



St. Francis' College

SCHOOL RULES

1) 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.

2) ABSENCE

Term dates must be strictly adhered to. Permission will be given for early departure 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. Our Boarding Guardianship Policy describes a guardian's responsibilities in this matter.

Pupils may never absent themselves from lessons. In the case of Physical Education, a pupil 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 pupil is absent from school an explanation should always be sent to Reception via email or phone before 9am on the day in question.

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.

3) VALUABLES

Only small sums of money should be brought to school and should not be left in bags or blazer pockets.

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 break and lunchtimes only. Sixth Formers may keep their mobile phones switched off, in their lockers in the Common Rooms. **No mobile phones may be taken into lessons or examinations**, unless with the express permission of the teacher for learning purposes only. Phones not handed in, or not secured in lockers, will be confiscated and will not be returned until the end of the day.

Although responsibility cannot be accepted for loss of money or other valuable articles, any such loss should be reported to the Form Tutor immediately. Pupils are advised not to bring into College an items of high monetary value.

4) LUNCH

School lunches are compulsory. On the rare occasion that packed lunches are allowed, **they must be eaten in the Dining Room**. Permission is given in fine weather for eating in the grounds. Pupils 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.

5) HOMEWORK

Homework is very important and should be carefully and conscientiously completed. Each homework task should take 20 - 30 minutes in Years 7 to 9, and 30 - 40 minutes in Years 10 and 11. Pupils in Years 12 and 13 should expect between 2.5 and 4 hours of independent work per A Level subject per week. 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.

6) 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.

7) UNIFORM

Uniform, as set out in the official uniform list, must always be worn. Any pupil 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 during all Food Studies, P.E. and Science lessons.

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.

Sixth Form Dress Code

In the Sixth Form at St Francis' College, you are not required to wear school uniform. Nonetheless, we have high expectations of all students as ambassadors for the College. You are role models to our younger students and as such we expect your smart business wear to be of the highest possible standard, reflecting your attitude towards your study.

To help guide you, the following code is in place:

- You may choose to wear smart trousers, a skirt or a dress, which should be of a dark colour. You must also wear a jacket at all times.
- Trousers should be tailored and not tight-fitting. Leggings, jeggings, shorts, and denim are not permitted.
- Short skirts are not permitted. It is your responsibility to ensure they do not 'ride up' as you move around the college. As a guide, if you stand with your hands down by your side, your skirt must be longer than this.
- You may choose the colour of your blouse or top but you must remain modest at all times; sleeveless tops or those with spaghetti straps are not permitted, and bra straps and midriffs should not be visible.
- Sweatshirts, hoodies, and any jumper or t-shirt with a logo are not appropriate.
- You may wear make-up and jewellery, but it should be kept subtle.
- Ear piercings are permitted but should be subtle. All other facial and body piercings are not deemed appropriate; Tattoos are not permitted.
- Hair styles should be similarly tidy and subtle, and hair must be of a natural colour.
- Shoes should be smart, polishable, and of a dark colour. Trainers (Nike, Adidas, Reebok etc.), Vans, and Converse are not permitted.
- For PE and Games lessons, you may wear non-College regulation sportswear, but it should be clearly recognisable as sportswear, and not beachwear.

We hope this clarifies the expectations of the College, but the Head of Sixth Form will be happy to answer any queries. If any member of staff deems an item of clothing as inappropriate and not in keeping with this code, you should not wear it to College again.

Should you fail to support this dress code, the following consequences may occur.

- 1st incident: you will receive a formal warning
- 2nd incident: a letter will be sent to your parents or Head of Boarding
- 3rd incident: you will be internally excluded for the day, and you will be expected to make up any missed work in your own time.

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