

SCHOOL RULES

a) MAIN RULES OF THE COLLEGE

*** Every pupil is expected to be polite, courteous and helpful at all times.

*** Every pupil is expected to respect the character, reputation and property of all those with whom she comes into contact.

*** Every pupil is expected to do her best to maintain the high standards of work and behaviour associated with the College.

Pupils should be in the school by 8.40a.m. and go straight to the classroom for registration. Nobody may leave the College premises before 4.00p.m. without permission from the Headmistress, other than at lunchtime with a town pass if Year 7 to 11.

b) ABSENCE

Term dates must be strictly adhered to. Permission will be given for premature withdrawal or late return only in exceptional circumstances. The Boarding House will open one day before the commencement of the term and close on the evening of the end of each half term or term to enable term dates to be met. The leaflet *Duties of a Guardian*, describes a guardian's responsibilities in this matter.

Girls may never absent themselves from lessons. In the case of Physical Education, a girl may be excused on medical grounds if a letter is sent from home or, on a regular basis, on production of a doctor's certificate.

If a girl is absent from school a written explanation should always be sent to the Form Tutor on her return.

As far as possible, dental and hospital appointments should be made out of school hours. If an appointment has to be made during the day, a letter should be sent to inform the Form Tutor in advance.

c) MONEY

- Only small sums of money should be brought to school and should not be left in desks, cloakrooms, bags etc. If a large sum of money has to be brought to College, the Form Tutor or the Bursary should be asked to look after it. Money for outings should be given to the staff member concerned before Period 1.
- Although responsibility cannot be accepted for loss of money or other valuable articles, any such loss should be reported to the Form Tutor immediately.
- No valuable watches, pens etc. should be brought to school. Mobile phones should not be brought into school except when needed.

- Pupils in Years 7 – 10 must keep their mobiles turned off and locked in lockers during the day. Year 11 may use their mobile phones in their form rooms at lunchtimes only. Sixth Formers may use their phones in the Sixth Form common room only. Mobile phones may be taken and used in lessons at the teacher's request. **NO MOBILE PHONES OR SMART WATCHES MAY BE TAKEN INTO EXAMINATIONS.** Phones not handed in, or not secured in lockers, will be confiscated and will not be returned until the end of the day.

d) LUNCH

Day girls may have a school hot lunch or bring a packed lunch. **Packed lunches must be eaten in the Dining Room.** Permission is given in fine weather for eating in the grounds. Girls may not dine in cafes in town, nor may they leave the school premises during the lunch hour without written permission of the Headmistress or Deputy Headmistress, unless with a valid town pass, if in Years 7-11.

Food should not be eaten in the street.

e) HOMEWORK

Homework is very important and should be carefully and conscientiously completed. In the Lower School about half an hour should be given to each subject set. The homework timetable is published at the beginning of the academic year. If a pupil is unable to do her homework, a note signed by a parent should be brought to the subject teacher.

A School Planner supplied at the beginning of the school year should state the nature of the homework to be done each evening. Parents are asked to initial that the work has been carried out.

f) TEXT BOOKS

Proper care should be taken of text books and library books, which are the property of the school. No writing may be done on the books themselves, any book lost or damaged will be charged for.

Library books must be returned by the due date and before the end of each term.

g) UNIFORM

Uniform, as set out in the official uniform list, must always be worn. Any girl appearing in school incorrectly dressed may, after warning, be sent home. No jewellery (except a wrist watch, a discreet cross and chain and one pair of plain studs in the ear lobes), make-up or coloured nail varnish may not be worn in school.

Long hair must be tied back at all times and of a natural colour.

All belongings should be clearly marked with a label which is securely fixed to the particular item. No responsibility can be taken for items lost on the school premises. ANYTHING OF VALUE MUST BE HANDED IN TO THE OFFICE FOR SAFEKEEPING.

No girl in uniform should be seen eating in the street.

No girl may smoke on the school premises or in school uniform.

h) TOWN PASSES

As a general rule, pupils are not expected to leave College premises at lunchtime. However, it is accepted that there will be rare occasions when this is necessary. For safety reasons, a pupil must abide by the following procedures:

- A letter from parents/Housemistress is required and should be handed to Reception by 10.45a.m. No requests will be dealt with after this time.
- If the Receptionist does not feel that this is genuine she may contact the Form Tutor, Head of Year or a senior member of staff.
- Pupils must report to Reception before signing out.
- No girl in Years 7-10 may go out alone.
- All pupils should wear correct uniform, including a school blazer. Failure to do so can and will result in a refusal to sign out.
- On return, pupils must sign in to Reception.
- School activities have priority over visits to town.

Lunchtime

- Pupils with permission may go to town only between 12.25pm and 13.15pm. They must sign out and in at reception.
- Pupils in Years 7-11 may go to town only in exceptional circumstances

After school

- Pupils who stay for Early Prep., Boarders and others who are staying for specific purpose, may go to town, if they sign out and in with Reception, from 4.00pm – 4.45pm.

Sixth Formers are allowed to leave the premises at lunchtime (12.25pm - 1.25pm). They must sign out and in. They are permitted to leave school during the day only with permission from the Sixth Form Co-ordinator or another senior member of staff.