



# CLAIRE'S COURT SENIOR GIRLS

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

IN A WORLD  
WHERE YOU  
CAN BE ANYTHING,  
BE KIND.

SCHOOL RULES  
AND EXPECTATIONS



## AT REGISTRATION

You should inform your form teacher of any messages for them from home at morning registration. Email notice is to be given to form teachers in advance when impending absence is known eg visits to doctor etc. Any absence should be covered by an email from your Parents or Guardians. If you are at an early session, it is your responsibility to ensure you're registered.

## AT ASSEMBLY

You are expected to attend assembly, either physically or virtually. Listen carefully to the messages at assembly as these often involve you. For physical assemblies enter the hall quietly, remain quiet and courteous to all during assembly and do not leave the hall unless directed to do so.

## IN THE CLASSROOM

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

You are expected to contribute fully to your lessons, and to take pride in the management of your exercise books, files, textbooks and online documents. Missed work should be copied up where appropriate, and within a week. It is your responsibility to find out the work you missed.

## ON LESSON TRANSFER

Please move from class to class efficiently, quietly and without undue delay. In areas where congestion occurs such as staircases, please keep to the left. Wait outside your next classroom until instructed to enter by the teacher taking you. Bag rooms and classrooms are not to be used as dining areas.

## AT BREAK

A U\_y g fy mci 'gtUm]b'hY'XYg[ bUH'X'UFYUg' Zcfmci f'mYUF[ fci d''ZUbX'k'AYb'hY' WJbhY'Yb'j'gf'bb]b[ zfyZYg'a Ybhga UmVY' Vci [ \hZca 'hY'Uddfcdf]U'h' d'UW' Uh'Zf'gi vfyU\_''

## AT LUNCH

Z'hY' WJbhY'Yb'j'gf'bb]b[ zX'ZYfybhU[ Y' [ fci dg[ c' ]b'Zcf'i bW' UhX'ZYfybh]a Yg'' :ccX'a Umcb'mVY'Wc'bg'a YX' ]b'hY'X' ]b]b[ ' ]

## HOUSES

M:i 'UFY'YIdYWYX'hc'ig' ddcfhmci f'<ci gY' ]b'hY' j'Uf'ci gWca dY'h]c'bgzW'Uf'j'UVY'Z' bX'fU]g]b[ ' UbX'c'hY'FUW'h] ]hY'g'h'fci [ \ci h'hY'mYU''

## COMMENDATIONS

RXVHSRLVMDUHDZDUGHGIRUKHHIIRURX□  
PDNHLDOODUHDVYRXDUHSHFHGRMXSSRU□  
RXURXVHEHDULKHPRXUHDFKHU□  
PDDOVRVHGDSRVFDUGKRPHRU□  
UHFRPPHGRXIRUDHDGDHDFKHUV□  
HULILFDHKKHGRKHHUPRXPD□  
UHFLYHDDZDUGIRUDDLPHRU□  
SURUHVVDXHXVZDUGVDUHXVXDOODKHHG□  
RIKHHDUDGDUHSUHVHGRKRVHZKR□  
VKRZERVLVHFLOLYLEKHODLUHVXRU□  
FKRRODOXHV□

## (□)

XFKLPHGHHLRVPDEHLYHEMDIIRU□  
GLVUXSLYHEHKDYLRXUDVFKRROXSLOVUHFLYLU□  
IRXUOXFKLPHGHHLRVDUHDXRPLDFDOO□  
SXLRD]JULGDHYHLGHHLRDIDORZ□  
FKDURIKHVDFLRVSURFHGXUHVLVIRXG□□  
RXUHDUURXSDVRUDOODVUVURP□

KHVHDUHRLILHGEDOHHUKRPHHUHPH□  
FDVHV]JULGDHYHLGHHLRVPDEH□  
LYHVUDLKDZDEKHHDRUHSX□  
HDGVDGGLLRIDLOXUHRFRPSOHHDU□  
ZRUNZLOOHDGRDMDFLRZLKFLO□  
DFFXPXODHGEDOHDGRDFDGHPLF□  
FRDFKLZLKRUXRUHDGRHDUKH□  
PPEHURI□

## SAFETY ((□)

Do not enter a vehicle without permission. Always wear a seat belt and return the seat belt to its holster after use. Behave sensibly at all times and sit in your designated year group area. 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 without noise or panic.

Do not talk. Do not run.

The assembly area is the all weather sports area, and you should proceed directly to the assembly area if necessary. Do not

## OUT OF BOUNDS

This includes behind buildings, fire escapes and the school car park. No Senior girl may use the Junior corridor or the Sixth Form area or landings.

Entry to the school should only be made through the authorised entrances.

The buildings are open for your use most of the day, except for hazardous areas which are kept locked. This open access policy is not to be abused, and you must behave sensibly at all times whilst indoors.

## SAFETY IN HAZARDOUS AREA

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.

## PROPERTY

You're expected to be responsible for your own property and keep it safe in your locker which we recommend you lock with a padlock.

You are expected to respect other people's property.

Mobile phones must be switched off and left in your locker or put away during school times.

Theft is punishable by suspension, expulsion or worse. 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. Whilst classroom rotation is not taking place, you may leave a bag with your books and equipment at your designated desk for the day. Smaller CC book bags or rucksacks are available to store equipment to a different specialist classroom. Pupils will use bags only to carry their

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 and the like will be immediately suspended\*, prior to further action by the appropriate authorities.

## AT THE END OF THE DAY

You are to ensure your last classroom of the day is tidy and in good order. Changing rooms/bag rooms/ ocker areas must also be left tidy, clothing and other property must be in bags and lockers and not left lying around.

Pupils leaving school must be correctly dressed in full uniform. If you stay for evening activities you must remain in school until the end of the activity.

## UNIFORM AND APPEARANCE

The school uniform is simple and easy to conform to. A uniform list is issued to all families when they start school. You should wear the specified uniform to and from school at all times. When directed by staff, and when the weather is hot, a summer uniform allowance may be announced. 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 a pair of plain silver or gold stud earrings of maximum diameter 3mm, one per earlobe. No further jewellery is permitted
- Make up - not allowed below Year 10, and for Year 10 and 11 it must be discreet
- Your blazer (when allowed) should always be in school.
- Shoes should be black, supportive, fitted to the foot and polishable.