The common rules supplement the normal school rules. The school rules obviously apply to all boarders when they are at school and in their Houses. The Common Rules should be strictly adhered to by boarders in each Boarding House.

The Common Rules are available on Parents Pages and on Boarding House noticeboards.

**Appearance**  
Updated June 2014

School rules state that only one pair of stud earrings are allowed, and no other piercings. Hair should not be an unnatural colour for a particular individual. Tattoos must be covered. It follows that new tattoos, piercings or dying of hair are all forbidden whilst boarders are in our care.

**Bedtimes**

<table>
<thead>
<tr>
<th>Year</th>
<th>Bedtime</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years 7 and 8</td>
<td>2100</td>
</tr>
<tr>
<td>Year 9</td>
<td>2145</td>
</tr>
<tr>
<td>Year 10</td>
<td>2200</td>
</tr>
<tr>
<td>Year 11</td>
<td>2215</td>
</tr>
<tr>
<td>Sixth Form</td>
<td>23:00</td>
</tr>
</tbody>
</table>

**Bicycles**

Boarders are allowed to ride bikes, providing they have written permission from parents. Please see the separate bicycle policy for more details.

**Bounds**

There are certain areas around the campus which are off-limits to boarders. Boarders are not allowed to:
- walk along Oak Lane,
- walk into town along the top part of the High Street between Manor House and Gregg’s restaurant,
- walk through the Park Grange gate to get to the School, to the town or to the tuck shop, except for Sixth Formers who may use this route after games at weekends.
- walk in Knole Park after dusk in Michaelmas and Lent Terms or after 19.00 in the Summer Term. (Boarders should never walk alone in Knole Park). Knole Park is not part of the school campus, and boarders must always sign out before visiting.

Boarders are allowed to visit Sevenoaks town at certain times. Sevenoaks town is defined as the area from the Northern end of the school campus to Pembroke Road, including the upper parts of the High Street and London Road. Boarders should not pass beyond Pembroke Road without specific permission.

Boarders must use the tunnel to get from Park Grange to the main School. However, after Games at weekends, Sixth Formers may use Park Grange gates.

**Breaking Bounds**

All boarders must be in their Houses, or have gained permission to be out of their Houses after 18.30 in the evening and at all times at weekends. If boarders are out of their Houses after 1900 they have broken bounds. When this happens the offence should be referred to the Divisional Head by the BHM.

**Cars**

No boarder may bring a car to school or drive during term time, apart from when in the company of their parents or a driving lesson. They may only be driven by other pupils in exceptional circumstances with the written permission of both sets of parents. No boarder may drive a car during term-time, except when they are under their parents’ direct care, i.e. they have returned home to their parents or during driving lessons. Nor may they drive a car unaccompanied between home and school, and no car may be kept at school or in the vicinity.

**Curfews**

These are the curfews for normal weekdays and weekends. For the exeat that falls within U6 study leave, Houses will remain open for U6 students. However, significantly earlier curfews will apply.
Monday – Friday
All Sixth Form boarders must be back in their Houses by 22.00, unless they are involved in an organised school activity, e.g. play trip, sports event, etc. Middle School Boarders should be in their Houses by 1830, unless they are involved in an organised school activity, or have been given permission for music practice or to study in the library. Boarders are not allowed into town after 18.00 Monday to Friday. Exceptions to this are rare and require specific permission from the boarders’ BHM. An example would be an 18th Birthday meal.

Saturday
Years 7, 8 and 9 are not allowed into town after 18.00.
Year 10 must return from town and be back in their Houses by 20.00.
Year 11 must return from town and be back in their Houses by 21.00.
Sixth Form pupils must return from town and be back on campus by 22.00. They must be back in their Houses by 22.45.

Sundays
Years 7, 8 and 9 are not allowed into town after 18.00.
Year 10 must return from town and be back in their Houses by 20.00.
Year 11 must return from town and be back in their Houses by 21.00.
Sixth Form pupils must return from town and be back in their Houses by 21.00.

Exeat Weekends and Half Terms
We expect students to go home or to friends, but would look after anyone in real need. Boarders who stay in at weekends must abide by the normal boarding rules. The weekend curfew times must be adhered to.

Students should not depart early at half terms and the end of terms, as this is disruptive to lessons. If there are no evening flights which enable students to travel after the end of lessons, then they should make every effort to arrange to stay with educational guardians overnight and travel the following morning. If this is not possible Houses will remain open until 9am the day after lessons, so that pupils do not need to leave early.

Apart from this, Boarding Houses will be closed when the school is not in operation. There is no access over the holidays.

Films and Computer Games
Boarders must stick strictly to the age categories set for DVDs, videos, online activities and computer games. For example, those below 15 must not watch films classified as 15. In all cases boarding staff have the final say about the suitability of a film, even if a student falls within the appropriate age category.

For any pupil given permission to visit the cinema, school rules and legal age restrictions apply. On a Saturday night boarders should return immediately after the end of the film. Lower and Middle School pupils may not attend the final screening. The cinema should not be visited during the working week, unless special permission has been gained from the BHM.

Force (Use of)
Use of force to control or restrain pupils at Sevenoaks School is very rarely necessary. However, staff may use reasonable force to prevent a pupil

- injuring themselves or others
- committing a serious breach of good order and school discipline, whether inside or outside the classroom
- causing serious damage to property (even if their own)

Pupils, including prefects, do not have the right to use force to control or restrain other pupils.
Guests
All visitors to boarding houses must sign in. Boarders family members and students of Sevenoaks school are welcome to visit reasonable times, such as between school and supper time, or at weekends. At other times, or for guests other than family members or students at Sevenoaks School, boarders must seek permission from the duty member of staff.
Whilst in the house, boarders and their guests must be respectful of other members of the house, particularly in their use of public spaces. Out of bounds areas must also be respected.

Holiday Lettings
All boarders must be prepared to clear their bedrooms of all belongings at the end of every term, as the School reserves the right to let out boarding accommodation during holiday periods. Boarders living abroad or at a great distance from the School will be provided with crates to pack belongings for storage at the Boarding House. Those boarders who live closer at hand in the UK will be expected to take most belongings home at the end of term. Therefore, we advise boarders to be selective about the possessions they bring to school.

On rare occasions Boarding Houses might be let out during half terms. The Bursar will inform the Housemaster/mistress well in advance so that they can organise the clearing of rooms as necessary.

House Events
Boarders must return from House events to their own Boarding Houses, within a time period agreed by the BHM. Boarders can go home after House events or to friend’s Houses if this is agreed with their parents. Boarders who do this must be picked up by their parents or by the parents of the friend they are going to, from their own Boarding House.

Leavers’ Procedure
A boarder (usually U6) is deemed to have left the Boarding House and the responsibility of the BHM when:
- Their parents have signed their Study Leave Form indicating when the boarder is leaving the school;
- The pupil has handed in their completed Leaver’s Card to the BHM.

After this point pupils may no longer stay overnight in a Boarding House. If pupils wish to stay in the Boarding House until Leavers’ Day, the Leaver’s Card should not be completed until then. If they want to take temporary leave after the exams, but before the Leaver’s Ball, normal exeat procedures should be followed.

Leaving Sevenoaks
Unless they are returning home, Lower and Middle School pupils are not allowed to leave Sevenoaks during the week or at weekends unless they are accompanied by an adult. Exceptions to this rule can only be made if agreement has been reached with the pupil’s parents. Sixth Form students can leave Sevenoaks with staff permission; however parental permission should be sought for long distances. For example, going to major cities for open days, in particular when this involves an overnight stay.

Meals
All boarders must attend every meal provided in the dining room, apart from Saturday Supper, Sunday Brunch and Sunday Supper, which are optional for Sixth Form and at BHMs discretion. Boarders are only allowed to miss meals when they are given specific permission by a member of the House staff.

Meal times:
- Breakfast: 0730 - 0815
- Supper: 1745 - 1830
- Sunday Brunch: 1030 - 1230

Midweek Social Events
It is the expectation of the school that boarders do not attend midweek social or cultural events. However, there will be occasional family or religious celebrations when exceptions will be made. All outings must be agreed with the BHM in advance.
Network Access Times
To ensure that pupils balance their activities and to support the school’s “lights out policy”, the school network will be open to students at certain times, which vary with year group. See http://firefly.sevenoaksschool.org/it-home/network-access for further details.

Park Grange Pitches
Planning conditions relating to the use of the playing fields on Park Grange stipulate that there should be no use of the pitches between 8 p.m. and 8 a.m. Mondays to Saturdays and on Sundays and Public Holidays. This applies throughout the year.

Public Houses
Pupils are not allowed in public Houses, wine bars or off licences whilst under our supervision. If they are staying with their parents/educational guardians, then the decision rests with them, however students must not visit these establishments between leaving home/educational guardian and returning to boarding.

Restaurants
Boarders below Year 10 should not visit restaurants during the evening or at weekends unless there are exceptional circumstances. Years 10 and above may go on Saturday or Sunday, but are not allowed unlimited time out. Years 10 and 11 must not be allowed to drink alcohol.

The privilege of eating in such places is subject to the good behaviour of all pupils using them. One alcoholic drink with a meal is allowed to those who are legally able to buy one. Boarders are not allowed to go to café bars or pubs.

Boarders may attend the 18th birthday (or 17th if student will not turn 18 whilst at Sevenoaks) meal of friends in other Boarding Houses during the week. We would not normally expect day students to be at the meal. Normal permissions must be sought and the following conditions adhered to:

- The total number at the meal does not exceed 10, at BHM’s discretion;
- Pupils return to Houses by 2130
- Pupils only attend restaurants, and not public Houses;
- Pupils would not normally be allowed to attend more than three meals per term;
- A full list of those at the meal is submitted to the host’s BHM.

Y11 and Lower Sixth pupils may have a birthday meal in town between 17:30 and the start of homework time, with the permission of their BHM. Only boarders from the same House may attend. All exceptions to this rule need to be agreed well in advance with both the BHM and the Head of Boarding.

Signing In and Out
Signing out and in to Boarding Houses is a basic requirement. At Sevenoaks duty staff expect a personal conversation with those leaving the campus or going to another part of the campus at a time when they should normally be in the House. Similarly the pupil should also check in personally with the member of staff on duty so that he/she can verify their safety and personal condition (e.g., if they have been drinking when they should not).

Students’ Mobile Devices
All boarding pupils are subject to the IT Code of Conduct for Students. Boarders must use their mobile computing devices sensibly, considerately and legally, and appreciate that care must be taken to avoid loss or damage.

Uniform
To ensure that rules are applied equally to boarders and day pupils, the following rules apply. Boarders may not wear casual clothes on school site before the end of the timetabled day, which is 16.10 Monday to Friday and after games on Saturday. They should not wear casual clothes in town before 16.10 on Monday, Wednesday and Friday; 15.30 on Tuesday and Thursday (except when walking to out-of-school venues when track suits may be worn).
Web Filtering
Sevenoaks School gives students and staff access to the internet through its hard-wired and wireless networks. We aim to provide fast, efficient web access for learning, teaching and work during the school day and homework hours. We also recognise that it’s important for boarding students to access online tools for communication and entertainment. However, Sevenoaks School has a duty to protect students and staff while they are in school. Internet access is filtered across the school’s network to block inappropriate content.

Websites are blocked for three main reasons:
1. by content to filter out adult, malicious or illegal content
2. by time to remove distractions during the school day and, for boarders, homework times
3. by year group for age-appropriateness
   Web filtering is constantly under review, and students are welcome to discuss the issue with their BHM or the Head of Boarding. Up to date details can be found at http://firefly.sevenoaksschool.org/it-home/web-filtering-faq

Weekends and Parties
Students are allowed to leave the House on any Saturday of term after their Sports commitments are fulfilled. They must obtain proper consents from their parents or educational guardians and the Housemaster/mistress on each occasion. In all instances boarders may not leave their House until consents are given. The Housemaster/mistress has the right to ask a boarder to stay in the House if they feel the student’s academic work is in need of attention or if they are not fully satisfied with the arrangements.

Permissions
If a boarder wishes to spend the night with their educational guardians, we would expect an email, letter or a phone call from parents or educational guardians. In the case of a boarder spending the night elsewhere, we would expect:
- a phone call or a letter/e-mail of consent from a parent or educational guardian, and
- a phone call or a letter/e-mail of permission from the host parents or an adult at the address at which the boarder will be staying.

We would also endeavour to obtain full information about the level of supervision and the plans for the weekend.
In the case of parties, the School insists that parents give written permission for their child to attend at least 72 hours in advance. The ideal procedure would be for:
- The boarder to tell the Housemaster/mistress about the party in good time.
- The host parent of the party to contact the Head of Boarding to give assurances about the level of parental or adult supervision, that alcohol will not be consumed to excess and that the sleeping arrangements give proper thought to gender, and to complete the relevant party form.
- The boarder’s parents or educational guardians to call the Housemaster/mistress who will inform them of the arrangements. This will allow the parents or educational guardians to give an informed consent. Parents must also give details of travel arrangements to and from the party.

Parties
These rules apply to out of school parties involving boarders.
(i) Pupils of Y11 or below will only be allowed to attend if the total number is less than 10 and no alcohol is provided
(ii) Sixth Form Boarders may only attend parties where alcohol will be served if parents/educational guardians have given informed consent. (The law actually states that it is illegal to provide alcohol to pupils under 18 without parental consent.)
(iii) Boarders may not go to parties except on Saturday nights or during the day on Sundays.
(iv) If going to a party from parents/educational guardians care then the school is not responsible.
(v) If going from a friend’s House then written permission must be obtained from parent/educational guardian. The parent/educational guardian must also contact the host to satisfy themselves about the arrangements, including transport, timing and supervision, and let us know that this has been done.
(vi) If going by coach from school there should be two host adults on the coach to and from Sevenoaks. Pupils must go from the coach to friends/parents/educational guardians.
(vii) Boarders may not return to the Boarding House from a party, unless it finishes by 20.00.
(viii) Boarders may only attend a party at which adult supervision is present throughout.

In the case of large parties, (over 10 students attending, including day students) the host parents can obtain a short electronic form from the Head of Boarding at least two weeks in advance, on which they can give details of guests (by House), and the level of supervision. This will be passed to BHMs so that they in turn can communicate with their parents.