

SCHOOL RULES

Students are expected to behave with consideration for the welfare of the community at all times. Noisy behaviour inside or outside school should be avoided. Inside school students should, wherever possible, walk on the left-hand side of corridors and stairs. Students should also follow the one way system.

Attendance

Students must attend school regularly and punctually. Personal illness should be the only reason for absence. If absence is necessary for any reason other than illness prior permission must be obtained from the Head. When a girl is absent please telephone the school to state the reason. When students return from absence, a note must be brought to the Form Tutor stating the reason for the absence her absence. E-mails and telephone calls to the school office will also be acceptable

Hours of attendance

The Breakfast Bar opens at 7.45 am. The school building is open for students from 8.15am. Registration is at 8.30 a.m. Girls are late if they are not in their form rooms by 8.30 a.m.

Girls who arrive after 8.45 a.m. should report to the school office to sign in.

School Uniform

Years 7 - 11 must wear school uniform (see Uniform Policy) and obey the uniform policy. Any jewellery contravening the school uniform rules will be confiscated and kept in the school office for two weeks or until a responsible adult (i.e. a relative of the student concerned) collects it. Other items of non-uniform such as jumpers, coats, hoodies or hats will be confiscated until the end of the day.

Money and Valuables

Girls are advised not to bring large amounts of money or valuables into school as the school cannot be responsible for any losses which may result. On the rare occasion where this is necessary, she can deposit the item with the office for safe keeping.

Lunch time

Lunch time is from 1.05 p.m. – 1.50 p.m. Girls may stay to school lunch or bring a packed lunch. Years 7 - 8 must go to the Small Hall for their packed lunch or eat lunch on benches outside in fine weather.

Years 9 - 11 may eat their lunch in their form rooms, **provided the room is left clean and tidy**. Any hot food must be eaten in the restaurant.

Girls may not leave the school premises during the lunch hour unless they live near the school and are going home to lunch. Lunch-time passes are issued to girls who go home to lunch. These are obtainable on application from the Headteacher who reserves the right either to refuse permission or to rescind permission at a later date. Girls in Years 7 - 8 should be outside in the playground unless it is very cold or wet. Years 9 - 11 may remain in their form rooms.

Mobile Telephones

The use of mobile telephones is not allowed in school. If a mobile telephone is seen or heard it will be confiscated until a parent or carer collects it.

Illegal Substances

Girls may not bring any illegal substance, alcohol, cigarettes, matches and/or lighters into school. Failure to observe this rule will result in serious punishment up to and including exclusion, and may involve the police.

Out of Bounds

Girls may not go to the staff car park at any time or into practical rooms without a teacher; this includes all Laboratories, Art rooms, Pottery, Food Technology rooms, Music and Textile rooms, Theatre, Small Hall and ICT rooms.

Fire drills

Orderly conduct is expected during all fire drills.

Cycling to School

All students cycling to school must wear a helmet and it is recommended that they have taken the Cycling Proficiency Test. Bicycles may be stored securely in the storage area.

Revised: July 2008

CATOR PARK SCHOOL

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