

LIVERPOOL BLUE COAT SCHOOL **SCHOOL RULES : NOTES FOR PARENTS**

These notes should be read in conjunction with the document: "School Rules: Students" and we advise as parents/carers to spend time going through the School Rules carefully with your son or daughter prior to their joining the School community to ensure that they are clearly understood.

Attendance

- 1) If your son or daughter is unwell, please send to the Form Tutor a dated note signed by yourself, stating the cause of absence, on the first day of their return to School. This may be sent in with the student. The courtesy of a telephone call on first day of absence would be helpful but a note will still be required. If we remain unaware of the cause of absence after three days, a phone call home will be made, or a formal letter will be sent, requesting to know the cause of absence.
- 2) Please do not arrange holidays during school term time because it is highly disruptive to your son or daughter's education. If this is unavoidable, authorisation must be sought in advance from the Headteacher, Mrs D A Silcock. No other member of staff can authorise holiday absence.
- 3) Messages can usually be left out of normal School hours, simply by ringing the school number (733 1407) after 8.15am or before 4.50pm, or by sending a fax (734 0982).
- 4) Please try to ensure that your child arrives by 8.40 a.m. Please note that the School is not open until 8.00 a.m. There is a breakfast service available in the Dining Hall from 8.00am.
- 5) Occasionally there is a 3pm closure. These early closures are usually indicated on the termly calendar issued to parents at the start of every term.

Appearance

- 6) Please assist the school by ensuring that your child leaves for school and arrives home in compliance with correct school uniform. Any temporary problem with uniform must be communicated immediately to the Form Tutor.
- 7) Trainers are only allowed for P.E./Games and for playing on the playground. Under no circumstances should they be worn to or from school or within the Dining Room.
- 8) Please ensure that all items of clothing are clearly marked with the student's name.
- 9) Students who come to school incorrectly dressed will be challenged and as a last resort, may be sent home.

Preparations for the school day

- 10) Please avoid sending your child to school with large sums of money or non-essential items the loss of which would cause you concern (e.g. iPods, expensive electronic games).
- 11) Please note that when it is essential to send your child to school with a valuable item (especially a bicycle) this item must be covered by your home insurance.
- 12) Please ensure that if your child does come into school with a mobile phone, it is switched off during the school day. Parents will have to come in to collect confiscated phones. Mobile phones that have the capability to take photographs are not recommended in school at any time, and we ask that you discuss the issues around taking photographs or video clips in school which could cause upset or offence.

13) The School Planner

Your son/daughter will be issued with a school planner on the first day of school.

The planner should be used to:-

- i Record homework
- ii Communicate information/concerns to your child's Form Tutor, and vice versa.

The planner should be signed by both Parent/Form Tutor on a regular basis.

Work

- 14) Please work to provide your child with a suitably quiet area to do his or her homework. It is usually a good idea to set aside a specific time every day for homework.
- 15) If the amount of homework your child is doing appears consistently minimal, excessive, or at odds with what is indicated on the Homework Timetable, please telephone the Year Group Manager to check whether there is a problem.
- 16) If a School text book, on loan to the student, is lost, the student will be liable for the cost of a replacement copy. This also applies to School Planners.
- 17) P.E. is a compulsory part of the curriculum. Students should have the appropriate kit at every lesson. Only a dated parental letter presented on the day will be accepted as an excuse for non-participation.
- 18) Every year there will be one formal report issued, one Parents' Evening, two interim assessments and, in the case of Years 8, 11 and 12, a meeting to discuss the next stage of your child's education.
- 19) Students entered or due to be entered for public examinations will be liable to repay the entry fee if they fail to attend an examination for no good reason or if the standard of their work or absence of coursework does not, in the view of the Headteacher, justify spending public money on their entry. Please note also that the re-sitting of modular examinations is also at parental expense.

The School environment

- 20) The School is very distinctive with its Clock Tower, Chapel and Grade II listed buildings. We want to maintain its distinctive character and make sure that it is a first class learning environment. In order for that to happen, we need to maintain high standards of behaviour about litter and chewing gum.
- 21) Please ensure that your child understands that chewing gum is NEVER permitted in School.

Safety and behaviour

- 22) We feel that the safety and behaviour Sections of the Student's School Rules is self explanatory and reasonable. The safety and safeguarding of students is our top priority. Always contact the school if, in conversation with your child, you ever have any concerns.
- 23) Detentions range from 10 minutes to 1 hour as explained in the Students' rules.
- 24) Your son/daughter may be detained for a maximum of ten minutes without prior notice.
- 25) If the detention is for any longer, then 24 hours notice will be given in writing.
- 26) Trading and Gambling are not allowed.

Additional Matters for parents/carers to note

- 27) Please note that a voluntary parental contribution of £20 per student per year, payable in up to two instalments, is requested. The first instalment is due on the first day of each school year, the second on the first day after the Spring Term Half Term in February. This money is used to underwrite a wide variety of activities and to contribute towards the upkeep of the minibuses.
- 28) There are **two** options for lunchtime. The student can (i) have a School lunch (ii) have a packed lunch in school in the Dining Hall.

Students may not leave School to purchase take-away food, except the Sixth Form, who may purchase food but must not consume it off the school premises. They may only consume it in their Common Room.

If you have any concerns, please do not hesitate to get in touch with the school, normally via the appropriate Year Group Manager or Form Tutor.

From time to time, we will send a circular letter home with a reply slip for you to acknowledge receipt. Please ensure that the acknowledgement is signed and returned promptly.