



REGULATIONS FOR PUPILS IN YEARS 7 to 11

THE SCHOOL DAY

Entry to school

- Use the crossing points at the junction with Tudor Avenue or the pelican crossing near Dobson Road.
- You may only enter through the Girls' Division Arch when the Sergeant is on duty, between 8.20 a.m. and 8.50 a.m. Follow the designated walkways. You may not walk down the drive leading to the Girls' Division Quad nor enter school via the Main Arch during this time.
- When crossing the Centre Quad, the Girls' Quad or using the drive from Tudor Avenue, be alert to moving vehicles. Use walkways or designated crossings whenever possible.

In the building

- Keep to the left on corridors, to the banister side going downstairs, the wall side going up.
- If required to wait outside a room, wait quietly and do not block the corridor.

Form rooms

You are allowed in your form room unsupervised by staff but:

- the door should be left open
- casement windows should never be opened
- black/white boards, projectors, radiator controls and curtains should not be touched
- the room must be kept tidy at all times.

Registration and Assembly

- You should be in school by 8.40 a.m. and in your form room by 8.45 a.m.
- Everyone goes into assembly at 8.55 a.m. on Tuesdays, Wednesdays and Fridays. Silence should be observed on the corridors to and from the Hall, as well as in the Hall before and during assembly.
- If you arrive after 8.45 a.m. you should enter school via Reception and sign in.
- You should report for afternoon registration at 2.15 p.m.

Breaks and lunchtimes

- Reception may not be used as an exit/entry point by students below the Sixth Form unless you are signing out/in for registration purposes.
- You may bring a snack to eat at break. All litter must be disposed of carefully. Unconsumed food should be wrapped and cartons or cans of drinks must be empty before disposal in the bin. Food and drink should not be consumed on the corridors.
- Chewing gum is strictly forbidden.
- At lunchtime go to the dining room at the appropriate time. You may spend the rest of the time in your form room or outside. If you are outdoors, do not disturb sport practices and do not use Junior School equipment.

- You may meet members of the Boys' Division in designated areas at lunch time only, according to your year group's rota. Your behaviour should be appropriate for a place of work.
- The Sutcliffe Suite is for the use of the Sixth Form only. Girls and boys should not congregate outside the Sutcliffe Suite.
- The Hall may be used as a thoroughfare except when lessons are in progress or when the room is set out for examinations. It may be used as a meeting place for girls during lunchtimes.
- The Arts Centre is out of bounds unless you have a lesson or an official activity.
- At the end of breaks and lunchtime you should go immediately to Registration or your next lesson.

Lessons

- Conduct in lessons should maximise the opportunities for teaching and learning.
- Bags should be stored under desks/tables, not in the aisles.
- If a member of staff has not arrived five minutes after the start time for a lesson get on quietly with some work whilst someone reports to the Staff Room.

Leaving school

- You should leave the school building by 4.15 p.m. unless you have an organised school activity.
- If you miss your coach, you should report to the member of staff on duty or to Reception. Your parent will be contacted so that arrangements can be made to collect you.

UNIFORM AND PERSONAL PROPERTY

UNIFORM

- All uniform should be named and worn correctly.
- Make up, acrylic nails and nail varnish are not allowed.
- Extremes of hair colour and hair style are not permitted. Hair accessories should be plain black or maroon.
- Girls who have pierced ears may wear one stud in each earlobe. No other earrings or other jewellery is allowed with school uniform. Earrings must be removed for all sporting activities.
- Long hair must be tied back in the Dining Room and in lessons where it could contravene health and safety regulations

PROPERTY

- All items of property must be clearly named.
- The school cannot take responsibility for your personal property.
- You are responsible for bringing to school all you need for the day ahead. Do not ask to borrow anyone else's property.
- Do not bring to school any items of high monetary or sentimental value. Money, keys, your ID card and bus pass should be kept on your person at all times. Girls are strongly advised not to bring large sums of money into school.

- Mobile phones etc. must be switched off during the school day, including break and lunchtime, and, for security, kept in a lockable locker. Phones used in contravention of this rule will be confiscated.

Cigarettes, alcohol, illegal substances, aerosol cans, knives and other sharp implements must not be brought into school.

ABSENCES

Absence from lessons/school

- Letters concerning a medical, dental or similar appointment should be addressed to your Form Tutor and brought to school well in advance of the date concerned. You should fill in an Appointment Sheet (lime green) with your Form Tutor. You should inform subject teachers in advance about known absence. Any other request for leave of absence should be addressed to the Headmistress and the envelope marked 'request for leave of absence'.
- You may not leave the school premises during the day without permission. If you have been given official permission to go out of school you should sign out in Reception and collect the permission slip on departure.
- If you are unable to attend school your parent should telephone between 8.30 a.m. and 10.00 a.m. and leave a message with the Receptionist. A note from home clearly marked with your name and form, addressed to your Form Tutor, giving the reason for absence and the dates and signed by your parent should be handed in on the day you return to school.
- You may need to miss all or part of a lesson for an interview (Headmistress/Deputy Head, Careers, Learning Support) or for a music lesson. It is your responsibility to make up the work missed.

Illness

If you are taken ill during a lesson your teacher will sign your personal planner ("Visit to Nurse") and ask a friend to accompany you (signed: "Out of Class") to the Medical Room; your friend should return immediately to report your safe arrival (she should not wait until Nurse is ready to see you if there is a queue). Outside lessons make sure that a girl who would normally be with you in the next lesson tells your teacher that you have gone to the Nurse.

EMERGENCIES

- In the event of the alarm sounding during a lesson follow the instructions of your teacher.
- In other situations leave the building by the nearest exit and assemble on Beech House car park.
- Maintain silence.