



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, 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 Head 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. Pupils and parents should be aware that behaviour during school holidays which brings the College into disrepute or is detrimental to College life may be dealt with by the College.

1. General expectations

Pupils will, at all times, display common sense, good manners and behaviour which will not bring the name of the College into disrepute. Pupils are expected to show honesty in all that they do, including in academic matters; see [Academic Integrity Policy](#).

2. Respect for others

- Racist, homophobic and sexist language is totally unacceptable in any context. Pupils must understand that any threatening words or behaviour, including the production or sharing of material, that might constitute incitement to hatred on the grounds of religion, race or sexual orientation, will be taken extremely seriously. Sexual harassment and sexual violence of any form is against the law and will not be tolerated. Sexual harassment can include making inappropriate jokes or comments, sending unwanted images and inappropriate physical contact.
- The College does not tolerate bullying in any form, including cyber-bullying. Pupils should always speak to a trusted adult if they know that bullying is taking place.
- The school does not tolerate violent behaviour and any acts of violence or physical altercation will be treated very seriously.
- Pupils are not allowed to buy or sell things in school, except with the explicit permission of the Housem.

3. Expectations around the school campus

- Pupils should wear full school uniform during the 'working day' (which is defined as 08:10 to 16:15).
- Chewing gum is a banned substance on the campus and in all buildings because it creates a mess which is hard to remove.
- Pupils should not wear earphones/headphones or use speakers etc. around the campus during the working school day to encourage interactions with other members of the school community.
- English is the language of inclusion in the College. Pupils should speak in English so as not to exclude others.
- Pupils should not walk across grass during the working day, to avoid walking mud and wet grass into buildings. A relaxation to this rule may be published during prolonged spells of dry weather.
- Pupils should attend all academic lessons in full school uniform and not College sports kit unless the following circumstances apply:
 - On a Saturday, pupils involved in away fixtures may attend lessons in full sports kit.
 - Where a practical PE lesson or gym slot, falls during the school day 'one lesson grace' will apply.
- When pupils are wearing sports kit during the working school day, they should wear full Malvern College branded school issue sports kit (no House merchandise) and appropriate sports footwear (no Uggs, Crocs, Sliders etc).

4. Electronic devices

- **Smart glasses** are not permitted at the College because they can be used to take photographs, record audio or video, or live stream without others being aware. This poses privacy and safeguarding risks, as people may be recorded without their knowledge or consent.
- **Lower School pupils (FY, Remove, Hundred and Pre-6th)** may only use phones after Homework and before bed-time during the working week, unless they have special permission e.g. to contact family in a different time zone. At all other times phones are kept in the House duty room. On Saturdays, Lower School pupils may use their phones after 3.30pm, or after sport, until bedtime. Pupils who are being collected and taken home following an away fixture must hand their mobile devices to the sports coach before leaving College. On Sundays they may have their phones after morning registration (10am) until bedtime.
- **Sixth Form pupils** hand in their phones to the House duty room before 8.10am and may collect them after 4.15pm during the working week. On Saturdays, they may collect their phones after P2. At all other times the *Malvern Mobile Education Programme* applies.
- Pupils must hand any second phones to House staff for safe keeping. There are sanctions for pupils found using an illicit second phone.
- Pupils must not use VPNs (Virtual Private Networks) in school. If pupils need help with removing VPNs they should go to the IT Department in the first week of term and they will not get into trouble. Any interference with the school network or attempts to bypass the school security systems will be taken very seriously.
- The College does not accept responsibility for the theft, loss of, or damage to mobile phones brought onto College premises, including phones which have been confiscated or which have been handed to staff.
- 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 MyMalvern, the school portal.

5. The School Day

- Pupils are required to attend registrations at 08:10, lunchtime and 19:10. They will also be registered during lessons, activities and homework.
- Boarding pupils must be in their Houses at 19:10, when roll call will be taken.
- Pupils must attend all school meals when in school.
- Yard games may not be played during lesson time or during Homework.
- Pupils must be back on campus by 18:30. No pupil may leave the campus after 18:30 without House/Deputy House permission.
- Lower School pupils are allowed to play yard games from 20:45 until 21:30 from Sunday to Friday.
- Sixth Formers are allowed onto the campus between 20:45 and 22:00 Monday to Friday.
- After the first Leave Out of the Summer Term, Monday to Friday, all Lower School pupils are allowed to go out into the College grounds after 20:45. They must return to Houses by 21:30.
- On Saturday evenings, FY and Remove pupils should be back in Houses by 21:30. Hundred pupils should be back in Houses by 21:45. Sixth Form pupils should be back in Houses by 22:30.

Day Pupils:

- Day pupils must sign in when they arrive in the morning.
- The school day for day pupils finishes at 18:00, although they may go home after their final school commitment of the day. They may remain at the school until 21:30 by mutual agreement between their parents and the House.
- When day pupils go home, they must sign out "home" and the time 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 House/Deputy House.
- 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.
- Day pupils may not invite boarders to their houses at any point without House and parental permission.

Bedtimes

21:30	FY hand in technology
21:45	FY in bed. Remove hand in technology.
22:00	Remove in bed, Hundred and Pre-Sixth hand in technology.
22:15	Hundred and Pre-Sixth in bed
22:30	Sixth Form in Rooms.

Breaking out of House. Houses are alarmed at night for the safety of everybody. Breaking out of House at night is dangerous and means that other people could potentially break into the House. This is treated extremely seriously by the College.

6. Meals

- **Lunch, from Monday to Friday, is our formal meal** and pupils should follow 'Malvern Manners' (see separate document). In summary:
 - Wear the correct school uniform
 - Swipe into the meal using your swipe card
 - Sit at allocated tables
 - Demonstrate good table manners and look after guests
 - Remain seated until dismissed
- **Breakfast and supper are informal meals.** Pupils may sit where they choose and are not required to wear school uniform.

7. Homework

Homework is continuous from 19:15 until 20:45 Monday to Friday. College activities specified by the Head may be timetabled during Homework. The following rules are to be observed:

- Noise levels throughout the College during Homework are to be at an absolute minimum.
- All pupils who leave the House, including those going to the library and Sixth Form Centre, must have permission and sign out as they leave and sign back in when they return.
- Pupils attending the library or the Sixth Form Centre during Homework are expected to sign in and to stay to work until 20:45.

8. Sunday timings

Pupils must attend the following registrations in House:

Morning registration 10:00

Lunch time registration

Evening registration 19:10

Bedtime registration

Sunday occupat

Occupat takes place on Sundays between 19:15 and 20:45. This is a time when noise levels should be quiet enough for academic work to take place. Pupils may go into their yards or play tennis during Occupat, with the House's permission once all House requirements have been met. Lower School pupils must not leave House after Sunday occupat. Sixth Formers are allowed onto the campus between 21:00 and 22:00

9. Signing out

Pupils must sign out:

- any time they leave the campus other than for an organized College activity. They must also ask House staff for permission and obtain a chit giving written permission.
- when they leave the House after 18:30
- when they leave the House on Saturdays after 15:30
- whenever they leave the House on Sundays
- when day pupils go home.
- pupils must sign in on their return.

10. Uptown

- Pupils (apart from FY) may go uptown between 16:30 and 18:30 weekdays provided they have no College academic or co-curricular commitment. They must ask permission, obtain a chit, and sign out.
- FY pupils are allowed uptown only at weekends, unless they have express permission from their House/Deputy House. This rule will be reviewed during the course of the year.
- Uptown is defined as the streets of Malvern north of the College grounds and includes Barnard's Green.
- Pupils are not allowed uptown before 15:30 on Saturday.
- Pupils must not go uptown in school uniform, Malvern College sports kit or CCF kit. Casual clothing must be worn.
- Sundays. All pupils may be given permission to go uptown before supper time on Sundays. Pupils should seek permission and sign out in the usual way. Pupils must attend registrations in person.
- Sixth Form may visit Worcester or Birmingham on a Sunday, with House's permission, as long as College commitments are honoured. The following rules apply:

- Pupils must have Housem/Deputy Housem permission. The House should have parent/guardian permission. College commitments must be honoured.
- Pupils must sign out and travel in pairs.
- Pupils must carry the House phone number in their phones.
- Pupils must be back by suppertime.
- Usual school rules apply. Pupils should expect spot checks of bags and random use of the breathalyser.

11. Visiting other Houses

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. Visitors must sign-in when visiting another House. Pupils may visit other Houses only at the following times:

- i. at morning break-time
- ii. between 16:30 and 18:30 on weekdays, 14:00 and 18:30 at weekends
- iii. pupils in the Sixth Form may visit other Houses after Homework on weekdays until 22:00 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.

12. Takeaways

Pupils may have takeaway deliveries only at the following times, otherwise they will be confiscated:

- Saturday 19:00 to 21:30
- Sunday evening at Housem discretion

13. Out of Bounds

The following places are Out of Bounds:

- i. off-licences and shops selling mainly wines or spirits – including 'Malvern Express' on Belle Vue terrace.
- ii. bookmakers; pupils must not contract a debt with shops, place a bet, or contract a commercial debt.
- iii. railway lines and hill quarries.
- iv. Rosebank Gardens and Winter Gardens.
- v. those areas stipulated on the 'Malvern Town Centre and Out of Bounds Areas' map displayed in Houses.
- vi. entrance to private property or places of public entertainment is permitted only by invitation and with the Housem's permission.
- vii. licensed premises, unless pupils are accompanied by their parents or have the written permission of their Housem. Sixth Form can go out for a meal in licensed premises with Housem permission but they should expect to be breathalysed by the House on their return. 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 not visit the Sixth Form Centre after they have been to Licensed premises, unless they have been accompanied by their parents.
- viii. whilst under our care, pupils may not use gyms outside of school. Pupils may use only Malvern Active gym.

14. Absence from school

Pupils may be absent only as follows:

- i. Leave of absence from school, a compulsory Chapel Service, or any College or House commitment may be given only by the pupil's Housem and/or the Director of Pastoral Welfare.
- ii. Pupils may sleep away from the College only with both the Housem's and parents' permission.
- iii. Pupils may not be absent from any meal except afternoon tea without the permission of their Housem.
- iv. Permission to miss lessons must come from the Director of Pastoral Welfare. Pupils who need to miss a lesson for any reason must seek prior permission from the member of staff taking that lesson.
- v. Pupils must not miss lessons or other College commitments for travel reasons at Leave-Out, Half-terms, or end of term. Any request for other reasons must be registered with the Housem and the Director of Pastoral Welfare by the pupils' parent or guardian via MyMalvern portal.

15. Aeger

- Pupils must report to House staff if they feel unwell.
- House staff will contact the Medical Centre. The pupil will usually visit the Medical Centre.
- The Medical Centre will decide whether a pupil goes on aeger, the length of the aeger, and whether a pupil has access to technology whilst on aeger.
- 'Aeger' means that a pupil should stay in his/her room to rest, take fluids and appropriate medication, as advised by the Medical Centre. The pupil will not attend lessons, CCAs, trips or go uptown until taken off aeger by the Medical Centre.
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16. Prohibited Items

Pupils may neither purchase, have in their possession, obtain or supply to others, nor use, any of the following:

- alcohol, tobacco or smoking materials in any form, including e-cigarettes, vapes, snus and nicotine pouches.
- firearms, ammunition, knives or other offensive weapons
- paraphernalia related to the occult
- fireworks, matches or lighters
- laser pens
- tattoo kits, including 'poke and stick' kits.
- fake IDs
- aerosol deodorants
- supplements (e.g. creatine/protein powder) without Housem permission
- energy drinks
- hair clippers – pupils must not give haircuts to other pupils
- illegal or illicit substances, including 'legal' highs, or associated paraphernalia, of any sort. Pupils must not use drugs or bring drugs, or the effects of drugs, into school. This applies to all classes of drugs. Any pupil involved with drugs or bringing the effects of drugs into school can expect extremely serious consequences.
- Cash of any denomination should not be kept in House for obvious reasons. Up to £100 of cash can be stored in the duty room for a pupil for safekeeping. Sums above £100 should be handed immediately to House staff and then paid into a UK bank account at the earliest opportunity.

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.

17. Alcohol

Pupils must not bring alcohol into school or drink alcohol. Possession, drinking or supply of alcoholic spirits (or drinks containing alcoholic spirits) is a very serious offence. There are times and occasions where Sixth Form pupils are allowed to drink alcohol, with parental permission, under supervised conditions.

18. Smoking, vaping, snus and nicotine pouches

Smoking and possession of smoking-related materials, including vaping, snus and nicotine pouches, is against the school rules. If you need support, please visit the Medical Centre; the nurse manager is trained in vaping cessation. Smoking in boarding houses is a very serious offence owing to the fire risk.

19. Relationships

Sexual contact and sexual relationships are not allowed in College. Severe sanctions can result from failure to heed this rule. Personal displays of affection are not appropriate during the school day. You must not do anything that will cause embarrassment to others, such as kissing in public.

The friends that you make will always be an important part of your well-being and happiness and many will remain with you for your lifetime. Some of your friendships may develop into closer personal relationships. Because sexual intimacy at this stage has the potential to lead to pressure or even exploitation of others, and because there are also potential legal implications resulting from sexual intimacy with/between persons under 18 years old, school is not a place for sexual intimacy. Your life at Malvern should foster broad friendship groups rather than exclusive relationships. As in all aspects of life, you must be aware of, and respect, the feelings of others.

20. Motor vehicles

- 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.
- Before driving to school, pupils and parents must complete the appropriate form and pupils must make an appointment to see the Head to discuss driving to school before they can do so.
- Pupils must leave their car keys with the Housem.
- Pupil drivers are not allowed to carry passengers, apart from siblings, and only then with express written permission from the parents.
- If there are exceptional circumstances where parents wish the driver to carry another pupil, this can only be approved by the Head or the Deputy Head and requires written permission from parents.
- Pupils may only use their cars during school hours with the express permission of the Housem.
- If a pupil is going to drive their car home after Longy, or after going uptown on Saturday evening, then no alcoholic drinks can be consumed by the pupil. The Housem must satisfy themselves that the pupil is fit to drive home (the breathalyser can be used for certainty).

Date of Policy: 01/09/2026

Next review: 01/09/2027

Owner: LF

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

21. Bicycles and skateboards

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 uptown 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.

22. Running/jogging/walking

- Pupils must ask permission from House staff, sign out, and specify their route, before going for a run/jog/walk.
- Pupils must carry a mobile phone and use Strava or Snap Maps.
- Lower School pupils may not go alone, unless on the school grounds.
- Headphones/earphones may not be worn when running on, or crossing, roads.
- Pupils should wear Malvern College kit so that they can be identified by the public if they have any difficulties.
- High visibility clothing should be worn in low light conditions.

23. Douglas House tennis courts

No.7 and Ellerslie House have priority use of the Douglas House courts. The Douglas Courts are the yard for No.7 and Ellerslie House so for the Autumn and Spring terms pupils should not expect to use it unless invited to do so by a pupil from No.7 or Ellerslie House.

24. Electrical appliances

Only the following electrical appliances may be used in College: table lamps, radios and devices which play music, a kettle or a coffee machine with automatic cut-off (Sixth Form only), hairdryers, clocks, shavers, mobile phones, computers, peripherals and battery chargers. Electric fans are allowed but only in rooms formally recognized as too hot. It is the responsibility of parents/guardians 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.

25. Medications

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 House staff. All details of medical advice and medication which is received during College holidays, Half Terms and Leave-out Weekends must be submitted to the Medical Centre on return to Malvern and continuing medication deposited with House staff. Pupil medication is strictly for personal use and it must not be passed to any other pupils under any circumstances. Please see the College's Medical Care Policy on the College website.