



# CLAIRE'S COURT JUNIOR GIRLS

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

**SCHOOL RULES  
AND EXPECTATIONS**



**Our Golden Rules are central to maintaining the quality of school life. Throughout the school, children are encouraged and expected to adhere to these values. Our Golden Rules are displayed around the school site and are in every pupil's homework diary.**

#### **GIRLS CAN CARE FOR THEIR SCHOOL ENVIRONMENT BY:**

- Keeping the classrooms and cloakrooms tidy
- Taking care of desks, chairs and display boards
- Picking up litter and never dropping it
- Helping to tidy up after lessons
- Showing good manners in the dining room and clearing their tables before leaving
- Being responsible for and looking after their own and other people's property

#### **GIRLS SHOW PRIDE IN THEIR SCHOOL BY:**

- Wearing the correct school uniform and ensuring that they are smart
- Having the correct sports kit (including their tracksuit) for the appropriate lessons
- Carrying out special tasks and responsibilities – and helping others to remember to do so
- Tying back their hair

#### **AT THE BEGINNING OF THE DAY**

Girls should arrive at school between 8.30am and 8.45am. Girls should come prepared for the day. If girls arrive earlier than 8.30am they should be signed into before school care.

#### **AT REGISTRATION**

Letters and other messages should be passed to the form teacher at morning registration. Written notice is to be given to form teachers in advance when impending absence is known. The form teacher needs to know the girls' collection arrangements for the end of the day.

#### **HOMEWORK DIARIES**

From Year 1, homework is recorded in a diary. This diary also provides an ideal channel for simple home-school messages. Each day a parental signature is required.

#### **AT ASSEMBLY**

Girls must walk sensibly and quietly to and from assembly. They must listen attentively to the announcements of the day.

## **IN THE CLASSROOM**

Girls are expected to have the correct equipment for all lessons. They are expected to contribute fully to lessons, and to take pride in the management of exercise and text books.

## **IN THE CHANGING ROOMS**

Children are expected to change quickly and sensibly into their sports kit. Girls should never be in the changing room areas unsupervised.

## **MOVING ABOUT THE SCHOOL**

When moving around the school, girls should be quiet and be mindful of others who may be working in classrooms or offices. Girls should walk, not run, inside the buildings and respect the passage of adults and pupils by stepping aside and opening doors.

## **PLAYTIME**

When girls are outside during playtimes they are expected to stand still and listen to any instructions from a teacher when a whistle or a bell sounds.

## **ABSENCE FROM LESSONS AND ACTIVITIES**

It is polite and expected for girls to excuse themselves if not attending a lesson, for example if they have a music lesson, or a sports match. This also applies to After School Activities.

## **AFTER SCHOOL ACTIVITIES**

Having signed up to an activity, it is expected that girls will attend every session during the term. If a girl is unable to attend a session, it is expected that they inform the activity teacher during the day.

## **REPRESENTING THE SCHOOL**

It is an honour to be selected to represent the school in any activities. Girls are expected to try their hardest, to value victory, to be sporting at all times, even in defeat, and to be good hosts after the event. This promotes friendship and goodwill.

# **STAYING SAFE**

## **IN LESSONS AND SCHOOL ACTIVITIES**

It is vital that all girls follow the specific rules of the individual lesson or activity. Failure to do this may result in exclusion from the lesson, or possible further sanctions.

## **SAFETY ON COACHES**

Girls must not enter a vehicle without permission and supervision. Girls must remain seated and wear seat belts at all times. Girls are expected to behave sensibly and not distract the driver.

## **DISCIPLINE POLICY**

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

## **AT THE END OF THE DAY**

Girls must ensure that they have everything they need to complete their homework and they must not leave unless accompanied by the adult who is collecting them. Girls are also expected to say 'good afternoon' to their teacher before leaving school.

## **FIRE REGULATIONS**

These are displayed in classrooms. In the event of a fire, girls must listen to the instructions given by the teacher. They must not talk or run. The Assembly Area is on the Astro Turf and the Netball Court, and girls should proceed directly to the Assembly Area. Girls must not re-enter a building for any reason and they must not try to put out any fire.

## **FIRST AID**

If medication is required, parents must complete the relevant form available from the School Office and must hand the medicine to the School nurse.

The school community values  
Our Golden Rules and the children are  
encouraged to be their best selves.