



CLAIRE'S COURT  
SENIOR GIRLS

# School Rules *and Expectations*

“

The teachers and pupils of Claire's Court work together to create respectful relationships and maintain a happy and positive environment at school.”



RESPONSIBILITY



RESPECT



LOYALTY



INTEGRITY



## In general

- The quality of school life that you enjoy is dependent upon you playing a full part.
- Show respect for your teachers, staff, other pupils and visitors by being polite, helpful and courteous at all times.
- Open doors for staff and visitors. Hold them open as they pass through first.
- Stand when the Headteacher brings visitors into the room.
- Respect your classrooms and the public areas by keeping them tidy and in good order.
- Breakages should be reported as soon as they happen. If you are responsible, you should tell the teacher with you or on duty, your form teacher or the Head. Problems and issues are resolved far more easily by being honest and open. If your behaviour was inappropriate and led to the damage being caused, expect to contribute towards the cost of repair.

The teachers and pupils should stand together against bullying and other forms of anti-social behaviour. Expect to be treated fairly and well and treat others in the same way. You are not expected to tolerate racist and other personal abuse of any kind. If you feel unfairly treated, speak to your friends, your form teacher, Head of Year, the Headteacher or your parents. Bullying is not part of growing up so don't put up with it. **ABOVE ALL, BE KIND!**

## Attendance and Punctuality

You will know that attendance and punctuality for school are very important, as lessons missed are difficult to recover. Your attainment at school is seriously affected by absence. Our school attendance target is 96% or above. You must arrive at school and all lessons on time.

### At the beginning of the day

You should arrive at school by 8.45am. Come prepared for the day with the books and equipment you will need for your lessons. Switch off and hand in your mobile phone (Y7, 8 and 9) or switch off and put away (Y10 and 11). If you are late you must sign in at Reception.

### At registration

You should inform your form teacher of any messages for them from home at morning registration. Advanced email notice is to be given to form teachers and the office prior to a planned absence e.g. visits to doctor etc. Any unplanned absence such as illness should be notified by email to the school office and your form tutor by your parent or guardian on the day by 9am. If you feel unwell during the school day you should see the school nurse. You should not phone home and ask to be collected in these circumstances – the School Nurse or School Secretary deals with this.

If you arrive at school later than the start of registration, you must sign in with the School Receptionist as soon as you arrive.

## Activities

We offer a full and varied programme of activities including supervised study after school. If you are registered to attend an activity or study group you must arrive promptly at 4.10pm. You must not switch to another activity without prior approval. If an activity is cancelled you must report to a supervised study room.

## Organisation and work commitments

You are expected to learn to use organisational tools at your disposal effectively - such as Google Calendar, Gmail and Google Classroom. If assignments have a due date ensure these are "turned in" properly. You must check your email regularly and use the To Do list on Google Classroom or your homework diary to prioritise your homework assignments.

You must use your locker to store bags, books and equipment. Do not leave your belongings lying around the site. School bags must not be taken to classrooms.

## At assembly

You are expected to attend assemblies and listen carefully to the messages.

## In the classroom

You are expected to attend lessons prepared to learn, with the correct books and equipment ready to use, including a properly charged Chromebook.

You're expected to contribute fully to your lessons, and to take pride in the management of your exercise books, files, textbooks and online documents. You must engage fully with the learning in your lessons and you must not distract others from doing so. Missed work should be copied up where appropriate, and within a week. It is your responsibility to find out the work you missed.

You will be given clear warnings if your behaviour falls below minimum expectations. You may be removed from your lesson to work elsewhere if you continue to cause a distraction and disrupt the learning of others. Detentions will be issued if you do not adhere to the school rules.

## On lesson transfer

Please move from class to class efficiently, quietly and without undue delay. **DO NOT RUN**. Please keep to the left in corridors and when on staircases, and follow any other safety rules in place. Wait outside your next classroom until instructed to enter by the teacher taking you.

## At break

When the canteen is running, refreshments may be bought from the servery for breakfast and both break times during the morning.

## At lunch

Food may only be consumed in the dining room or outside. No food should be consumed in the classrooms. For packed lunches ensure you don't leave food that can go off in your lockers overnight.

## On the sports field

You're expected to participate fully in your Physical Education and Games programme. If you are in school but not well enough to participate in games, you will be expected to accompany your year group to watch games and suitable clothing should be brought for this. Any exception to this can only be authorised by the Director of Girls Sport or Nurses.

It is an honour to be selected to compete for the school. You are expected to try your hardest, to value victory, to be sporting at all times even in defeat and to be good hosts after the event, so as to promote friendship amongst competitors. A general set of rules exist for Physical Education and Games. These exist for your benefit and safety. You are expected to take appropriate care of your personal hygiene following athletic activity, wear the appropriate safety equipment, wear school kit wherever possible.

## Safety in hazardous areas

A number of departments have specific rules and guidelines that must be adhered to for health and safety reasons. Infringement of these rules may lead to exclusion from the lesson, suspension or worse.

## Safety on coaches and bus services

Remain seated and wear seat belts where fitted. Behave sensibly at all times. It is not possible for teaching staff to supervise you on your journeys at the beginning and end of the school day. If you misbehave and endanger the safety of others, then expect to be punished. This would normally be five days exclusion from use of the service.

## Safety in school vehicles

Do not enter a vehicle without permission. Always wear a seatbelt and return the seat belt to its holster after use.

Damage to upholstery is very expensive to repair and is always charged for. DO NOT DISTRACT THE DRIVER.

## Fire regulations

These are published in your classroom. In the event of a fire, be quiet. Listen to the instructions being given to you by your teacher and follow them calmly and in silence.

Do not talk. Do not run.

The assembly area is the netball courts, and you should go directly to the assembly area if you are on your own. Wait in alphabetical order in your form group until you are directed to return to class. Do not re-enter a building for any reason. Do not try to put out any fire.

## First aid

The members of staff appointed for First Aid are our school nurses.

Our nurses office and medical room is in the Pastoral Hub.

In the event of an accident or emergency, please report immediately to the Nurse or the School Receptionist for assistance. Unless urgent, you must not leave a lesson to see the school nurse. Wait until breaktime.

The Nurses aim to contact parents and guardians on all occasions when their child reports 'sick' except when for trivial reasons such as plasters or lost items.

## Out of bounds

Classrooms are usually open from 8.30am for form groups to assemble, though hazardous areas such as the science and technology rooms are only open when supervised by a teacher. Pupils are not permitted to leave the site, either during the school day or after school unless they are supervised/directed by staff accordingly, or of course going directly home.

## Detention

Lunchtime detentions may be given by staff for disruptive behaviour at school. Pupils receiving three lunchtime detentions in one week or five lunchtime detentions in a term will be automatically put into a Friday evening detention. These are notified by means of a letter home. In extreme cases, a Friday evening or Saturday morning detention may be given straight away by the Headteacher or Deputy Heads.

## Homework

Failure to complete and hand in homework will lead to a default and you will be kept behind in your lesson to complete the outstanding work. If four homework defaults are accumulated in a half term, you will attend homework coaching with the Senior Leadership Team for a period of a week after school. If this number increases you will be expected to attend an extended period of homework coaching.

## Discipline policy

A full discipline policy exists to support these expectations and is available from the Office.

## Uniform and appearance

The school uniform is simple and easy to conform to. A uniform list is issued to all families when they commence school. You should wear the specified uniform to and from school at all times.

Please make sure your uniform and appearance meets the guidelines, and particularly:

- Skirt to be no more than 4cm above the knee
- Hair to be of natural colour, and in a ponytail and off the face if below shoulder length
- Pupils can wear up to two pairs of plain silver or gold stud earrings in each ear of maximum diameter 3mm, one per earlobe. Cartilage and nose piercings are not allowed. No further jewellery is permitted.
- Make up is not allowed in Year 7-9 and only light, discreet make up is allowed in Year 10 and 11.

- Your blazer should always be worn
- Shoes should be black, supportive, fitted to the foot and polishable and not shoes that are marketed as trainers

## Property

You are expected to be responsible for your own property and keep it safe in your locker, which must be locked with a padlock.

You are expected to respect other people's property.

Theft is punishable by exclusion and could be reported to the police. You should ensure all property including watches, pens and the like are clearly marked with your name. You are expected to take good care of all property loaned to you.

You must not write in school textbooks or deface school equipment. All damaged goods will be charged for.

You may not sell, exchange or otherwise trade in commodities at school.

Avoid bringing valuable items into school, though if you do these should be placed in your locker. You should only bring in sufficient money for your daily needs, we have a cashless catering system so it is rare that you would need to bring cash to school.

Your school bag, books and equipment must be stored in your locker. Smaller Claires Court drawstring book bags are available to carry equipment to classrooms. Pupils will use bags only to carry their belongings to and from school, and when taking part in a sporting activity. School bags are not to be carried around the site or to classrooms.

## Chromebooks, mobile phones

### & smart watches

Chromebooks are issued to pupils and remain their responsibility. Broken, damaged or lost chromebooks must be replaced at parental cost. All chromebooks must have the Claires Court Google licence installed for which there is an additional charge if a replacement is sourced by parents or guardians.

You are not permitted to use your mobile phones or smart watch during the school day, or during after school activities and study (4.10pm - 5.05pm). If you are found to have your mobile phone and if it is removed from you a second time your parent or guardian will be asked to come and collect it and you will be banned from bringing it to school.

## Forbidden items

Only bring to school the equipment, food and clothing you are expected to use for the better performance of your work. Valuable computers, toys, pens, watches/smart watches and clothing must be left at home.

All forms of chewing gum are strictly forbidden at all times. Unsuitable items that are confiscated may be collected from the teacher concerned by parents. Pupils found in possession of weapons, cigarettes, alcohol, other drugs etc will be immediately excluded\*, prior to further action by the appropriate authorities. We class all guns as weapons, including imitation and those for firing ball bearings (BB).

\*The school authorities have very little latitude in this area, and we do not condone behaviour of this kind.

“  
In a world where you can be  
anything, be kind.”

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I support this  
initiative”

Pupil Name: .....

Form: .....

Pupil Signature: .....

Date: .....

Parent Signature: .....

Date: .....



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