



CLAIRE'S COURT SENIOR GIRLS

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

I SUPPORT THIS INITIATIVE

Pupil Name:

Form:

Date:

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

**SCHOOL RULES
AND EXPECTATIONS**



IN GENERAL

- The quality of school life that you enjoy is dependent upon you playing a full part.
- Show respect for your teachers and for visitors. Be polite, helpful and courteous.
- Open doors for staff and visitors. Hold them open as they pass through.
- Respect your classrooms and the public areas by keeping them tidy and in good order.
- Breakages should be reported as and when they happen. If you are responsible, you should inform a member of staff or the Head. Expect to be in greater trouble if you are discovered to have been dishonest or tar-dy in reporting problems. If your bad be-haviour led to the damage being caused, expect to contribute towards the cost of repair.

ABOVE ALL USE YOUR COMMON SENSE!

ATTENDANCE AND PUNCTUALITY

You will know that attendance and punctuality for school are really 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.

PRO SOCIAL BEHAVIOUR

Teachers and pupils should stand together against bullying and other forms of anti social behaviour, including when using

digital technology and social media. Expect to be treated fairly and well; be sure to treat others in the same way. If you feel unfairly treated speak to your friends, your Form Tutor, other staff members, the Head or your parents. Bullying is not part of growing up and don't put up with it!

MOBILE PHONES

Years 7, 8 and 9 hand mobiles in at the start of the day and are collected when you leave school. Years 10 to 11 are expected to keep their phone in their lockers.

PUPIL VOICE

Two representatives from all classes meet regularly with the school prefects to air matters of concern to girls and teachers. In this way, you as a pupil have a stake in the decision making of the School. You will also discuss such matters in your tutor group.

INDIVIDUAL TUITION LESSONS

Always notify your usual teacher in plenty of time that you will be absent for an individual lesson. You must copy up missed work and do any homework set.

AT THE BEGINNING OF THE DAY

You should arrive at school between 8.30am and 8.45am. Come prepared for the day and hand in your mobile phone (Years 7, 8, and 9) or put it in your locker (Years 10 to 11). If you are late, 8.55am is late, or at an individual lesson and you miss registration you must sign in at Reception.

AT REGISTRATION

Letters and other messages should be passed to your form tutor at morning registration. Any absence must be covered by a letter from your Parents or Guardians. Your homework diary should be signed by them, and it may be used for the passing of messages between them and your tutor or subject teacher.

AT ASSEMBLY

Assemblies are held at 9.00am at least twice a week. You are expected to attend, wearing the correct uniform including your blazer and sit in silence.

IN THE CLASSROOM

You are expected to come to your lessons, on time, prepared to learn, with the correct books and equipment ready to use. Please remember that the bell after a break is the signal for the start of the lesson and you should already be outside the classroom.

You are expected to contribute fully to your lessons, and to take pride in the management of your exercise books, files, text books and your on-line work.

Homework diaries are expected to be used throughout the school, and to be available for class teachers and parents to see. They provide an ideal channel for simple home-school messages.

Missed work should be copied up where appropriate, and certainly within a week.

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 class-rooms are not to be used as dining areas.

AT BREAK AND LUNCH

Refreshments may be bought from the Dining Room. Food and drink may only be consumed here and in designated picnic areas.

HOUSES

You are expected to support your House in the various competitions, charitable fund raising and other activities through-out the year.

COMMENDATIONS

House points are awarded for the effort you make in all areas. You are expected to support your House by earning them. Your teacher may also send a postcard home, or recommend you for a Head Teacher's Certificate. At the end of the term you may receive an award for A2L, attainment or progress. Values Awards are usually at the end of the year and are presented to those who show consistency in living by the Claires Court School Values.

SANCTIONS

If your behaviour, work or actions fall below what is expected you might receive a sanction. These include repeating work, community service, lunch time or after school detention.

To help you work at the appropriate level you may be placed upon report for a period of time. More serious sanctions such as suspension exist for serious misbehaviour.

SAFETY IN VEHICLES (INCLUDING COACHES)

Do not enter a vehicle without permission. Always wear a seatbelt. Do not distract the driver.

FIRE REGULATIONS

These are displayed in your classroom. In the event of a fire, be quiet. Listen to instructions and follow them without noise or panic. Do not talk or run. Assemble on the tennis court and line up in your tutor group in alphabetical order; you should go there directly if you are on your own. Do not re-enter a building for any reason. Do not try to put out any fire.

FIRST AID

In the event of an accident, or if you require First Aid, report immediately to the teacher on duty or go to the office for assistance.

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 are expected to be responsible for your own belongings; ensure that everything is clearly marked with your name. Respect other peoples' property. Theft is punished very severely.

You are expected to take good care of all property loaned to you. You must not write in school text books or deface school equipment. All damage will be charged for.

You may not sell, exchange or otherwise trade in commodities at school. All valuable items brought to school should be placed in the care of your form teacher or the office. You may ask your form teacher or the office to look after any valuable items you need to bring into school.

You should only bring in sufficient money for your daily needs.

Inappropriate use of mobile technology such as phones will result in confiscation. Phones must be switched off and either handed in or kept in your locker, unless permission for its use has been given by a teacher.

FORBIDDEN THINGS

Only bring to school the equipment, food and clothing that you are expected to use for your work. Unsuitable items (including jewellery,

smart watches) that are confiscated may be collected from the office at the end of the day.

Pupils found in possession of cigarettes, indecent images, alcohol, other drugs, offensive weapons etc., will be suspended immediately prior to further action by the appropriate authorities. Chewing gum is strictly forbidden on the school campus.

AT THE END OF THE DAY

You are to ensure that your last classroom of the day is tidy and in good order. Changing rooms/ bag rooms/ locker 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 including blazers.

If you stay for evening activities you must remain in school until the end of the activity.

Drinks and snacks are available from the vending machine at specified times. All rubbish must be put in the bin.

Pupils whose usual after school arrangements are altered should make sure that these changes are noted on the list on the board near the Staff Room.

UNIFORM AND APPEARANCE

Please make sure that 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 pony tail 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 should always be in school.
- Shoes should be black, supportive, fitted to the foot and polishable.