

## SCHOOL RULES

At all times, both in school and on the way to and from school, students are expected to behave well.

**The school reserves the right to confiscate any item considered to interfere with the education of the students. A copy of the 'Confiscated Items Policy' is available from school.**

### A Uniform

#### General Appearance

Students are expected to wear the correct school uniform (see Uniform List). We expect students to be tidily dressed at all times and reserve the right to tell a student if her choice of dress is not appropriate. Outdoor clothing should not be worn in classrooms.

Nail varnish is not allowed.\*

#### Hair

Long hair should be tied back and hair should be cut in a sensible style, acceptable to the school and of natural colour. **Extremes of style, colour or colouring method drawing extra attention to the wearer, are not acceptable.** Students are advised that it is dangerous to use hair sprays or other holding sprays, gels and mousses because these products make the hair inflammable.

#### Jewellery

A wristwatch may be worn.

No other jewellery is considered suitable for school except for one pair of small, plain sleepers or plain studs (one earring only to be worn in each lower ear lobe).\*

Facial (including tongue) piercings are not allowed.\*

**\*Students who fail to observe these rules will be asked to remove the offending item immediately.**

### B Use of school building and grounds

- 1 In the interests of safety, parents bringing students to school by car are not permitted to drive into the forecourt, manoeuvre in the entrance or wait near and so obstruct the school gate. Parents should use the Park and Stride provision at the Ramada Hotel and The Farrier car parks.
- 2 To avoid congestion in Kitty Briggs Lane we encourage students to walk or cycle for the journey to school provided parents are satisfied they have reached a satisfactory standard of proficiency. Cycles be left in the dedicated area and secured with a chain padlock. Students must mount and dismount at the school gate.
- 3 Students should use the marked pathway in the car park and come into school using the door at the foot of the teaching block.
- 4 Students must keep to the left when moving about the school, especially on the staircases.
- 5 Students may only be in a classroom at break or lunchtime if they are with a member of staff.
- 6 Students should not eat in corridors or classrooms. Students may not eat during lessons. Snacks may be eaten at break or lunchtime.

### C Arrival and Departure

- 1 The school is open from 8.00 am. Students should arrive between then and the start of morning school at 8.50 am. Afternoon school starts at 1.35 pm and ends at 3.40 pm. Students are expected to be punctual.
- 2 Students may not leave school without the permission of their Form Tutor or Assistant Principal KS3 or KS4.
- 3 If students have an unavoidable appointment during the day at the clinic, dentist, hospital, etc., parents should notify the school by at least the morning before the appointment.
- 4 If students need to leave school or return, during a session, they must sign at the School Office.
- 5 At lunchtime we prefer students to stay at school for either a cafeteria meal or for sandwiches and not to leave the school premises. Parents of students who live in close proximity of the school and who wish their daughter to go home for lunch will have the opportunity of requesting a lunchtime pass to be issued to their daughter on the completion of the appropriate form at the beginning of each academic year.
- 6 Holidays should not be taken during term time. Parents need to request authorisation for any planned absence from school from the Principal.
- 7 Parents are requested to inform the school **(preferably by telephone) by 09.00 am** of the reason for unexpected absence.

### D Personal Effects

- 1 All property and uniform must be clearly marked with the student's name.
- 2 All money should be kept in a clearly named purse on the owner's person or handed to a member of staff for safe-keeping. Large sums of money should not be brought to school unless absolutely necessary.

- 3 Drinks should be provided only in unbreakable containers and packed separately from books.
- 4 Chewing gum is not allowed.
- 5 Students may only carry mobile phones for emergency use to and from school. At all other times they must be **switched off** and out of sight. Misuse between **8.40 am** and **the end of the school day** will result in **immediate confiscation**. Parents **must** make an appointment for the return of confiscated phones. **Confiscated phones will not be returned to the student.**

#### **E Home Learning**

All students are expected to do home learning which will be set in accordance with the school's home learning policy.

#### **F Medical**

Non-prescription medication cannot be kept in school for students.

Students are not allowed to carry medicines around school, with the exception of inhalers and Epipens and items for the control of diabetes.

In the case of short term illnesses where medicine has been prescribed, parents are encouraged to come into school to supervise their daughter taking her medication. In extreme circumstances, if this is not possible, we ask that parents send each day's dosage, in the original container, to be kept in the office with a note describing amount and timing of dosage and giving permission for the medicine to be handed to the student.

Students who are unable to participate in PE lessons due to illness or injury should provide a medical note from their parent or doctor. In most circumstances students will be expected to change into suitable PE kit and assist with the lesson in the role of leader, coach or official.

The details above may be subject to review.