

LIVERPOOL BLUE COAT SCHOOL

SCHOOL RULES: NOTES FOR STUDENTS

We expect you to respect the basic principles of hard work, courtesy and common sense that make our School community such a pleasant place in which to study and learn.

The following rules are in place to enable us to equip you with the skills and understanding that you need in the future. They have been broken into 7 key areas, as you can see.

Your Attendance

1. Full time attendance and attendance at all timetabled lessons is required, and you should only be absent when you are unwell. If this is the case it is important that your parent or carer calls the School Office to let us know.
The telephone number of the School is (0151) 733 1407. In any event you will need to bring in a written explanation on your first day of return. This helps us because we have to keep an accurate record of your attendance by law.
2. You must remain on the school premises for the lunch period. This rule is necessary because if there is a Fire Alarm at any time the School must know precisely who is in the building so that we can know that everyone has been accounted for and checked off.
3. No student is permitted to leave the premises at any time without permission. Pre-arranged appointments must be notified to the school by parents in writing. Any student leaving the premises must sign out at the School Office, and with the exception of the Sixth Form, you will not be allowed to leave school until you are picked up by a Parent/Carer. This is for the same reason as Rule 2.
4. There are different arrangements for Sixth Formers that are contained in the Sixth Form Handbook. Sixth Form students must familiarise themselves with the contents.
5. If selected for a School team, you must attend punctually and if ill or injured, you must ensure that the school is contacted immediately so that staff can try find someone to be your substitute.
6. You must arrive punctually for morning and afternoon registration. If you are late, you should report to The School Office up to 9.30a.m and sign in late. If you arrive after 9.30am you must still sign in but it is then it is classed as an absence and a note from home will be required.
7. If you have an accident or feel ill you must go, in the first instance, to the School Office. No student may go home without permission from the Year Group Manager who will contact one of your parents or carers first.
8. If your Year Group Manager gives permission for you to go home, you must sign out at the School Office.
9. Year 13 Students may leave after afternoon registration if not being taught nor required for anything else.

Your Appearance

The Blue Coat School is a place of work, and we are proud of our distinctive School Uniform. We expect you to wear it smartly at all time because as an adult at work there is an expectation that you will look smart. Since one of our jobs is to prepare you for adult life, we believe in getting you into the habit of looking smart from the very first day you join us.

10. The school uniform, detailed separately, is compulsory. This includes the journey to and from school where judgements are often made about you, your school and on how you look and dress.
11. No jewellery or rings, earrings or studs are to be worn at any time in School. You must not wear nail varnish. When you become a member of the Sixth Form the rules are slightly different, and you will be told about these when you prepare to join the Sixth Form.
12. Hair is to be clean and tidy. Long hair must be tied back for Health and Safety reasons. Hair should be of a natural colour. Unnatural coloured hair or various coloured hair is not allowed. The School managers reserve the right to make individual decisions about the suitability of your appearance for school, and they will advise you if your appearance is not suitable.
13. Boys who need to do so must shave. The only permissible exception to this will be for reasons of religion in consultation with local religious leaders.
14. Your shirt or blouse should be tucked inside of trousers or skirts and not be allowed to be loose outside.
15. If you are in years 7-11 you should not wear make-up during the normal school day. Sixth Form students may wear make-up provided that it is discreet. The school will judge as to what is discreet.

Your Preparations for the School Day

Now that you are entering secondary school it is really important that you prepare well for the day ahead. The following rules show clearly our expectations of you.

16. It is YOUR responsibility to ensure that you come to school equipped with a pen, pencils, ruler, eraser, calculator, compass and protractor, and any other items that you need for the particular day such as PE kit.
17. When you need to bring a valuable item to school (e.g. a calculator or a musical instrument) the item should be covered by your parents' insurance and, ideally, marked with your name.
18. Valuables should be lodged with the teacher in charge during games lessons. All specialists clothing e.g. P.E. kit must be marked with your name.

Your Work

The Blue Coat School does not gain the tremendous reputation for excellent results by accident. If you join us you are expected to use your intelligence and keep up to date with your work. If there are any problems you need to be honest and to see your Form Tutor or relevant teacher.

19. A homework timetable will be given to you in Years 7 - 11 at the beginning of the School year. The full and punctual completion of homework is expected of every Blue Coat School student.
20. It is very important that you take great care of all textbooks and exercise books and planners issued to you. Books should be kept clean and under no circumstances should pages be torn from them.

Your School Environment

The Blue Coat School buildings are really special, but we must all work to keep them safe, clean and tidy for others as much as ourselves. This is in line with the School's historic Latin motto "Non sibi sed omnibus" – not for oneself but for all.

21. You are expected to take the greatest care in order to keep the school clean, tidy and free of litter and chewing gum. The latter is not permitted by any student.
22. Report any damage at the earliest possible opportunity.
23. You may remain inside in winter months during break or in wet lunch break, but you may not be in your own Form Room.
24. Under no circumstances should you ever open another student's locker, bag or desk.
25. Eating and drinking is not permitted in classrooms or corridors under any circumstances. The Dining Hall and courtyard are used for eating and drinking. Breakfasts and lunches are to be consumed in the Dining Hall only. Shirley Hall may be used during wet weather for eating and drinking.
26. You must not bring fizzy drink cans, or aerosols into school

Your Safety

This is our top priority, and to ensure this it is very important that you help us to ensure that the Blue Coat School is a safe school.

27. Running in corridors is not permitted and all students must walk to the right.
28. You must never, for any reason, climb onto the roof of any of the school buildings.
29. You must NEVER be in possession of offensive weapons, drugs or alcohol, or enter licensed premiseswhilst on the way to or from school or whilst identifiable as a Blue Coat student.
30. You must NEVER smoke on the premises, or on the way to and from school, or be with students who are smoking.
31. Your mobile 'phone must be switched off during the school day (**including break & lunchtimes**). Mobile phones will be confiscated if they are used during the school day. Parents or carers will have to come in to collect them from the School Office.
32. If you have a mobile 'phone that can take photos you should never take pictures of members of staff, and only take pictures of friends if they are content for you to do so.
33. Non-essential valuables (e.g. hand held computers, MP3 players, 'designer label' items of clothing, should not be brought to school. They are not insured, and the School cannot be responsible for them.
34. If you cannot find something that is yours you should contact the nearest member of teaching staff, or the School Office as soon as possible. If you find something which appears to have been left, you should take it to the nearest teacher, or the School Office.
35. Sixth Form Students who come to school by car must not park their vehicles on the School premises or close to (That is, within 15 metres of) any of the exits into Church Road.
36. You must not endanger the lives of other members of the community by setting off the fire alarmwithout good reason, **even accidental**.

Your Behaviour

We expect nothing less than excellent behaviour from students in this school. Your conduct and appearance on your way to or from school will be treated exactly in the same way as conduct on school premises. You are our greatest asset, and we expect you to uphold that high expectation. Excellent behaviour helps everyone to learn effectively.

37. Rudeness to any member of staff is simply not acceptable under any circumstances and will not be tolerated or excused.
38. Fighting or any form of violence, bullying (either face to face or cyber-bullying) is completely unacceptable and will result in your being interviewed, asked to explain your behaviour, and if necessary reprimanded. Further action may also have to be taken.
39. Abuse of other students on the grounds of race, culture, sexuality – actual or perceived – or religiousbelief is wholly unacceptable and will result in you being interviewed and asked to explain yourbehaviour. If necessary reprimand or further action may be taken.
40. The playing of cards or any other game for money is strictly prohibited throughout the School.
41. School Prefects have the full authority of a teacher, so when they ask you to do something, you are expected to follow their instructions in the same way that you would if a teacher told you to do something
42. It is extremely rare for any student in this School to have behaved in a way that requires him or her to be excluded from School, but the Headteacher, Mrs Silcock, or, in her absence, a Deputy Headteacher (either Mr Cox or Mr Pennington) may exclude you from attendance at the School. Your exclusion - and the reasons for it - will be notified to your parents immediately.
43. One of the many good things about being a student at the Blue Coat School is that discipline is based on respect, and it is rare for a teacher to have to discipline you. On occasions a teacher will put you into detention after school. A minimum notice of 24 hours will be given verbally and in writing, usually via your School Planner. You are expected to attend that detention unless there is a written explanation for your parent or carer to defer it until the next possible time that is convenient to both your family and your teacher.
44. You, or your class, may be detained for up to 10 minutes at the end of the school day.