT, INCLUDING SCHOOL MINIBUSES

Pupils must:

1) Wear seatbelts at all times.
2) Co-operate with, and obey, the driver and/or member of staff at all times.
3) Keep the bus clean.
4) Ensure that any belongings are kept out of the aisle; large items may only be transported with the driver's permission.
5) Arrive at the bus stop 5 minutes before the bus is due.
6) Behave in an orderly manner whilst waiting for the bus.
7) Get on and off the bus in an orderly manner.
8) Take only their regularly assigned bus at all times.
9) Carry the bus pass issued at the start of the academic year and show the pass as required to the driver or other school official on request.
10) School Rules apply whilst travelling on school buses or buses hired by the school.
11) Single seat belts must not be worn by more than one person.
12) On no account should three children be seated on a double seat.
13) Pupils responsible for damage to vehicles should expect to be charged for repairs.

SMOKING and VAPING

Smoking or vaping is not permitted anywhere on the school site, and pupils are forbidden to possess tobacco in any form. It is also forbidden to possess matches, vaping equipment, cigarette lighters or replica cigarettes. Pupils are forbidden to smoke, even off-site, while in school uniform.

UNIFORM REGULATIONS

A high standard of appearance is expected at all times:

1. Clothes should be clean and tidy and shoes should be polished, with no visible logos or markings. Trainers or casual shoes are not permitted.

2. School uniform must be worn correctly - shirts and blouses tucked in, collar buttons fastened, ties worn to the waist and tied with a sensible knot, skirts the correct length, which is just above the knee. Skirts should not be rolled up.

3. With the exception of the Sixth Form suit, the school uniform should be purchased from the School Shop. All items of school uniform must be named.

4. Full school uniform must be worn when travelling to and from both school and fixtures. The school tracksuit may be worn as an alternative, if authorised.

Whilst the school's policy refers to a Boys' and Girls' uniform, we appreciate that this nomenclature may not include all students. In such circumstances, provision exists to make agreed amendments to the uniform and these should be discussed in the first instance with the Deputy Head – Pastoral.

YEARS 7 –11

Girls' uniform

AKS maroon blazer
AKS tartan pleated skirt that should be worn just above the knee
White blouse
AKS black jumper
Black opaque tights (knee high plain black socks may be worn in hot weather, only when explicitly directed by the Deputy Head Pastoral)
Plain flat black shoes – with no heel or with a small block heel for stability
Boots are not allowed
Plain outdoor coat
No hooded tops are allowed
School scarf
Hair accessories – plain black or burgundy
No flowers or hair ornaments are permitted

Boys' uniform

AKS maroon blazer
Charcoal grey trousers
Belt (optional) – black with a discreet buckle
Plain white formal shirt
School tie
AKS black jumper
Plain dark grey or black socks
Black shoes – no boots or trainers allowed
Plain outdoor coat – no hooded tops are allowed
School scarf

JEWELLERY

1. All pupils may wear a watch.
2. Pupils in Years 7-11 may wear one small, silver or gold, plain stud earring in each lower lobe. No other jewellery or accessories are allowed.
3. Nose studs, tongue studs and the like are not permitted under any circumstances.
4. No other jewellery is allowed.
5. All jewellery must be removed for PE and games.

NAILS

1. Coloured nail polish and artificial nails should not be worn.

MAKE-UP

1. Make-up must not be worn in Years 7-9.
2. Discrete and natural make up can be worn in Years 10-11.
3. Artificial eyelashes are not permitted.
4. Artificial tans are not permitted.

HAIR

1. Hair must be groomed and tidy at all times and there should be no extremes of style, colour or cut. Any hair colouring must be of a natural shade.

2. Long hair should be worn off the face and tied back.

3. The school recognises the Halo Code for those students of the African diaspora, including those of mixed heritage, who have afro textured hair. In line with this code, hair scarves and wraps should reflect the main school colours of black or burgundy.

4. Pupils wearing head coverings or other additions to the school uniform for religious or cultural reasons should also reflect the main school colours of black or burgundy.

5. Boys in Years 7-11 must be clean-shaven at all times.

SIXTH FORM DRESS CODE

Our sixth form students are both academically and professionally ambitious. Hence, our sixth form dress code reflects the principles of dress for the job you want. Professional business attire is our expectation, because we want you to dress for your future success today.

Menswear

- Tailored suits. Colours as above.
- Shirt: Suit shirt.
- Jumper: Optional. Smart professional.
- Tie: AKS Sixth Form tie.
- Shoes: Smart office shoe.
- Socks: Anything as long as it matches your suit.

Womenswear

- Tailored suits, trousers or skirt or dress with tailored blazer
- Colour: mid- dark colour with pattern, if preferred
- Shirts or blouses: any colour and covers the shoulders
- Jumper: Optional. Smart
- Tights: black, subtle patterns OK
- Shoes: suitable for a work environment, practical and comfortable.

GAMES CLOTHING & EQUIPMENT

All pupils, including the Sixth Form, must wear AKS PE regulation games clothing for all sporting activities. All PE and Games kit must be named. The AKS kit is as follows:

Boys

AKS 'Kukri' tracksuit
AKS PE shirt
AKS PE shorts
White ankle socks
AKS rugby shirt
Training shoes (non-marking)
AKS Navy & green rugby shorts
Green rugby socks
Football/Rugby boots (with Kite-marked studs and no blades)
Gum shield
Shin Pads
AKS cricket shirt
Cricket trousers
AKS cricket jumper (for team players)
Tennis racket
AKS athletics vest

Girls

AKS 'Kukri' tracksuit
AKS PE shirt
AKS Navy & green hockey skort
Green hockey socks
Training shoes (non-marking)
AKS Navy & green athletic shorts
White socks
Astro turf trainers
Gum shield
Shin pads
Hockey stick

Tennis racket
AKS athletics vest

Optional Items

Running spikes
Cricket boots (if appropriate)
AKS fleece jacket/hoodie

Running spikes
AKS fleece jacket/hoodie

DRAMA CLOTHING

The following items are required for all pupils studying GCSE or A level drama:

AKS black polo shirt
AKS black jogging bottoms

Black pumps

Updated	7th July 2026
Reason for changes	Annual Update
Name of the owner	Allan McKeown – Senior Deputy Head/Phil Hayden – Deputy Head (Pastoral)
Audience	Staff/School community
Location	Whole School Team and School website
Review date	July 2027