



CLAIRE'S COURT
SENIOR BOYS

School Rules *and Expectations*

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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.
- Above all, be kind!
- 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, USE YOUR COMMON SENSE!

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.

Truancy from lessons or school, including after school activities, will be taken very seriously in order to ensure your safety and security. You must not leave school unless you have prior permission and have signed out at the school reception.

At the beginning of the day

You should arrive at school between 8am and 8.30am. The first bell will sound at 8.35am and you need to be in your form room by 8.40am. Come prepared for the day with the books and equipment you will need for your lessons.

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 the school office prior to a planned absence e.g. visits to doctor etc. Any unplanned absence such as illness should be notified via the Report Portal or email to the school office by your parent or guardian on the day by 9am. If you feel unwell during the school day you should see the school nurse.

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 4.15pm. You must not switch to another activity without prior approval. If an activity is cancelled you will be supervised in a study room by a member of the senior leadership team.

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 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. You will enter the hall in silence, remain silent and courteous to all during assembly. You will not leave the hall until directed to do so.

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's 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. If litter becomes a problem, the litter-picking rota will be implemented and the range of goods to be purchased may be reduced. Overly rough and boisterous behaviour at break times will not be tolerated and will result in appropriate disciplinary action.

At lunch

Different age groups go in for lunch at different times, and 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 or outside. No food should be consumed on the astroturf. Please do not leave any food in your lockers overnight.

Use of the astroturf areas

Year groups must adhere to the published rota and must not use the astro at any other times. Food is not permitted on the astroturf areas.

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 Sport or Nurses. 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 unless you are informed otherwise by your coach. 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, and to have a full complement including foul weather suits and towels.

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 all weather sports area, 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.

The 'Wellbeing' area is next to the dining room and is where the school nurses are based, and includes a meeting room, 'sick bay' and appropriate cloakroom and shower facilities.

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 and Leaving School

You will be made aware of all areas that are out of bounds, and this includes round the back of the school/Science Block/Sports Hall. Senior boys 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. If arriving at or leaving school out of the normal hours, boys must sign in/out at Reception.

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 receive homework support from the Leadership Team and may be placed on a Homework Support Plan.

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 is clearly named, and particularly:

- Correct uniform with shirts tucked in and tie and blazers worn at all times (unless permission is given by teachers to remove blazers).
- Hair to be of natural colour and the style should be smart, with no extreme hairstyles. Long hair must be tied back.
- Jewellery is not permitted.
- Polished black leather style outdoor shoes (no trainers). Grey/black socks should be worn with uniform.

When directed by school, and when the weather is hot, a summer uniform may be announced.

Property and Lockers

You are expected to be responsible for your own property and keep it safe in your locker, which must be locked with a padlock. It is the pupils' responsibility to ensure lockers are left emptied and unlocked at the end of each term for cleaning. If any lockers are left padlocked shut, the padlock will be cut off and will need to be replaced by parents.

You are expected to respect other people's property and show respect for our school buildings and the people that clean them.

Theft is treated very seriously and could result in suspension or exclusion and reported to the police. You should ensure all property including watches, pens, Chromebooks 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

Chromebooks are issued to pupils and they should be clearly named. Chromebooks should be charged at home overnight ready for learning the next day as we do not have chargers to lead out.. 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 during the school day. Once at school, use of mobile phones is prohibited and if mobiles are seen by a teacher they will be confiscated. They must be handed into your Form Tutor and will be kept in the Staff Room for safekeeping and collection at the end of the school day. If you are found to have your mobile phone in your possession or access it at all during the school day it will be confiscated and returned at the end of the day. 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. Nuts are not permitted in school.

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.

Key Values

Boys are expected to adhere to and strive to display the school's Key Values which are:

- Responsibility for ourselves
- Respect for others
- Loyalty to our school
- Integrity above all

Behaviour that demonstrates these key values will be acknowledged and rewarded termly. Behaviour that does not reflect our Key Values will be taken seriously and addressed according to our Behaviour and Discipline Policy.

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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:



June 2026



Clares Court is part of the LTC Education Group

RESPONSIBILITY ♦ RESPECT ♦ LOYALTY ♦ INTEGRITY