

## **General Rules and Guidance for Pupils**

The College aims to encourage pupils to exercise self-discipline. Pupils are expected to respect their companions and teachers and to do everything in their power to maintain the good reputation of the College. The staff greatly value the support and co-operation of parents in helping pupils to maintain a high level of conduct at all times.

### **Absence Notes**

Pupils must attend school regularly. In the event of unavoidable absence, the pupil concerned must, on the first day of her return, bring a letter of explanation from her parent or guardian to the Form Teacher, giving the dates of her absence and the reasons for it.

### **Assembly**

Attendance at Assembly is compulsory on the allocated days. All pupils must be in Assembly by 8.50 am.

### **Attendance and Punctuality**

Pupils are expected to attend school regularly. In the case of an extended illness (more than 3 consecutive days) parents should ring the school office. In our experience, pupils who perform best have an attendance rate of 95% or more. We refer to the Education Welfare Officer any pupil with an attendance rate of 85% or below.

All pupils must attend Form Registration at 8.40 am and must attend Assembly at 8.50 am. Any pupil who is unavoidably late must go directly to Assembly and must sign the late book immediately after Assembly. Punctuality for class is also a key requirement. Pupils must remain on the school premises until the end of the day. When school finishes earlier, e.g. at 1.30 pm., all pupils are expected to remain until that time. Please refer to the College's Pupils' Attendance Policy available from the school office or on the school's web site.

### **Bounds, Traffic, Health and Safety**

No pupils may enter or use the gymnasium without permission. No girl may enter a science laboratory or technology room unless a teacher is present. Separate sets of instructions are issued for these areas. Access to the top floor of the main Cranmore building, the first and second floors of the Armstrong Building on the Richmond Campus, the Maxwell Centre on the Richmond Campus and the Modern Language classroom block is restricted at specific times and pupils must carefully observe these restrictions.

No pupils are permitted to use the Thornhill Gardens entrance at any time.

Sixth Formers, other than Sixth Form boarders, do not have permission to park cars in the College grounds. Sixth Form drivers should not use their cars at lunchtime. Pupils who are drivers must drive carefully in the vicinity of the College.

1. Pupils must move quietly in corridors and on stairs and keep to the left. Running in corridors, climbing trees, walls or gates in the College grounds and leaning out of windows are all strictly forbidden. Pedestrians should keep to pavements and walkways within the grounds, except in emergencies. Pupils must use the pedestrian gates at Drumglass entrance. Short cuts through the Preparatory Departments playground are prohibited at 8.30-8.45 am., 10.30-11.00 am. and 1.00-1.30 pm.

When waiting for public transport, pupils must stand on the footpath away from the kerb. Pupils must use pedestrian crossings at all times.

2. Notices about safety devices such as fire doors and emergency exits are displayed throughout the College buildings. All pupils should be aware of them and must obey the instructions given. School bags and personal belongings must not be left close to a fire door or exit.

3. The use of any school equipment should be undertaken only under the supervision of an appropriate member of staff.
4. It is strictly forbidden to tamper with any fire-fighting, first aid or electrical equipment.
5. Pupils should be aware of the dangers in lifting heavy objects and should lift them only by the proper method and only under supervision.
6. First Aid boxes, which contain basic equipment, are located in various parts of the College including the offices. Information about their whereabouts may be found on the noticeboards. At each box is an instruction leaflet on First Aid. Pupils must first contact a member of staff immediately if an accident occurs. Only authorised staff may use the First Aid boxes.
7. No medication should under any circumstances be offered by one pupil to another.
8. Correction fluid is not allowed in school.
9. Chewing gum and nuts are forbidden in school.
10. Pupils should be considerate in their use of aerosol sprays as these can trigger an allergic reaction in some pupils. They must not be used in any area of the school other than PE changing rooms and the swimming pool.

### **Bullying (including sectarianism and racism)**

Bullying may be defined as the carrying out of any action, verbal or physical, which results in the humiliation, pain or the lowering of the sense of self-worth of an individual. The College is an 'open' school, which means that there are always adults available to listen and to counsel. It is not only the responsibility of the victim to report what is going on. It should be every girl's responsibility, in that classmates must feel able to discuss the matter with a responsible adult – normally the Form Teacher or Head of Section – if a pupil is being targeted by a bully or bullies.

### **Buses and Trains**

Pupils using public transport to and from school are expected to conduct themselves correctly and behave courteously at all times. Misbehaviour of any kind will be met with strict disciplinary action.

### **Detention**

For fuller details refer to the Positive Behaviour Policy.

Mature pupils realise that they are responsible for their actions in school and for their consequences. Actions which breach school regulations or disrupt good behaviour in the classroom may result in pupils being given a detention. Detention letters will be sent to parents before the set detention. Saturday detention and the loss of a half-day are also measures which may be taken in the cases of serious and/or persistent breaches of discipline.

### **Emergency medical or dental appointments**

A letter of explanation should be brought to the relevant Head of Year with the appointment card where possible. Requests are processed only on Wednesdays and Fridays between 8.45 and 9.05 am. Pupils must adhere to this regulation. Pupils will be issued with a 'green slip', which must be signed in advance, by the subject teachers whose classes they will miss. This slip should be left in the office when signing out.

### **Food and drink**

Food and drink should be consumed only in allocated areas at break and lunchtime. All hot foods and drinks e.g. soup bought in the canteen, must be eaten in the canteen. Pupils are reminded that any food containing nuts is forbidden.

### **Homework**

All pupils should expect to do some written work and some learning homework each evening. Pupils are required to maintain their student planners. Homework must be handed in promptly. Failure to do homework will result in an order mark as outlined in the school's Positive Behaviour Policy. The College has guidelines for homework which is an appendix to the Teaching and Learning Policy which is available for consultation in the School Office.

### **Illness**

If a pupil feels ill during the school day, her subject teacher or a member of the teaching staff will arrange for her to be sent to the relevant office, where arrangements may be made to send the pupil home. In the event of any absence it is the pupil's responsibility to copy up all work that has been missed.

### **Lateness**

Lateness without a valid excuse will be dealt with under the school's discipline policy. A note explaining lateness is required on the day after the pupil has arrived in school late.

### **Lost Property**

All items brought into school must be clearly named. No valuable items should be left unattended at any time. Regular notices regarding lost property are included in Form Announcements and at Assemblies. Instruction to reclaim lost property:

- PE uniform and/or equipment – from the PE Department
- Years 8 & 9 – from the Richmond Office
- Years 10-14 – from Sixth Form Prefects

Named items will be returned to the owner as soon as possible. Any items which remain unclaimed after six months will be disposed of accordingly.

### **Mobile Phones**

If mobile phones are brought into school they must be switched off and not on silent mode, between 8.40 am and 3.10 pm. If this rule is broken, the phone will be confiscated and parents will be contacted to collect the phone at the end of the next working day (the time between the phone confiscation and collection must be a minimum of 24 hours) from either the Cranmore or Richmond Offices. If the phone is confiscated on a Friday then it cannot be collected until Monday. Pupils are not permitted to take photographs in school without prior permission from a member of staff.

### **Notification of unavoidable prolonged absence**

The appropriate School Office should be informed immediately if prolonged absence becomes necessary and a letter must be sent to the relevant Head of Year.

### **Other requests for leave of absence**

A letter giving the reasons for the request should be submitted to the Headmistress. Permission to miss classes should not be sought except in special circumstances. Any such request should be made as far as possible in advance of the proposed absence.

## **Principles of conduct**

Pupils should:

- be truthful, courteous and considerate
- work to the best of their ability and submit all work on time
- contribute fully to the community life of the College
- help to keep the College safe and welcoming
- care for their own property and respect that of others
- be punctual and reliable
- wear correct uniform
- behave honourably both inside and outside the College

The rules exist for the benefit of all. They should be carefully studied, clearly understood and scrupulously obeyed. A document giving details of the discipline procedures is available in the School Office.

## **Procedures in the Cranmore Dining Hall**

- Pupils using the dining hall at break-time are expected to clear and clean the table and push chairs back under the table.
- At lunch-time, all pupils must report to the dining hall at 1.30 pm and remain there until 1.50 pm.
- Pupils taking packed lunch should sit in the left-wing of the dining hall.
- Pupils should remain seated at their specified table until 1.50 pm.
- The tables must be properly cleared, cleaned and checked by a canteen supervisor. Every Friday and on days when an event is taking place in school each pupil is expected to stack her chair neatly before leaving the dining hall.
- All school bags, PE kits and other belongings **must** be left in Form rooms before coming into the dining hall.
- Any food/drinks purchased must be eaten in the dining hall.
- All litter to be placed in waste bins.
- No sitting on tables or window ledges.
- Use of mobile phones is strictly forbidden. Anyone seen using a phone will be reported to a member of Senior staff.
- Any pupil failing to observe these regulations may be awarded an order mark or detention depending on the seriousness of the offence.

## **Procedures in the Richmond Dining Hall**

- Pupils should proceed as quickly as possible to the dining hall at the end of period four.
- Bags should be left in the locker area or in form rooms – no bags are allowed in the dining hall.
- Pupils having packed lunches should enter by the door closest to the Richmond car park and take their seats.
- Pupils having school dinners should enter by the door furthest from the Richmond car park and should queue in single file for serving.
- Pupils must ensure that they have sufficient funds in their account before joining the queue.
- The supervisors and teacher on duty will direct pupils to their table once they have collected their meal.
- All plates, bowls and cutlery should be returned to the hatch after lunch and tables must be left clean before leaving the dining hall.
- No pupil may leave the dining hall before the bell at 1.50 pm and all pupils must remain seated until the bell sounds.

## **Property**

Girls are responsible for their own property. The College cannot be held responsible for any losses incurred. Money must be kept on the person and on no account left in lockers, desks or coat pockets. Lockers must be kept locked. Valuable items (such as CD/MP3 players, iPods, items of jewellery or large amounts of money) should not be brought into school. If an item of property is missing, pupils must inform their Head of Year or Head of Section immediately. Staff may confiscate items deemed unsuitable for school. Items can be collected at an agreed time. For further details see Confiscation of Pupils' Property, Appendix C of Positive Behaviour Policy.

## **Smoking/Alcohol/Drugs**

The possession or use of the following by pupils -

- Cigarettes/E Cigarettes
- Alcohol
- Drugs

-of any kind at school, or at school-related functions, or when the pupil is in school uniform, is not permitted. Any infringements are regarded as serious and will result in strict disciplinary action as specified in the College's disciplinary procedure.

## **Uniform**

Complete school uniform, including school blazers, must be worn to and from school. Each item of uniform should be clearly marked with the owner's name. A separate uniform list is issued to all pupils with clear guidelines for shoes and hair regulations.

Pupils must not wear nail varnish in school.

Pupils must not wear nose rings.

Pupils must not wear more than one pair of keeper/stud earrings (one in each ear-lobe).

Pupils must not wear piercing retainers.

No other body piercing is permitted.

Pupils may wear extra pullovers but these must not be visible beneath the school blazer.