



COLLEGE RULES

These rules exist for the general welfare of the community. The rules have a number of specific objectives: maintenance of a decent standard of behaviour, compliance with the law of the land, the convenience of all, consideration for people who live in Malvern, protection of the College, parents and pupils against legal claim and uninsured risk, and safety in general. Behaviour which is contrary to the law of the land or contrary to the welfare of an individual or the community will be regarded as a breach of the College Rules. Ignorance of the College Rules is no excuse for any failure to observe them. The Headmaster may vary certain rules and rulings from time to time.

The College Rules apply to all age groups and at all times when pupils are at the College, representing the College or wearing College uniform, travelling to and from the College or associated with the College at any time.

1. Pupils will at all times display common sense, good manners and behaviour which will not bring the name of the College into disrepute.
2. Pupils are expected to show honesty in all that they do, including in academic matters; see Policy on Honesty in Academic Work for Pupils on Buzz (the College intranet).
3. Pupils may neither purchase, have in their possession, obtain for or supply to others, nor use, any of the following:
 - i. alcohol, tobacco or smoking materials in any form, including e-cigarettes;
 - ii. illegal or illicit substances, including 'legal' highs, or associated paraphernalia, of any sort;
 - iii. firearms, ammunition, knives or other offensive weapons;
 - iv. fireworks, matches or lighters;
 - v. laser pens.

Pupils must not contract a debt with shops, place a bet, or contract a commercial debt.

All property must be clearly named.

Authorised staff may search pupils or their possessions, without consent, where they have reasonable grounds for suspecting that the pupil may have a prohibited item.

4. The following places are Out of Bounds:
 - i. licensed premises, unless pupils are accompanied by their parents or have the written permission of their House;
 - ii. off-licences and shops selling mainly wines or spirits;
 - iii. bookmakers;
 - iv. railway enclosures and hill quarries.
 - v. those areas stipulated on the 'Malvern Town Centre and Out of Bounds Areas' map displayed in Houses.

Entrance to private property or places of public entertainment is permitted only by invitation and with the Housem's permission. Pupils in the Sixth Form may visit towns other than Great Malvern or Barnard's Green only with the Housem's written permission.

Lower Sixth may visit Worcester on a Sunday and Upper Sixth may visit Birmingham on a Sunday, with Housem's permission, as long as College commitments are honoured.

Pupils over 18 are required to have their Housem's written permission on each occasion they visit specified licensed premises; they may then consume a maximum in line with Sixth Form Centre rules. Pupils may visit the Sixth Form Centre prior to going to licensed premises. Pupils may not visit the Sixth Form Centre after they have been to Licensed premises, unless they have been accompanied by their parents. Sixth Formers may go for a meal in town, with the Deputy Head Pastoral and Housems' permission, on a Saturday evening, but must not consume any alcohol.

PUPILS WHO ARE GUILTY OF SERIOUS ALCOHOL ABUSE MUST EXPECT TO BE RUSTICATED.

5. Pupils who are found smoking on campus, Up-Town or associating with smokers (including the use of e-cigarettes) are subject to the sanctions below.
 - i. first offence: interview with the Head of Lower School or Deputy Head: Pastoral, 3 days' gating, a letter sent to parents.
 - ii. second offence: interview with the Deputy Head: Pastoral, one week's gating, two hour behavioural detention, a letter sent to parents. Pupils will be strongly encouraged to attend the Medical Centre for counselling on giving up smoking.
 - iii. third offence: Interview with the Headmaster or Senior Deputy Head. The pupil must expect to be rusticated.

SMOKING IN BOARDING HOUSES IS A VERY SERIOUS OFFENCE.

ANYONE FOUND SMOKING IN HOUSES OR IN COLLEGE BUILDINGS MUST EXPECT TO BE RUSTICATED.

6. Pupils may be absent only as follows:
 - i. Leave off school, a compulsory Chapel Service or any College or House commitment may be given only by the pupil's Housem.
 - ii. Pupils may sleep away from the College only with both the Housem's and parents' permission.
 - iii. Pupils whose names are on the aeger list are not allowed to go out of their Houses, except with the express permission of the Housem or the member of the House staff on duty. Those who are on aeger must remain so for the entire day and are therefore not allowed to participate in co-curricular or social activities.
 - iv. Pupils may not be absent from any meal except afternoon tea without the permission of their Housem.
 - v. Pupils who have to miss a lesson for any reason must seek prior permission from the member of staff taking that lesson. Pupils who wish to be absent for academic reasons, e.g. interviews or Open Days, must present teachers with a Leave of Absence Form signed by their Tutor and Housem, and any other relevant staff.
 - vi. Pupils wishing to miss a lesson in order to leave early at Leave-outs, Half Terms or the end of term must register the request with their Housem.

Pupils who leave the College grounds for any reason other than for an organised College activity must inform their Housem and obtain a chit giving written permission. They must sign in on their return. Pupils may go Up-Town between 16.30 and 18.30 weekdays provided they have no College academic or co-

curricular commitment. Up-Town is defined as the streets of Malvern north of the College grounds and includes Barnard's Green. At weekends pupils are allowed Up-town after 15.30 on Saturday, before lunch (Sixth Form only) on Sundays and after lunch and to supper time for all pupils Sunday afternoon. Sixth form may exceptionally be granted permission to go Up-town at other times by their Housem.

Pupils are required to attend Registration at 8.10 am and at lunchtime. Boarding pupils must be in their Houses at supper-time, when Roll Call will be taken.

The school day for day pupils finishes at 18.15. They may remain at the school until the end of Hall by mutual agreement between their parents and the Housem.

When day pupils go home, they must sign out "home" in the signing-out book. If day pupils subsequently return to the school, whether to their House or the College campus, they must report on arrival to their Housem.

Once day pupils have left school after their Saturday commitments they become the responsibility of their parents until they return to school on Monday morning. Should they choose to come onto school premises during the weekend they will, naturally, be subject to College Rules.

All boarding pupils must be in bed at the stipulated bed-times.

7. Pupils may visit other Houses only at the following times:
 - i. at break
 - ii. between 16:05 and 18:30 on weekdays, 14:00 and 18:30 at weekends
 - iii. pupils in the Sixth Form may visit other Houses after Hall on weekdays until 10pm and must make themselves known to a member of staff on arrival; all year groups may visit after supper on Saturdays. No visits are allowed after 18:30 on Sundays.

Visitors are allowed to visit only the public rooms of a House, never the studies, study bedrooms, dormitories or corridors unless at Housem's discretion. Pupils in breach of these rules should expect to be rusticated. Pupils may not leave the House after supper and before Hall unless with House Staff permission.

8. Hall is continuous from 19:20 until 21:00 Monday to Friday. College activities specified by the Headmaster may be timetabled during Hall. The following rules are to be observed:
 - i. Noise levels throughout the College during Hall are to be at an absolute minimum.
 - ii. All pupils who leave the House, including those going to the Grundy, must sign out as they leave and sign back in when they return. All pupils will report to the member of staff on Grundy Duty by 19:30 and must remain in the Library until 21:00.
 - iii. Sixth Formers are allowed onto the campus on Mondays, Tuesdays, Thursdays and Sundays from 21:00 until 22:00. On Wednesdays, Fridays and Saturdays, Sixth Formers are allowed to go to the Sixth Form Centre and return to Houses by 22:30. If the Sixth Form Centre has been closed for any reason, Sixth Formers must return to their Houses by 22:00.
 - iv. Lower School pupils may go to the Lower School Common Room on Thursday evenings after Hall from 8.45pm to 9.30pm. They must sign out from the House and sign into the LSCR.
 - v. No pupil may leave the campus after supper without the Housem's permission.
 - vi. Occupat (Sundays between 19:30 and 21:00) is a time when noise levels should be quiet enough for academic work to take place.
 - vii. AUTUMN and LENT TERMS ONLY

Lower School pupils are allowed to play yard games from 21:00 until 21:40 from Sunday to Friday. They may not go beyond the House yard at these times.

vii. SUMMER TERM ONLY

Monday to Friday, Lower School pupils are allowed to go out into the College grounds after 21:00 after the first Leave-out of the Summer Term. They must return to Houses by 21:30.

Douglas House tennis courts are to be used from 6.50pm to 7.20pm by No7 and EH only. No7 and EH have priority use of the Douglas House courts. The Douglas Courts are the yard for No7 and EH so for the Autumn and Lent terms pupils should not expect to use it unless invited to do so by a pupil from No 7 and EH.

Pupils may go into their yards or play tennis during Occupat, with the Housem's permission once all House requirements have been met.

Sixth Form may play tennis on the Firs Courts, after Hall, if there is sufficient light.

9. Yard games may not be played during lesson time or during Hall.
10. Study periods must be spent wholly in a College library or a designated classroom. A member of the Common Room may instruct a pupil to go to a location other than the library. House studies may only be used when the Head of Lower School or Head of Sixth Form has granted permission.
11. Motor vehicles may not be kept or used other than in exceptional circumstances when a written request from parents and the written permission of the Headmaster are required, but pupils may have approved driving lessons with the written permission of their parents and with the permission of their Housem.

Travelling in or on a motor vehicle with a driver who is under the age of 25 is forbidden. Pupils may travel with a person under this age only with the express written permission both of their parents and of their Housem.

Hitch-hiking is forbidden. Pupils may use public transport only with the permission of their Housem.

12. Pupils wishing to ride a bicycle or skateboard must have the permission of their parents, on the official form, and their Housem's permission. Helmets must be worn. Bicycles are to be kept in the allotted places. The owner's name and House must be painted on or securely attached to the framework. The mechanical condition and security of a bicycle is the responsibility of the owner and parents. Bicycles may not be used Up-Town except when passing through on Community Service. They may not be ridden to the Playing Fields. All pupils bicycling must know and observe the Highway Code. Attention is drawn to the regulation forbidding cyclists to ride more than two abreast. Day pupils may bicycle to and from school provided that their parents have given permission on the official form (obtainable from their Housem). Skateboarding is not permitted on St George's Terrace, but is acceptable on other pedestrian walkways on campus. Skateboarding is not permitted on public roads or pavements off campus.
13. Musical instruments, radios, tape-recorders, mp3s, i-pods and the like may not be played inside College buildings where it is inappropriate. They may not be played, nor may headphones be worn, whilst walking between College buildings.
14. Mobile phones and other electronic devices may not be used in classrooms except with the teacher's permission or while going to or returning from lessons or other specified areas.

15. Pupils may not use electronic devices to bully, neither must they use the internet to access, obtain or distribute inappropriate or illegal material. Pupils may not use any method to bypass the College firewall or filtering software. Please see the College's Policy on the Acceptable Use of ICT and E-safety, available on Buzz or on the College website.
16. As a general rule, only the following electrical appliances may be used in College: table lamps, radios and devices which play music, kettles with automatic cut-off (Sixth Form only), hairdryers, clocks, shavers, computers, peripherals and battery chargers. It is the responsibility of parents to check that the flex is securely fastened and that a fuse of the correct rating is fitted. Pupils should ask the permission of their Housem before bringing any other electrical equipment to College. All electrical equipment must be submitted for checking at College. Appliances of overseas students may only be used if they are compatible with UK power supplies and attached to the supply via a UK approved adaptor. These are best purchased and fitted at the College.
17. Pills or medicines, prescribed or otherwise, may not be kept or used without the permission of the Housem or the School Medical Officer. Any brought back to College must be handed to the Housem's Assistant. All details of medical advice and medication which is received during College holidays, Half Terms and Leave-out Weekends must be submitted to the School Medical Officer on return to Malvern and continuing medication deposited with the Housem's Assistant. Please see the College's Medical Care Policy on the College website.



MALVERN COLLEGE

PUPILS' DRESS REGULATIONS BOYS' DRESS

Sixth Form	School Dress	Formal Dress
Suit	black, dark grey or navy blue with faint pinstripe if desired	black, dark grey or navy blue with faint pinstripe if desired
Shirt	smart shirt of own choice, plain, striped or checked to be worn tucked into the waistband	white shirt with semi-stiff collar, to be worn with House or school colours tie
Tie	of own choice	House or school colours tie
Sweater	Flat v-neck or cardigan of any single colour	
Socks	Must match	dark and plain
Shoes	polished black, polished dark brown (with dark grey suit) or smart black suede; boat shoes, trainers and walking boots are not acceptable	polished black, polished dark brown (with dark grey suit)
Belts	Should be plain black or dark brown (if worn)	Should be plain black or dark brown (if worn)

Pre-Sixth Form	School Dress: as Lower School	Formal Dress: as Sixth Form
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Lower School	School Dress	Formal Dress
Jacket	school blazer	charcoal grey school suit
Trousers	school mid-grey uniform trousers	(suit)
Shirt	School Togs blue school shirt, tucked into the waistband	white shirt
Sweater	School Togs v-neck navy blue	
Tie	House or school colours tie	House or School colours tie
Shoes	polished black; boat shoes, trainers and walking boots are not acceptable	polished black: boat shoes, trainers and walking boots are not acceptable
Socks	Dark (navy, black or dark grey) and plain. Must match.	
Belts	Should be black (if worn)	Should be black (if worn)

Except when summer dress applies, a jacket must be worn at all times with uniform. A pullover or waistcoat may not be worn without a blazer or jacket. Shirts must be properly tucked in at all times.

A formal overcoat may be worn during inclement weather. This should be black, navy blue or dark grey and of a length that exceeds that of the jacket which must be worn beneath. Sheepskin, leather or suede coats are not acceptable. Lower School pupils may wear a House or College scarf. Sixth Form may wear House, College, or grey, navy blue or black scarves.

Hair must be clean and natural in colour and appropriately styled for school. The face must be fully visible. Unnatural dyeing of hair is not permitted nor are styles of hair regarded as unacceptable by the school (such as very short, long or unruly hair).

Jewellery: Lower School pupils are not permitted to wear jewellery with uniform. Sixth Form pupils may wear one ring and one bracelet only with uniform.

Jewellery worn with uniform without regard to the rules will be confiscated.



MALVERN COLLEGE

GIRLS' DRESS

Sixth Form	School Dress	Formal Dress
Suit	black, dark grey or navy blue with faint pinstripe if desired. Skirts should be on, just above or just below the knee	(as School Dress)
Shirt	smart collared shirt of own choice, plain, striped or checked, tucked into the waistband	School formal blouse
Sweater	V-neck or cardigan of any single colour (not striped or any other pattern). In cold weather a fine-knit polo-necked sweater may be worn	
Badge	House or school	House or School
Tights	black, nearly black, navy or natural	(as School Dress)
Socks	with trouser suits only. Must match.	with trouser suits only. Must match.
Shoes	polished black or smart black suede; heels with metal tips are not permitted. No trainers or fashion boots. Heels must not exceed 5cm, and the base should be larger than a 5 pence piece	polished black or smart black suede; heels with metal tips are not permitted. No trainers or fashion boots. Heels must not exceed 5cm, and the base should be larger than a 5 pence piece

Pre-Sixth Form	School Dress: as per Lower School	Formal Dress: as per Sixth Form
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Lower School	School Dress	Formal Dress
Jacket	School blazer	School suit
Skirt	of school pattern, to be fastened at the waist and reach the knee (not shortened or rolled above the knee)	(suit)
Shirt	white school shirt, tucked into the waistband	School formal blouse
Sweater	School Togs v-neck navy blue	
Badge	House or school	House or School
Tights	navy blue or black	navy blue or black
Shoes	polished black; heels with metal tips are not permitted. No trainers or fashion boots. Heels must not exceed 5cm, and the base should be larger than a 5 pence piece	polished black; heels with metal tips are not permitted. No trainers or fashion boots. Heels must not exceed 5cm, and the base should be larger than a 5 pence piece

If an undergarment is worn it must not be visible at the neck nor may it have on it any writing or picture or be of a colour which is visible through the blouse or shirt.

Blouses or shirts must be properly tucked in at all times. Large areas of flesh must not be shown. Belts are not to be worn with uniform suits unless they are part of the integral design. Large belt buckles are not acceptable. Except when summer dress applies, a jacket must be worn at all times with uniform. A pullover may not be worn without a blazer or jacket.

A formal overcoat may be worn during inclement weather. This should be black, navy blue or dark grey and of a length that exceeds that of the jacket which must be worn beneath. Sheepskin, leather or suede coats are not acceptable. Lower School pupils may wear a House or College scarf. Sixth Form may wear House, College, or grey, navy blue or black scarves.

Hair: shoulder length and longer hair must be securely tied back for Lower School pupils and in Sixth Form the face must be fully visible. Colours must be natural.

Hair must be clean and natural in colour and general appearance. Unnatural dyeing of hair is not permitted nor are styles of hair regarded as unacceptable by the school. Make-up: natural looking, discreet make-up is acceptable. Heavy eye make-up and false nails are not permitted. Sixth Form: nail polish must be clear or natural in colour. Lower school: nail polish must be clear.

Jewellery:

In the Lower School, you may wear a wristwatch, a fine chain with small religious symbol and a small pair of stud or sleeper (not hoops) earrings.

In the Sixth Form, you may wear jewellery as for the Lower School plus ONE ring and ONE bracelet. Numerous earrings, nose studs or other visible piercings are not permitted.

Jewellery worn with uniform without regard to the rules will be confiscated.



GENERAL DRESS

All clothes and footwear must be clearly marked with the name, initials and House Number of the owner.	
School Dress	worn on weekdays during lesson times and for weekday College Chapel and Assemblies.
Formal Dress	worn for Sunday Chapel or Forum and other College functions.
Summer Dress	Girls
	Boys
	Regulation school blouses or shirts must
	Ties are worn at all times. Shirt sleeves may be rolled up neatly above the elbow.
Leisure clothes	i.e. neither formal nor school dress: may be worn when and where school dress is not required. They should be clean and in good repair. Leisure clothing does not include CCF clothing nor articles which may be considered to display bad taste.
Summer Dress (Leisure)	<p>The fundamental principle of Leisure Dress is that it should, at all times, maintain a reasonable standard of cleanliness, tidiness and decency. In particular: suitable footwear must be worn. Pupils should NEVER walk around the school grounds barefoot.</p> <p>Jeans or shorts should not be frayed nor have holes in the fabric.</p> <p>LEISURE DRESS MAY NOT BE WORN ANYWHERE IN THE SCHOOL GROUNDS DURING NORMAL SCHOOL LESSON TIMES, i.e. until 4.05pm Monday-Friday and until 12.05 on Saturday.</p> <p>Sunbathing is NOT permitted during school lesson times. Sunbathing may take place only in those areas laid down by Housems. PUPILS MUST AVAIL THEMSELVES OF SUN PROTECTION. In particular, shirts must be worn at all times while playing or watching games.</p>
Games Dress	<p>The member of Common Room responsible for each game will lay down the appropriate dress for that game and these regulations must be followed at all times.</p> <p>The wearing of mouthguards for Rugby and Hockey is mandatory. The wearing of safety glasses (as directed by the Squash Rackets and Real Tennis Association) is recommended.</p> <p>The wearing of helmets and pads for cricket is mandatory for certain players as laid down by the England and Wales Cricket Board.</p> <p>Only Malvern College kit may be worn. House kit (including hoodies) may only be worn for House matches.</p>