



# Expectations: attendance, appearance, behaviour, safety and property

Attendance	Appearance	Conduct	Safety	Property
<p>Full time attendance and presence at all registration periods and timetabled lessons is required.</p> <p>Students must be punctual for all parts of the School day. If students are late for school, they must report to the School office to sign in late. A lunchtime detention will be issued. Arrival after 9.15am will be classed as an absence and a note will be required.</p> <p>Sixth Form students are permitted to leave the School premises once a day from 12:30pm onwards, provided this is during lunchtime or a free period. All students leaving the School premises MUST sign out.</p> <p>Absence must be reported to the school office by parents before 9.30am on the first day of absence. Parents must also explain the absence by phoning or emailing the School office or using the tear-out slips in the student planner.</p> <p>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 School requests that all appointments are arranged outside of the school day, where possible and that evidence is provided. Students in years 7-11 must be collected by a parent from the school office.</p> <p>For illness or accident, students must in the first instance go to the school office. No student can go home without permission from a Key Stage Leader or senior staff. Subject to authorisation by parents, they may then leave school.</p>	<p>School uniform is compulsory for all students. This includes your journey to and from school.</p> <p>All items of uniform and PE kit must be clearly marked with your name.</p> <p>Shirts or blouses should be tucked inside trousers or skirts. Top buttons must be fastened and ties worn neatly.</p> <p>Skirts must be no shorter than knee length.</p> <p>Sixth form students only are permitted to wear a single stud in each ear.</p> <p>Jewellery is not permitted for students in years 7-11.</p> <p>Make-up is not permitted. Nail polish must be a neutral colour.</p> <p>Hair must be of natural colour, clean, neat and tidy. Long hair must be tied back.</p> <p>Boys with facial hair are expected to keep it short and neat.</p> <p>The School reserves the right to make individual decisions about the suitability of a student's appearance and uniform whilst in School and will advise parents if necessary. Sixth form students may be sent home to change.</p>	<p>Students are expected to refrain from rudeness, fighting, aggression, or any form of violence. Students are expected to be polite, kind and supportive of others.</p> <p>Students are expected to respect others' privacy. Students must never open another student's locker or bag.</p> <p>Gambling of any kind is not permitted.</p> <p>Students are expected to follow reasonable instructions given by school staff or prefects.</p> <p>Students are expected to keep the school clean, tidy and free of litter and chewing gum.</p> <p>Students are expected to have positive attitudes to learning and classroom work and submit homework on time.</p> <p>Students are expected to take great care of all books and planners.</p>	<p>Students are expected to keep themselves and others safe. They should never be in possession of offensive weapons, smoking materials, drugs or alcohol.</p> <p>Students must not enter licensed premises whilst identifiable as a Blue Coat student.</p> <p>Students must not activate the fire alarm without good and clear reason. Students are expected to be vigilant for safety.</p> <p>Students are expected to contribute to an orderly, calm and safe school environment. Students must not run on corridors.</p> <p>Students are expected to keep themselves and others safe when using ICT equipment.</p>	<p>Expensive items (e.g. mobile phones, musical instruments or bicycles) should be covered by parents' insurance and clearly marked with the student's name.</p> <p>Bicycles must be stored in the bike racks provided by the School.</p> <p>Valuables should be handed to PE teachers before PE lessons.</p> <p>Non-essential valuables should not be brought to school. The School cannot be responsible for them.</p> <p>Loss of personal valuables should be reported to the school office as soon as possible.</p> <p>All mobile phones must be switched off during the school day, including during break and lunchtime. Mobile phones may be confiscated if they are used without explicit staff permission and supervision during the school day and students will need to collect them from the school office at the end of the day.</p>