THE BLUE COAT SCHOOL

Expectations: Attendance, Appearance, Behaviour, Safety and Property

Attendance	Appearance	Conduct	Safety	Property
Full time attendance and presence at all timetabled lessons is required. If students are late for school, they must report to the School office to sign in late. Arrival after 9.30am will be classed as an absence and a note will be required. Students must be punctual for all parts of the School day. Students must remain on the school premises throughout the School day. Students are not permitted to leave the School premises at any time without permission. Absence must be reported to the School office by parents before 9.30am on the first day of absence. Parents must also provide a note to explain the absence by emailing the School office or using the tear-out slips in student's planners. Pre-arranged appointments must be notified to the School by parents in writing using the Request for Absence form available on the School website. The Blue Coat School does not approve planned leave of absence during term time unless it is for educational purposes. For appointments, students in Years 7-11 must be collected by a parent and must sign out at the School office. Students will not be allowed to leave on their own. For illness or accident, students must in the first instance go to the School office. No student can go home without permission from pastoral or senior staff and subject to authorisation, they must be collected by parent/carer.	School Uniform is compulsory for all students. This includes your journey to and from school. All items of uniform and PE kit must be clearly marked with your name. Shirts or blouses should be tucked inside of trousers or skirts. Top buttons must be fastened and ties worn neatly. Skirts must be no shorter than knee length. Jewellery, including any type of earrings are not permitted. Make-up is not permitted. Hair must be of natural colour, clean, neat and tidy. Long hair must be tied back. Boys who need to, are expected to shave, other than for reasons of faith or religion after agreement with parents. The School reserves the right to make individual decisions about the suitability of a student's appearance whilst in School and you would be advised if your appearance is not suitable.	Students are expected to refrain from fighting, aggression, or any form of violence. They are not acceptable and will not be tolerated or excused. Students are expected to be polite, kind and supportive of others. Rudeness to any member of the School community is not acceptable and will not be tolerated or excused. Students are expected to respect others' privacy. Students must never open another student's locker or bag. Gambling of any kind is not permitted. Students are expected to follow reasonable instructions given by school staff or prefects. Students are expected to keep the school clean, tidy and free of litter and chewing gum. Students are expected to have positive attitudes to learning and classroom work and submit homework on time. Students are expected to take great care of all books and planners. They should be kept clean and free from any form of graffiti.	Students are expected to keep themselves and others safe. They should never be in possession of offensive weapons, smoking materials, drugs or alcohol. Students must not enter licensed premises whilst on the way to or from school or whilst identifiable as a Blue Coat student. Students must not activate the fire alarm without good and clear reason. Students are expected to be vigilant for safety. Students are expected to contribute to an orderly, calm and safe school environment. Students must not run on corridors. Students are expected to keep themselves and others safe when using ICT equipment.	Expensive items (e.g. mobile phones, musical instruments or bicycles) should be covered by parents' insurance and clearly marked with the student's name. Bicycles must be stored in the bike racks provided by the School. Valuables should be handed to PE teachers before PE lessons. Non-essential valuables should not be brought to school. The School cannot be responsible for them. Loss of personal valuables should be reported to the School office as soon as possible. All mobile phones must be switched off during the School day, including during break and lunchtime. Mobile phones will be confiscated if they are used during the School day and students will need to collect them from reception at the end of the day.