

MAIDENHEAD
GRAMMAR SCHOOL



SCHOOL RULES

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Preface

No book of rules can be complete. What is not forbidden in this book is not necessarily allowed. Use your common sense and think of others and you will not go far wrong.

C.M.

September 1961

(2)

Cycling

1. Any boy may cycle to school.
2. Cycles are to be placed in a rack in the cycle shed. They are not to be left about anywhere else.
3. On no account is a bicycle ever to be borrowed.
4. No boy is to tamper with another's bicycle.
5. Incoming cyclists are to dismount on the far side of the road opposite the School gates, and walk with their machines after looking carefully both ways.
If pushing your cycle up the hill keep to the left in single file.
6. Outgoing cyclists are to walk their machines out on to the road and mount them only after looking carefully both ways.
7. Cycle slowly down the hill, particularly at the bend. Stop to look right before entering the Windsor road by the railway bridge.
8. Nothing is to be carried in the hand when cycling. Cases, hockey sticks, etc., are to be tied on.
9. Steer with both hands. Do not attempt to raise your cap when cycling.
10. Keep your cycle in good order or you will not be allowed to come on it. Ride in accordance with the Highway Code.
11. It is illegal to give another boy a lift.
12. Boys who are old enough may ask the Headmaster for permission to come on motor cycles, provided they keep all the above rules and wear crash helmets instead of school caps.
13. The reputation of the school will be judged by your courtesy to other road users. In particular, never ride more than two abreast. In narrow roads (e.g. King Street) or winding roads (e.g. Grenfell Road) ride well spaced and in single file so that motorists may pass.

14. The cycle shed is out of bounds except for the purpose of leaving or fetching your own bicycle.

(3) Lateness

1. A boy who fails to pass through the gates by the time the bell ceases to toll before morning or afternoon school, is late. The punishment is a drill on each occasion up to the third, when he will also be sent to the Headmaster to explain himself.
2. Boys who can avoid being a few minutes late only by catching a very early bus or train may apply for a late pass. They will not then be reported as late, provided they make obvious efforts to be on time.
3. Every boy must always make every effort to be in Hall for Assembly.

(4) Punctuality Between Periods

1. Necessary movements between classrooms must be made briskly, but without running. If there is no change of class room, only monitors with duties to perform may leave their desks.
2. At the beginning of each period books are to be opened at the proper place, and reading, revision or other work begun without awaiting the arrival of the master. There is to be no shouting or noisy discussion.
3. If a master has not arrived within 10 minutes of the start of a period, it is the duty of the form captain, or in his absence, the boy present first in alphabetical order, to go to the Staff Room to look for the master. If he cannot be found the fact is to be reported to the Second Master or if he cannot be found, to the Headmaster.
4. Boys who wish to be excused should endeavour to arrange for this between periods. Normally it should not be necessary

during morning school with the break available as it is. Permission need not be asked if a change of classroom is involved, but there must be no undue delay. If no change of classroom is involved, the permission of the outgoing master must be obtained.

5. No boy may stay out of a period or go home because he feels unwell without first asking the permission of the Headmaster.

(5) Use of Buildings

1. Wipe your shoes on scrapers and mats when entering any building.
2. No boy may use the small door under the staircase. Only prefects may use the front entrance.
3. No boy is to go beyond the changing room lobby until the bell tolls at 8.45 a.m. unless he is a sixth-former or a monitor with a duty to perform.
4. Hockey sticks are not to be brought into classrooms or hidden in odd places. They are to be hung on your own peg by a tape loop tied round the shaft.
5. Do not sit on window sills or radiators, or kick the doors, since this spoils the decorations.
6. Avoid damaging any furniture or property, so that the pleasant appearance of the school is preserved and money can be saved to be spent on the new things the School needs.
7. Do not run inside the buildings.
8. Keep to the left in corridors and on the stairs.
9. No boy is to go into any form room other than his own (even by invitation of a friend) unless required to do so by the timetable.
10. No boy may look in any other boy's desk or locker.

11. There is to be no writing or drawing on furniture or building. Names are not to be carved on desks.
12. No boy is to chalk on the blackboard except under the orders of a master.
13. Nothing is to be thrown about inside the buildings. This refers particularly to balls and chalk, but includes such things as paper darts, pellets and peas.
14. When use of form rooms is permitted in wet or cold weather, boys are to be seated in their desks, reading, writing or talking quietly. Games involving coins, playing cards, table-tennis balls, shuttlecocks, etc., are not permitted.
15. There is to be no eating of any kind in classrooms or corridors, etc. The only exception is a cough sweet when it is needed. Any food brought to school must be kept wrapped in a paper bag in a satchel, and eaten only out-of-doors in the break or in the appointed place in the dinner hour. This applies even on wet or cold days, since it is objectionable to have crumbs, crusts, cores or peeling in the classroom even in the wastepaper basket.
16. No use is to be made of the fire escape except in a real emergency. The fire bells are not to be touched.
17. Satchels may be left hanging on the back rest of the desk. They should not be put inside the desk unless there is plenty of room, and never left on the floor overnight.

(6) Use of Desks

1. No valuables should be left in a desk.
2. No food should be kept in a desk.
3. Games kit or other clothing is not to be put in desks in the changing room.
4. Desks are to be kept tidy.

5. No boy is to open or look into any other boy's desk.
6. Do not swing on desks, climb upon them or sit on any part except the seat. Report any need for repair at once to your form Master.

(7) Use of Playground

1. Ball games may be played only on the fields. Thus balls are not to be kicked or thrown near any building.
2. There must be no interference with or climbing upon piles of coke, bricks, machinery, equipment or apparatus of any kind.
3. All flower beds and lawns in the vicinity of the School buildings are out of bounds.
4. The premises may be entered or left only by the main gate.
5. No damage of any kind is to be done to any trees, shrubs or plants.
6. Care must be taken to avoid any damage to cars or motor-cycles parked in front of the School.

(8) Use of Fields

1. In general the fields are not out-of-bounds. But when a field, or part of a field is declared out-of-bounds, it remains so until it is declared to be in-bounds again.
2. The cricket square, nets area, and any part of the field marked out as a cricket pitch are out of bounds.
3. During the Rugger or Hockey seasons the pitches are out-of-bounds except for organised games or training. Hockey goalmouths should not be used for training.
4. At all times undue wear on any particular patch of turf must be avoided. Impromptu wickets or goals must be changed frequently.

5. Hard balls should be used well away from the buildings.
6. Do not snowball near the buildings.

(9) Litter

1. Waste paper must be put in the waste paper baskets in the classrooms.
2. Milk straws and bottle tops are to be put carefully into the receptacles provided.
3. All other litter is to be put directly into the dustbins.
4. No litter of any kind (e.g. paper bags, toffee papers, orange peel, banana skins, etc.) is to be dropped in the grounds or buildings.

(10) Litter Clearing

1. The School grounds will be kept clear of litter by boys from the first forms working under the instructions of their form masters.
2. Two boys from one of second forms (the forms take it in turn) are responsible each week for the daily emptying of all waste paper baskets into the dustbins.
3. One boy from each form (a volunteer) may enter his form-room as soon as the building is open in the morning and remain there as long as he pleases. In return for this privilege, he dusts the master's desk, chair, the window sills, and the tops of all desks and anything else the form master wishes.

(11) Damage

1. Any damage to furniture or fittings should be reported that same day to the form master or other master concerned.

2. Broken windows are to be reported immediately to the Caretaker. The boy responsible will help the Caretaker to clear up the glass but will not tackle the job himself. All glass splinters are to be removed from the window and the floor and placed in the dustbin.
3. Broken windows are also to be reported that same day to the Headmaster. A fine of 2/6 is payable.

(12) Changing for Games

1. Every boy will change completely for all games, except Cricket, when for form games the ordinary grey flannels worn to school are permissible, and underclothing may be worn.
2. The kit worn is to be exactly as described in the Games Kit Regulations.
3. Every boy will take a proper shower after every game, training run or P.T. at school. After Cricket a shower is optional.
4. No boy should leave valuables or money in the changing room. They should be handed in before changing to the master in charge.

(13) Use of Changing Room

1. No boy is to interfere with, or borrow, another boy's kit.
2. No games kit or outdoor clothing may be taken into form rooms.
3. All games kit, except dirty boots or a wet towel, is to be kept in the locker allotted to you.
4. Every separate article of clothing brought or worn to school is to be clearly marked with the owner's name.

(14) Summary of Dress Regulations

1. Shoes: black or brown leather; not plimsolls.
2. Socks: plain grey; turnover tops grey or school colours.
3. Trousers: plain grey (not corduroy, unless shorts).
4. Shirt: white or plain grey.
5. Pullover: V-necked; plain grey, grey with border in School colours, navy blue, yellow.
6. Jacket : grey, purple blazer ; navy blue blazer with badge for Vth upwards.
7. Scarves: plain grey, plain navy blue, School colours.
8. School tie.
9. School cap.

(15) Summary of Games Kit Regulations

1. *P.T.*

White cotton shorts.

White T-shirt.

White plimsolls.

2. *Athletics*

As for P.T.

Spikes optional instead of plimsolls.

Socks: white, grey (NOT stockings).

3. *Cricket*

White shirt, collar attached.

White or grey trousers.

White boots or plimsolls.

Sweater : white or regulation jersey.

4. *Rugby or Hockey*
Rugby boots
School rugby stockings.
“Whites” White rugby jersey. Navy-blue shorts.
“Colours” School navy-blue rugby jersey (or hockey shirt for Hockey).
Navy blue shorts.
5. *Runs*
Any complete change of clothing.
Torso to be covered.
Keep warm.
6. Boys playing for the 1st, 2nd, and Colts XIs should wear white trousers.
7. P.T. and games kit must be removed from the changing rooms on Fridays.
8. Boots and gym shoes must be removed outside the changing room when coming in from the playing fields.

(16) Lost Property

1. If any item is found it should be restored direct to the owner, if he is known.
2. Failing that, it should be handed in to the master in charge of lost property, at the Staff Room after morning or afternoon school.
3. As soon as a boy knows he has lost something he should search for it thoroughly. A search for lost clothing in the changing room is best made after school when most boys have gone home, and there is little clothing left behind. If he fails to find it he should apply the next day to the master in charge of lost property, at the Staff Room after morning or afternoon school.
4. A fee of 1d. is charged for each marked article restored. For an article not marked with its owner's name the fee is 3d.

5. No boy may journey home from school without his cap and tie. If either cannot be found, one must be hired before leaving, from the Headmaster's Secretary, and worn until the other is found or replaced. The charge for hire of cap or tie is 3d. per day.
6. Valuables should not be left in the changing rooms or in desks at any time, but should be carried on the person. For games or P.T. watches, purses, etc., should be handed in to the master in charge.
The loss of anything valuable should be reported at once to the Headmaster.

(17) Prefect's Punishments

1. Any prefect may give drills.
2. Any prefect may give lines.
Lines will be neatly written on file paper and handed in at the Prefects' Room at the beginning of break on the day they are due.
This is the responsibility of the boy concerned even if he has to wait outside the Prefects' Room all through break.
No prefect will ask for lines that are overdue. The boy concerned will be reported to the Headmaster for punishment.
3. Any prefect may give a drill or lines at the request of any senior boy in charge of any group, e.g. a table monitor in charge of a table in the Dining Hall.
4. No boy will speak inside the room where drills are held except in reply to a prefect.
Any offender will be sent at once to the Headmaster.

(18) School Dinners

1. No boy who normally has a school dinner and who is present at morning school is to miss eating his dinner. If there should happen to be a special reason for wishing

to do so on a particular day, he should go to see the Headmaster to ask permission.

2. Exact money must always be brought to form assembly in payment for dinners.

(19) Milk

1. Only boys who asked for it at the beginning of the term may take milk.
2. They may have only one bottle. This may be taken in the break OR the dining hour.
3. A bottle started must be finished; there is to be no waste.
4. Empty bottles are to be replaced properly in the crates.
5. Bottle tops and straws are to be placed in the receptables provided.

(20) Safety

1. No knives except small penknives are to be brought to school. Sheath knives are forbidden.
2. No fireworks are to be brought on to the school premises.
3. No inflammable or dangerous substances of any kind is to be brought on to the school premises.

(21) Care of School Uniform

1. The School cap is to be worn only when dressed fully in accordance with The Dress Regulations.
2. Caps are not to be thrown about.
3. Clothes other than School uniform should be worn in

the holidays and at weekends. A tremendous saving in wear and tear results from changing out of School clothes in the evenings. Even discarding the blazer or grey jacket for a jersey is well worth while.

4. School clothing must be brushed and sponged regularly to keep it tidy.
5. Pockets should not be overloaded.
6. Only one badge may be worn and that must be a sensible one.
7. Ties must be adjusted so as to hide the stud or button.
8. Boys are not to loll or lie on the ground except on grass when it is quite dry in the summer.

(22) Personal Appearance

1. All boys must come to school looking clean and tidy.
2. Hands must be washed as necessary in the break and dinner hour.
3. Nails must be kept short and clean. Rings may not be worn.
4. Hair must be kept regularly cut and neatly brushed. Exaggerated hair styles are not permitted.
5. Shoes must be clean each morning.
6. Boys with short trousers must keep their socks pulled up, wearing garters or elastic tops.
7. Caps must be worn straight and not so far back as to be invisible from the front.

(23) Bounds

1. Billiard saloons are out of bounds during the school day, and whenever you are in School uniform.

2. The station subway may be used only by boys using the trains or buses from the station.

(24) Smoking

1. There is to be no smoking at any time on School premises - building, fields or grounds.
2. There is to be no smoking anywhere during the school day, e.g. in the break or lunch hour.
3. There is to be no smoking when wearing any recognisable article of School uniform - cap, tie, blazer.
4. There is to be no smoking at any School function, e.g. away match, School play, visit, etc.
5. No smoking materials of any kind are to be brought on to the School premises. Thus cigarettes purchased for parents must be bought on the way home from school.

(25) Absence from School

1. Absence from school is not permissible for any cause except illness unless the agreement of the Headmaster has been obtained in advance. Any such request must be made in writing, be signed by the parent or guardian, and must give the reason for the request.
2. When a boy returns from any absence due to illness he must bring a note addressed to his form master. This must state the dates of absence covered by the note and give the reason for the absence. It must be signed by the parent or guardian.
3. When a period of absence is likely to extend beyond a third day, parents have been asked to write to the Headmaster to inform him.

4. Boys who have been absent through illness but are well enough to study should arrange, or get their parents to arrange, possibly through a friend, for work to be set and books taken home. This avoids getting too far behind the rest of the form.
5. A boy may return to school before he is fit enough for games. Leave off games should be asked for in the absence note.
6. When a senior boy is required to attend for an interview or the like in connection with his future career, he should himself ask for the Headmaster's permission. There is no need for a note from parents in such cases. He should also, as a matter of courtesy, keep his form master informed and acquaint any other master, who may miss him, with the fact of his absence.
All this should be done well in advance, so that any necessary arrangements at school may be made.

(26) Punctuality in Going Home

1. Boys may remain on the premises after afternoon school only for the purpose of some recognised School activity. Any boy wishing to stay for any private reason must first obtain the permission of the Headmaster.
2. Any boy is liable to be kept in on any evening after school, though this will usually be on a Monday. No one is normally kept in after 5 p.m.
Ascertain what time you will arrive home if kept in until 5 p.m. and tell your parents not to worry about you until after that time. If you know the day before that you will be late home, tell your parents.
3. Do not go on anywhere else after school, unless your parents know about it and know when to expect you. Similarly, tell your parents if you are staying on at school for any purpose such as training or rehearsal.

(27)

Homework

1. The scale of homework for the various forms is as follows:

Second Forms	3 subjects for 20 mins.	1 hour.
Third Forms	3 „ „ 30 „	1 1/2 hours
Fourth Forms	3 „ „ 40 „	2 hours
Fifth Forms	3 „ „ 50 „	2 1/2 hours
Exam. Forms	3 „ „ 1 hour	3 hours
2. All boys should plan to spend the above amount of time on homework every school day. It will always be possible to do less than your best and escape immediate punishment. The penalty is paid later in examinations failed, and careers which are not what they might have been.
3. Always check through your work carefully for mistakes to correct. Persevere with a learning homework until you know it perfectly. Test yourself. Do not be content with reading a chapter through once. Read it again, and again until it is lodged in your memory.
4. Not to produce a written homework when it is due, is a most serious fault. The only possible excuse is illness covered by a note from parents.
5. It is the duty of the form captain (or in his absence, the boy present who is first in alphabetical order) to remind each master concerned to set homework when it is due in accordance with the timetable.

(28)

Care of School Books

1. These remain School property and are lent to you free of charge provided you care for them.
2. Make sure your name and form is in the book.
3. Do not mark the book in any other way unless instructed to do so by a master.

4. Cover the book with good quality wrapping paper (it need not be brown) and label this on the outside.
5. Undue damage or wear will incur a fine. Wilful damage will also be punished.
6. Do not write anything on the covers of your exercise book except your name, form and the subject.

(29) Laboratory Discipline

1. No boy may enter a laboratory or demonstration room, nor remain in one after the end of a period, without the permission of a master.
2. No boy may enter a preparation room without the permission of a master or laboratory assistant.
3. Laboratory gas, water, low voltage and mains electricity supplies are not to be touched except under the direct supervision of a master or laboratory assistant.
4. Any damage or defacement of laboratory furniture, fabric, or fittings will be treated as a serious offence. Any damage to apparatus or specimens is to be reported to the master-in-charge at once. Careless damage will be paid for.
5. Apparatus is not to be removed from its place of storage, nor are specimens to be touched without the permission of a master or laboratory assistant. No material is to be removed from the laboratories without the permission of the Senior Subject Master on each occasion.
6. No boy is to conduct any experiment other than that for which he has received instructions.
7. Only boys going to a lesson in the Advanced Physics laboratory may wait on the top landing at the west end of the laboratory block. Other forms are to wait downstairs.

(30) Safety Instructions for Woodwork and Metalwork

General

1. The improper use of spanners and wrenches is a frequent cause of accidents.
2. When using a vice make sure that the work is held firmly.
3. Great care should always be taken when working with a blowlamp.
4. On any machine make sure that all guards, rests, etc. are in proper working order before using.
5. Always leave a machine clean and tidy. Make sure that it is safe for the next person to use.
6. Before starting a machine make sure that it is absolutely safe to do so.
7. Never attempt to lift weights beyond your physical capacity.
8. Great care is necessary when carrying or handling long bars to avoid injury to other persons or damage to objects.
9. Avoid leaving tools or materials in such a position as to constitute a danger to others.
10. Do not leave sharp edged tools overhanging your bench. They may drop on to your toes or cut a passerby.
11. Make sure at all times that nothing is left on the floor which may cause you or someone else to slip.
12. Keep away from persons working at a machine. Distraction causes accidents.
13. Any oil or grease spilt on the floor must be wiped up immediately.

14. Practical joking is dangerous and may cause serious injury to people or damage to machinery.

Woodwork

1. When using the vice make sure the work is secure.
2. Great care must be taken when carrying lengths of timber etc. around the workshop.
3. All tools to be kept in the well of the bench. Do not allow tools to overhang benches. Damage to oneself and to the tools will result.
4. Correct use of the tools is essential. Both hands behind the cutting edge.
5. Shavings and sawdust are to be swept from the benches with great care. Dust can affect the eyes.
6. Correct use of machines is essential. Check all guards and rests before use.
7. Make sure the machine is safe to use before proceeding and then leave it in a safe and usable state for the next person.
8. 100% concentration during any cutting operation including wood-turning is essential.
9. Do not stand around a machine being used by another person. Materials split and fly - be aware of and alert to these dangers.
10. All garments worn must be secure. Ties and apron strings are the main causes of accidents.
11. Walk at all times in the shop. Running is dangerous.
12. All accidents to be reported immediately to the master.

Metalwork

Safety instructions for operators of Lathes

1. Serious injury can be caused by loose ends of clothing being caught in revolving parts.
2. It is a serious breach of discipline to operate a machine without the guards in position.
3. When mounting a chuck or faceplate it should be screwed up by Hand and not Power.
4. Use lathe dogs with as few projections as possible. Use lathe carriers with as few projections as possible.
5. Satisfy yourself that the work is held securely by checking over before starting.
6. Always stop the lathe before altering the position of the cutting tools.
7. Never attempt to gauge the work whilst the machine is running.
8. Turnings should always be removed by using a swarf brush or similar tool.
9. Never put your finger in a plain or threaded hole whilst it is in motion.
10. When parting off do not hold the piece being cut away whilst the machine is in motion.
- II. Avoid placing your hand on the tool box.
12. When the part being worked is irregular in shape, keep your fingers away from the tool.
13. Under no circumstances should you wipe a moving part.