



CLAIRE'S COURT SENIOR BOYS

“ 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 by standing when they enter the classroom. Be polite, helpful and courteous.
- Open doors for staff and visitors. Hold them open as they pass through first.
- 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 tell the teacher with you or on duty, your form teacher or the Head. Expect to be in far greater trouble if you are discovered to have been dishonest or late in reporting problems. If your bad behaviour 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 Head or your Parents. Bullying is not part of growing up so don't put up with it!

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.

PUPIL VOICE

There is an active student council to which all pupils are able to be involved, matters discussed are passed to Senior Management. In this way, you as a pupil have a stake in the decision making of the School. Email councilcsb@clairescourt.net.

AT THE BEGINNING OF THE DAY

You should arrive at school between 8.15am and 8.35am, you need to be in your form room by 8.40am. Come prepared for the day.

AT REGISTRATION

Letters and other messages should be passed to your form teacher at morning registration. Written 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 a letter from your Parents or Guardians. If you are at an early session, it is your responsibility to ensure you are registered.

HOMEWORK DIARIES

Homework diaries are expected to be used throughout the school, they should be on the desks in lesson time and also to be available for class teachers and parents to see. They provide an ideal channel for simple home-school messages. Parental signature is required.

AT ASSEMBLY

You are expected to attend assembly.

Listen carefully to the messages at assembly as these often involve you. Enter the assembly hall in silence, remain quiet and courteous to all during assembly and do not leave the hall unless directed to do so. Notices are published on the boards in the Locker Hall entrance.

IN THE CLASSROOM

You are expected to come to your lessons prepared to learn with the correct books and equipment ready to use.

You are expected to contribute fully to your lessons, and to take pride in the management of your exercise books, files and text books. Missed work should be copied up where appropriate, and certainly 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.

INDIVIDUAL TUITION LESSONS

- Always notify your usual teacher that you will be absent for such a lesson should the two clash.
- If you are due to be absent for an individual lesson, make sure you or your parents inform the teacher concerned in good time.

AT BREAK

Refreshments may be bought from the appropriate place at first break. There are no age privileges in the queue; please wait your turn. If litter becomes a problem, the availability of goods to purchase will be withdrawn.

AT LUNCH

Different age groups go in for lunch at different times. You can buy some forms of lunch food during the business break. On match days, sports teams have priority in respect of departure time. Please observe the published priorities. Food may only be consumed in the dining room and designated picnic areas. No food to be consumed on the astro-turf.

LUNCH PAYMENT

We operate a cashless catering service.

ON THE SPORTS FIELD

You are expected to participate fully in your Physical Education and Games programme. If selected, you are expected to attend the designated training sessions, even if these lie outside the games afternoons.

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 sportsmen.

School uniform should be worn to and from all matches.

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, to wear the appropriate safety equipment, to wear school kit wherever possible and to have a full complement including foul weather suits and towel.

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 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 seat belt 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 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 you are on your own. 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.

The 'sick bay' is next to the Dining Room.

In the event of an accident, report immediately to the Nurse or to the School Receptionist for assistance.

The Nurse aims to contact parents and guardians on all occasions when their child reports to her sick, except when for trivial reasons, such as plasters and water refreshment.

OUT OF BOUNDS

In-bounds for play and recreation are the main tarmac areas, excluding the school driveway (red hatching). Out of bounds include rear passageways behind the buildings, fire escapes, sports hall, sheds and the school car park.

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

DETENTION

Lunch time detentions may be given by staff for disruptive behaviour at school. In addition, repeated failure to do homework will lead to a homework default (4 of which lead to a week of after-school homework coaching with members of SLT). Pupils receiving four lunch time detentions are automatically put into a Friday evening detention (a flow chart of the sanctions procedures is found in the homework diaries). These are notified by a letter home. In extreme cases a Friday evening or Saturday morning detention may be given straight away by the Head or Deputy Heads.

DISCIPLINE POLICY

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

UNIFORM

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 your jacket and tie to and from school at all times.

SUMMER DRESS RULES

When directed by staff, and when the weather is hot, you may wear either a short sleeved shirt or a long sleeved shirt with sleeves rolled up.

PROPERTY

You are expected to be responsible for your own property and keep it safe in your locker. You are

expected to respect other people's property. Mobile phones must be left at the office or in your locker during school times.

Theft is punishable by suspension, expulsion or worse.

You should ensure that 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 text books or deface school equipment. All damaged goods 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 School Office.

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

This site is a bag free zone during the day. Pupils are not allowed to carry their belongings with them in a bag – they will be put into lockers and pupils must take the necessary books and equipment out for each lesson (smaller CC book bags are available should pupils wish to use these to carry equipment for their next lesson). Pupils will use bags only to carry their belongings to and from school, and when taking part in a sporting activity. Boots and bags should not be left unattended.

FORBIDDEN THINGS

Only bring to school the equipment, food and clothing that 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.

Boys found in possession of weapons, cigarettes, alcohol, other drugs and the like will be immediately suspended*, prior to further action by the appropriate authorities.

We class all guns as weapons, including imitation and those for firing ball bearings (BB). Boys found in possession of weapons will be immediately suspended*, prior to further action by the appropriate authorities.

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