

BLOOMFIELD COLLEGIATE SCHOOL

SCHOOL CITIZENSHIP and BEHAVIOUR POLICY

School Citizenship and Behaviour Policy . School Citizenship and Behaviour Policy . School Citizenship and Behaviour Policy . School Citizenship and Behaviour Policy .

Approved by the Board of Governors 20 November 2025
Last Reviewed: June 2024

CONTENTS

	PAGE
<u>SECTION 1: GENERAL INFORMATION</u>	
1.1	4
1.2	4
1.3	4
1.4	5
1.5	5
<u>SECTION 2: CODE OF CONDUCT AND COURTESIES</u>	
2.1	6
2.2	7
2.3	7
<u>SECTION 3: STRATEGIES TO PROMOTE AND ENCOURAGE POSITIVE BEHAVIOUR</u>	
3.1	8
3.2	8
3.3	8
3.4	8
3.5	8
3.6	9
3.7	9
3.8	9
3.9	9
3.10	9
<u>SECTION 4: UNACCEPTABLE BEHAVIOUR</u>	
4.1	10
4.2	10
a.	10
b.	11
c.	12
4.3	13
<u>SECTION 5: FRAMEWORK FOR REFERRAL</u>	

5.1	Subject Teacher	14
5.2	Form Teacher	14
5.3	Heads of Department	14
5.4	Heads of Year	15
5.5	Principal/Senior Leadership Team	15

SECTION 6: APPENDICES

6.1 Bloomfield Collegiate School Code of Conduct for Pupils and School Regulations

Please note, throughout this policy, the term 'parent' is used to refer to the parent or guardian of the pupil.

SECTION 1: GENERAL INFORMATION

1.1 INTRODUCTION

This policy is one of a number which relate to pupil welfare, including the Safeguarding and Child Protection Policy and the Positive Relationships and Anti-Bullying Policy. The Policy draws upon advice published by relevant bodies and sources.

In this document the term 'parents' should be interpreted to mean 'those with parental responsibility' as defined under the Children (Northern Ireland) Order 1995 (DE Circular 1999/17).

1.2 RATIONALE

This Policy promotes a positive approach to the pursuit of excellence in a caring community within Bloomfield Collegiate School and outlines a framework within which our core values may flourish. -

The contents of this document relate to all pupils and apply when in uniform (including travelling to and from school), during the school day and when participating in school-related educational activities.

Guidelines relating to the following are set out in separate policies:

- School Rules
- Anti-Bullying Policy
- Child Protection Policy
- Complaints Policy
- Drugs Education Policy
- Pastoral Care Policy
- Educational Visits Policies
- Relationships and Sexuality Policy

1.3 RELEVANT PERSONNEL

The Principal is responsible for overseeing the general welfare of pupils. Each member of staff has a pastoral responsibility towards children and young people in their charge.

The Senior Leadership Team has responsibility for:

- co-ordinating action by teachers when inappropriate behaviours are suspected;
- reviewing and updating the School Citizenship and Behaviour Policy and making it available to parents as appropriate; and
- reporting to the Board of Governors as required.

Senior and Middle Leaders and subject teachers support this work.

The Learning Support Co-ordinator and members of the Learning Support Team assist pupils with Special Educational Needs.

In addition to the Pupil Welfare Officer, a number of staff members possess first-aid qualifications.

The Pastoral Team comprises of Principal, Vice Principal, Senior Leadership Team, Heads of Year, Learning Support Co-ordinator and Pupil Welfare Officer.

Each Form Class is allocated a Form Teacher. In addition, selected members of Year 14 are appointed to the position of Mentors, two of whom are allocated to each KS3 Form Class. Mentors work closely with the Form Teacher to support junior pupils. The Year 14 Pastoral Team, working under staff supervision, offers peer support and works to raise awareness throughout school. Each of these pupils receives training for the task.

The School Council provides pupils with opportunities to have their voice heard.

Bloomfield Collegiate School operates a counselling service about which parents receive information when their daughter/ward joins the school. If parental permission has been given, pupils may self-refer by filling in a form and placing it in the relevant box at Reception. Once competence has been attained, pupils may self-refer, even in the absence of parental permission.

1.4 DISSEMINATION OF THE POLICY

The School Citizenship and Behaviour Policy is made available through the website. Copies are available from the School Reception.

1.5 AIMS

Bloomfield Collegiate School's aim is *Excellence in a Caring Community*. This Policy aims to promote the positive ethos of the school as an integral part of all school-related activities through positive behaviour management and celebration of success.

At Bloomfield Collegiate School, we are dedicated to the promotion of a caring community in which we can pursue excellence. Our core values include **commitment** to our pupils' growth, **curiosity** that drives lifelong learning, **benevolence** towards one another, **bravery** to embrace challenges, **solidarity** as a unified school community, and the ultimate goal of personal **success**. These principles guide our daily decisions and actions as we work together to provide a nurturing environment where all learners can prepare academically, socially, and emotionally for a diverse and ever-changing world.

This Policy acknowledges that positive behaviour is a shared responsibility. We aim to encourage concern and respect for the welfare of others, and emphasise the importance of good relationships based on these values. We aim to encourage pupils to manage their own behaviour effectively and to respect the rights of others. This includes valuing the school environment and adhering to school procedures. We aim to communicate effectively with parents and to encourage their active support and co-operation.

However, it is recognised that there may be times when unacceptable behaviour occurs. Therefore, this Policy seeks to clarify what constitutes a breach of the accepted standards, the route of referral and sanctions which may be applied.

SECTION 2: CODE OF CONDUCT AND COURTESIES

2.1 PUPIL CODE OF CONDUCT

The Code of Conduct sets out the positive attitudes and behaviour which are expected from all pupils at Bloomfield Collegiate School. Pupils have a right to:

- be valued as members of the school community;
- access support to deal with academic or pastoral issues;
- be treated fairly, consistently and with respect;
- play an active role in the school community within a clearly defined and fairly administered Code of Conduct; and
- have access to a broad and balanced curriculum and, where necessary, have additional educational needs addressed.

Pupils are expected to:

- accept ownership for their own behaviour and learning;
- treat all members of staff, teaching and non-teaching, and fellow students with courtesy and respect at all times;
- acknowledge the right of everyone to learn in a caring, safe and supportive environment;
- be supportive and helpful towards pupils and staff;
- be honest and fair in dealing with others;
- use their Homework Diary appropriately, bring the correct books and equipment to class, and demonstrate a positive attitude to school work by completing homework and coursework assignments on time;
- follow all School Rules and Guidelines;
- wear the uniform with pride and according to the Uniform Policy;
- behave in a manner which reflects the aims of Bloomfield Collegiate School and does not bring its reputation into disrepute. This relates to all pupils and applies when in uniform (including travelling to and from school), during the school day and when participating in any school-related educational activity;
- show respect for school property and the property of others;

2.2 PARENTS

Parents have an important role to play in supporting the promotion of good behaviour within Bloomfield Collegiate School. Consequently, home/school contact is considered to be very important and the school will strive to provide a welcoming environment for parents and to provide regular, constructive and positive feedback to parents as appropriate. Bloomfield

Collegiate School reasonably expects that parents will give their full support in dealing with their daughter's behaviour. Parents are expected to:

- ensure that their child attends school regularly, arriving in good time with homework completed and suitably equipped for the lessons in the day ahead;
- be aware of School Rules and procedures, and seek to ensure that their child abides by them;
- show interest in their child's classwork and homework and, where possible, to provide suitable facilities for studying at home;
- act as positive role models for their child in the relationship with the school;
- attend planned meetings with teachers, in particular where concern has been expressed about their child and, where possible, support school functions; and
- provide school with all necessary background information about their child, including telling school promptly about any concerns they have about the school, or any significant change in their child's medical needs or home circumstances.

2.3 STAFF

Members of staff (teaching and non-teaching) have a right to:

- be valued as members of the school community; and
- be treated fairly, consistently and with courtesy and respect at all times.

Members of staff are expected to:

- familiarise themselves with the contents of this Policy and to endeavour to implement it in a consistent and fair manner;
- keep securely a brief, factual and non-judgemental written record of any incidents of misconduct which they witness or which are reported to them, log it in the Behaviour Management module of the SIMs system, and either address the issue if within their role to do so, or pass it to the relevant person in the referral chain as soon as possible;
- establish and sustain effective relationships with pupils, promote positive behaviour, and follow the existent procedures for communicating with parents; and
- follow the Staff Code of Conduct.

SECTION 3: STRATEGIES TO PROMOTE AND ENCOURAGE POSITIVE BEHAVIOUR

3.1 THE PASTORAL CARE SYSTEM

The Pastoral Care Team, together with the whole staff, strives to ensure that pupils are given appropriate support and care throughout their school career.

Peer Mentors assist staff by giving valuable support to younger pupils (details are given in the Pastoral Care Policy). Members of the Year 14 Pastoral Team work to support the positive ethos of Bloomfield Collegiate School and a number of senior pupils are selected to act as Academic Mentors. Each of these pupils receives training for the task.

3.2 THE HOUSE SYSTEM

The House System offers a wide range of opportunities for pupils of all ages to contribute to school life and to experience a sense of community.

The four Houses have an important role to play in helping pupils to develop skills for life through participation in House competitions and on-going House events. House points are awarded to those pupils who make a valuable contribution to their Houses.

3.3 EXTRA-CURRICULAR ACTIVITIES

Pupils are encouraged to participate in extra-curricular activities, a wide range of which is on offer. In this way, new interests, skills and friendships flourish which are supported by the enthusiastic involvement of staff and older pupils.

3.4 POSTS OF RESPONSIBILITY

Pupils in Posts of Responsibility make an important contribution to the promotion of positive behaviour, particularly in their capacity as role-models for younger pupils. Amongst others, Posts of Responsibility include:

Head Prefect	Deputy Head Prefects	House Captains
Prefects	Year 14 Pastoral Team	Music Captain
Games Captain	Art Captain	Peer and Academic Mentors
Team Captains	Head of Charities	School Council
Form and Vice Captains	Chair of School Council	Anti-bullying Ambassador

3.5 SCHOOL COUNCIL

The School Council (comprised of representatives from each year group) offers pupils an opportunity to have their voice heard in regard to issues of relevance to them. Meetings are held on a regular basis and views expressed contribute to decision-making.

3.6 LINKS WITH PARENTS

It is the policy of the school to keep parents informed in matters where problem behaviour persists. Parents are encouraged to maintain positive links with school through their daughter's Form Teacher.

3.7 PUPIL SUPPORT

If unacceptable behaviour occurs, sanctions (described more fully later in this document) are applied. It is hoped that the pupil learns and benefits from this. Form Teachers, subject Teachers, Heads of Year and Senior Leaders will endeavour to support such pupils in order to ensure that they enjoy a more positive school experience.

3.8 STAFF SUPPORT

It is important that all staff members are given support in the implementation of the Behaviour Policy by each other, the Senior Leadership Team, and the Principal. In academic matters, the Heads of Department in association with the subject and/or Form Teacher are likely to be involved in the resolution of a problem. In pastoral matters, the Heads of Year in association with the subject and/or Form Teacher will probably work together towards resolution of an issue. The Senior Leadership Team is available to support staff in any circumstance that arises.

3.9 SUPPORT FOR PARENTS

Parents are an integral part of the implementation of the Behaviour Policy, expecting high standards of behaviour from their daughters/wards. If a particular behavioural problem persists, parents will be contacted to arrange an interview to discuss the nature of the problem and strategies to effect change. Good communication between school and parents is essential at this stage to ensure support for the pupil, parents and teachers. If external agencies can provide additional support to pupils, teachers and parents, this may be recommended.

3.10 RECOGNITION OF GOOD BEHAVIOUR

At every stage, the welfare of individual pupils and the wider school population is considered to be paramount. Every effort will be made to support pupils and promote positive behaviour. A non-exhaustive list of rewards in recognition of good behaviour includes:

- Awarding of Achievement points;
- School reports;
- Award of prizes at Speech Day;
- Displays of work;
- School magazine;
- Public commendation at assemblies;
- Publication of achievement on the School's website and in the local press;

- Points towards house competitions;
- Recognition through the Parental Newsletter;
- Recognition via Social Media;
- Termly Celebration Assemblies.

Achievement points are awarded in line with our six core values, with examples including, but not exclusive to:

- Volunteering;
- Excellent academic effort/outcome;
- Displaying kindness;
- Success in competitions;
- Helpful behaviour;
- Overcoming a challenge.

SECTION 4: UNACCEPTABLE BEHAVIOUR

4.1 GENERAL INFORMATION

All staff members have a responsibility to insist that pupils adhere to the Code of Conduct and School Regulations. When a pupil does not do so, the relevant member of staff should log it in the Behaviour Management module of the SIMs system, and deal with the matter in line with his/her department's procedures and School policies. Sanctions should:

- be applied as soon after the offence as possible;
- be fair and consistent;
- be proportionate to the offence;
- be appropriate to meet individual needs; and
- aim to preserve self-esteem.

On occasions, Heads of Year may place pupils on Report. This means that the pupil's behaviour and progress will be closely monitored by each class teacher. Progress will be reviewed by the Head of Year or the relevant member of the Senior Leadership Team.

On occasions, Heads of Year may place pupils in after school Weekly Detention.

4.2 CATEGORIES OF UNACCEPTABLE BEHAVIOUR

a. Minor Incidents (1 behaviour point)

For example:

- being impolite/discourteous/over-familiar;
- causing persistent irritation and/or willful embarrassment to a member of the school community;
- dropping litter;
- disobeying Canteen procedures;
- failure to bring correct books and equipment to class;
- failure to catch up on missed work;
- failure to meet deadlines for coursework/homework;

- failure to return absence notes;
- failure to meet with a staff member when an appointment has been made;
- failure to sign the late book;
- lateness to class without a valid reason;
- uniform infringements (refer Uniform Policy); and
- unauthorised absence from study periods (Year 13 and 14);
- Unauthorized use of mobile phone.

The sanctions for minor incidents include:

- a look or a brief warning;
- a change of seating arrangements;
- a discreet conversation with the pupil at the end of class;
- a reminder of what is expected;
- school diary referrals;
- extra work to complement or reinforce current studies;
- sending of School Uniform Notice by Head of Year to parent;
- lunchtime detention;
- making amends as considered appropriate;
- referral to Head of Department or Head of Year;
- parental contact by Head of Department or Head of Year; and
- withdrawal of privileges, including Email access.

Other offences may arise from time-to-time which have not been specified. Appropriate measures will be taken at the discretion of the Principal, Senior Leadership Team and/or the Pastoral Team.

If cumulative incidents occur, the situation may be escalated to Major and, if unaddressed, to Gross. At each stage, relevant sanctions may be applied.

b. Major Incidents (5 behaviour points)

For example:

- causing distress to another member of the School community;
- bullying (including cyberbullying);
- cheating (see below);
- damage to School property;
- dishonesty;
- disruption of teaching and learning;
- failure to attend Detention (see below);
- forging excuse notes;
- late to Registration without a valid reason (3 times per month);
- leaving a room without permission;
- making false allegations against others/verbal provocation against others;
- making racial, sectarian or homophobic comments;
- misuse of the internet;
- not having a working lock on the designated locker;
- passing offensive messages in any form such as notes, internet, Email;
- persistent failure to meet deadlines for Controlled Assessment, coursework or

homework;

- persistent, unexplained absence;
- refusing to follow teachers' instructions;
- repeated minor offences;
- serious or persistent uniform infringements;
- swearing, rowdy or rude behaviour;
- taking photographs in school without the permission of a member of staff;
- telling lies;
- unauthorised absence from class;
- inappropriate use of mobile phones or other device in class; and
- use of mobile phones or other device within school to transmit photographs or to connect to the Internet without permission.

The sanctions for major incidents include:

- after-school Detention (3 such detentions may result in an interview with parents);
- Daily Report (to be signed by parents);
- interview with parents;
- internal suspension under supervision i.e. removal from class or classes for a specified period (by Senior Leadership Team or Principal only);
- making amends as considered appropriate;
- referral to a Senior Leader;
- referral to the Vice-Principal;
- referral to the Principal;
- referral to the Principal and formal disciplinary procedures i.e. suspension towards expulsion;
- removal of prefectship or position of responsibility (by Vice-Principal or Principal only);
- Saturday Detention (or any time deemed suitable by the School) (by Vice-Principal or Principal only);
- withdrawal from school visits, trips or events (by Vice-Principal or Principal only);
- withdrawal of permission to represent Bloomfield Collegiate School.

Other offences may arise from time-to-time which have not been specified. Appropriate measures will be taken at the discretion of the Principal, Senior Management and/or the Pastoral Team.

If cumulative incidents occur, the situation may be escalated to Gross. At each stage, relevant sanctions may be applied.

c. Gross Incidents

For example:

- bringing the School into disrepute;
- physical assault;
- possession of a weapon;
- possession of a banned substance;
- possession of offensive written, graphic or other materials or items (see below);
- repeated bullying behaviours;

- serious misuse of the internet;
- smoking, or possession of cigarettes, e-cigarettes, matches and/or lighters;
- theft; and
- truancy.

The sanctions for gross incidents include:

- interview with parents;
- internal suspension under supervision i.e. removal from class or classes for a specified period (by Vice-Principal or Principal only);
- making amends as considered appropriate;
- removal of prefectship or position of responsibility (by Vice-Principal or Principal only);
- Whole day Detention (or any time deemed suitable by the School) (by Vice-Principal or Principal only);
- withdrawal from school visits, trips or events (by Vice-Principal or Principal only);
- withdrawal of permission to represent Bloomfield Collegiate School;
- referral to the Vice-Principal;
- referral to the Principal; and
- referral to the Principal and formal disciplinary procedures i.e. suspension towards expulsion.

Other offences may arise from time-to-time which have not been specified. Appropriate measures will be taken at the discretion of the Principal, SLT and/or the Pastoral Team.

4.3 Specific situations

- Pupils infringing Uniform Regulations by wearing make-up (Years 8-10), make-up which is not classed as discreet (Years 11-14) or nail polish (all year groups) will be given the means to remove it and asked to do so. Uniform infringements may result in Detention. After all other efforts have failed, in agreement with the Senior Leadership Team /Principal, pupils who persist in wearing incorrect items of uniform, wearing uniform incorrectly, wearing excessive make-up, or piercings or jewellery other than that permitted within the Uniform Policy may be withdrawn from class until the problem is rectified. If this does not occur, the pupil may be suspended. The Principal and/or Vice-Principal will have the final say on the definition of ‘discreet’.
- If brought to school, mobile phones are the full responsibility of the pupil and should not be seen in school (unless under the terms set out in the E-Safety and Acceptable Use of the Internet Policy). Pupils using mobile phones inappropriately will be asked to take their phone to Reception immediately. The receptionist will take relevant details and store the phone in an envelope until the end of the school day, when it may be collected by the pupil. The receptionist will log the incident in Behaviour Management.
- If a pupil is persistently disrupting the teaching and learning process, the member of staff should phone or send a message to Reception so that the pupil can be escorted to the Office of a member of Senior Leadership Team. Discipline procedures will then be followed.

- Drug related incidents will be dealt with according to the School Drugs Policy. In certain circumstances, it may be necessary to enlist the support of outside agencies including, for example, PSNI.
- Cheating in a public examination will be dealt with as per Examination Board regulations. Cheating during school examinations is considered a serious offence and will be dealt with accordingly; the pupil will not be awarded any marks for the examination/s affected and Saturday Detention or Suspension will be applied.
- Should a pupil be absent from class without permission (including truancy), they will be expected to make up the time missed through a series of detentions, the timing of which will be at the discretion of the School. Pupils in Years 13 and 14 will be expected to make up double the time missed during non class-contact periods.
- Detention takes precedence over after-school activities. Failure to attend weekly Detention on two occasions will result in a Principal's Detention being issued. If not completed, further sanctions, such as internal suspension or suspension, will be applied as appropriate.
- Should a pupil be found in possession of offensive written, graphic or other materials or items, these will be shown to her parents and an appropriate sanction issued.
- In any case where physical violence has been threatened, witnessed or reported either in school or whilst the pupil is wearing Bloomfield Collegiate School uniform, the Vice-Principal or Principal should be contacted immediately.
- Bloomfield Collegiate School reserves the right to transfer a pupil to an alternative Form Class for pastoral and/or educational reasons.
- Bloomfield Collegiate School reserves the right of staff to confiscate any item of property deemed unsuitable or dangerous for a school environment.
- Pupils in the senior school who are in receipt of Educational Maintenance Allowance must adhere to the conditions as set down in their Learning Agreements. Breaches may result in loss of payment and/or bonuses.

SECTION 5: FRAMEWORK FOR REFERRAL

5.1 Subject Teacher

Academic issues will be dealt with, in the first instance, by the subject teacher. For example:

- breach of safety code;
- failure to produce homework or coursework;
- inappropriate behaviour such as inattention, insolence, persistent talking;
- poor punctuality to class;
- matters relating to uniform;
- poor class attendance; and
- poor quality of work.

A record of offences, dates and sanctions will be retained and logged in the Behaviour Management module of the SIMs system. If necessary, appropriate sanctions will be applied in line with School and departmental policies.

5.2 Form Teacher

Matters of attitude, if persistent, should be referred to the Form Teacher in the first instance. For example:

- matters relating to uniform;
-
- persistently inappropriate behaviour;
- persistent lateness to class; and
- poor attendance.

A record of offences, dates and sanctions will be retained and logged in the Behaviour Management module of the SIMs system. If necessary, appropriate sanctions will be applied by the Form Teacher in line with school policies.

5.3 Heads of Department

Persistent problems relating to academic matters should be referred by the subject teacher to the relevant Head of the Department for investigation. The Form Teacher should be informed. For example:

- breach of safety code;
- persistent failure to produce homework or coursework in their subject area;
- persistent inappropriate behaviour such as inattention, insolence, persistent talking; and
- persistent poor quality of work.

A record of offences, dates and sanctions will be retained and logged in the Behaviour Management module of the SIMs system.

5.4 Heads of Year

Matters of attitude or academic concern which persist after sanctions have been applied by the Form Teacher should be referred to the relevant Head of Year. For example:

- persistent failure to meet uniform regulations;

- missed coursework deadlines in a number of subjects;
- persistent lateness to school or poor attendance;
- missing class;
- persistent lack of discipline in class;
- persistent under-achievement; and
- bullying.

A record of offences, dates and sanctions will be retained and logged in the Behaviour Management module of the SIMs system. If necessary, appropriate sanctions will be applied by the Head of Year in line with school policies. The pastoral system provides a consistent communication channel between school and parents. The Head of Year, in consultation with the Form Teacher or Head of Department, will contact parents when there are persistent or serious breaches of discipline. In cases deemed to merit it, a Behaviour Management Plan will be drawn up and communicated to relevant persons.

5.5 Principal/Senior Leadership Team

When breaches of discipline are considered to be serious or persistent, or when a pupil is considered to be persistently underachieving and all applied measures have proven to be ineffective, the Head of Year should approach the Senior Leader with responsibility for that Key Stage. For example:

- in cases of aggressive behaviour, physical threat or attack;
- if it is considered that the School has been brought into disrepute;
- serious or ongoing bullying (in line with the Bullying Policy);
- false allegations;
- missed coursework deadlines;
- poor attendance or missing class;
- possession of any illegal or banned substance;
- serious indiscipline or disruption of class;
- serious underachievement;
- suspected theft;
- truancy;
- serious academic problems; and
- all cases where normal sanctions have failed.

A record of offences, dates and sanctions will be retained and logged in the Behaviour Management module of the SIMs system. If necessary, appropriate sanctions will be applied in line with school policies.

In all cases, the final point of referral will be from the Senior Leader to the Principal. The Principal, in consultation with the Vice-Principal and/or members of the Board of Governors, may apply formal disciplinary procedures. These procedures involve four levels:

- (i) verbal warning;
- (ii) written warning;
- (iii) suspension; and
- (iv) expulsion.

For more serious offences, sanctions above level (ii) may be applied directly following the School policy on Suspension and Expulsion. For example:

- physical assault;
- possession and/or use of offensive written, graphic or other materials or items, a banned substance, cigarettes, matches and/or lighters, alcohol, drugs or weapons;
- serious misuse of the internet;
- theft;
- truancy; and
- bringing the School into disrepute.

A record of offences, dates and sanctions will be retained. Those with parental responsibility for the pupil will be informed and requested to attend any interview which is required.

SECTION 6: APPENDIX 1

BLOOMFIELD COLLEGIATE SCHOOL CODE OF CONDUCT FOR PUPILS

A high standard of self-discipline and behaviour is required from all pupils.

The Bloomfield Collegiate School aim is:

Excellence in a Caring Community.

Our values are:

Honesty; Compassion; Tolerance; Courtesy; Determination, and respect for the physical environment

You are expected to:

- support the aims, ethos and code of conduct of the School;
- attend regularly and be punctual;
- wear regulation uniform and be properly equipped for School each day;
- participate fully in the activities inside and outside the classroom, in order to benefit fully from the learning experiences provided by school;
- take responsibility for your own actions; and
- show courtesy and consideration to pupils, staff and visitors within school and to pupils and the general public outside school.

SCHOOL REGULATIONS

Attendance

A pupil who has been absent must, on return, bring a note signed by parent/guardian stating the period and reason for absence. This applies also to unforeseen and unavoidable absence.

If absence is anticipated, pupils must bring a written request several days in advance to the Form Teacher.

Appointments should not be made during school hours where possible.

No pupil may leave school before the regular time without obtaining permission and signing out at Reception. Permission will normally be granted only at the request, in writing, of a parent or guardian.

Absence from school without permission is a serious breach of school regulations.

Punctuality

Punctuality is essential to good time management. It is also a courtesy.

Pupils are required to be in their form rooms by 8.45 am. Any pupil who arrives later than 8.50 am must report to Reception, and then inform her Form Teacher that she is present. Lateness for Registration 3 times or more in one month merits Detention.

Pupils should arrive to class promptly.

Uniform

Pupils are expected to wear appropriate school uniform and maintain high standards of appearance.

Belongings

Pupils must provide a personal combination or key-operated padlock for their locker. If a key operated type is chosen, the pupil should carry her locker key at all times. Problems with lockers should be reported immediately to Reception.

When not in use, school bags must be left in lockers, not corridors.

Money and articles of value must not be left in cloakrooms, changing rooms or school bags.

All books, bags, articles of clothing and footwear should be marked with the owner's name.

Homework

Homework must be completed and submitted on time. If unable to complete homework, a pupil should bring a note of explanation from a parent/guardian.

Behaviour

A high standard of behaviour is expected of pupils when in uniform (including travelling to and from school, during the school day and when participating in a school-related activity).

Smoking, drinking alcohol, drug-taking and over-familiarity are forbidden by any girl in school, in school uniform and on school occasions or visits.

Parents/Guardians are responsible for willful damage to school premises or property committed by pupils.

Mobile phones are not permitted in examination centres during examinations.

Photographs or videos must never be taken in school unless a teacher has given permission and is present and pupils have parental permission to have their photographs taken or be videoed.

General

Pupils travelling on buses must wear seatbelts where they are available.

For safety reasons, pupils should use the pedestrian routes when moving between school buildings and avoid crossing the car park.

Senior pupils who drive to school must not bring vehicles into school grounds without permission from the Principal.

Drinking water is available; if pupils wish to bring their own drinks to school, fizzy and/or energy drinks are not permitted.

Medical appointments should be arranged outside school hours when possible. Any pupil who misses registration for a medical or dental appointment will be marked with a special code and attendance may be affected. If an unavoidable appointment takes place during the school day, a written request should be given to the form teacher in advance.

If a pupil is ill, she should inform her teacher who will send her, if appropriate, to a First Aid member of staff. No pupil may go home without appropriate permission.

Lost items should be reported to the form teacher. Lost Property is opened twice per week at the times posted on the door of the Reprographics Room.

Date Review Completed	Nature of Review	Consultation	Date Ratified by Board of Governors
			August 1999
			August 2003
February 2010	Policy re-written	Parents and pupils - February 2010	14 April 2011
November 2010	Amendments in accord with introduction of Behavior Management	Staff – February 2011	
June 2012	Minor amendments only	NA	NA
June 2013	Minor amendments	NA	NA
June 2014	Minor amendments	June 2014	26 February 2015
February 2016	Minor amendments	NA	21 April 2016
February 2017	Minor amendments	n/a	23 February 2017
April 2017	Minor amendment	n/a	n/a
June 2018	Minor amendments	n/a	14 June 2018
May 2019	Minor amendments	n/a	20 June 2019
May 2021	Amendments related to staffing and Covid 19	SLT May 2021	17 June 2021
May 2022	Removal of amendments related to Covid 19	SLT/Staff Health & Safety Committee May 2022	23 June 2022
May 2023	No changes	n/a	22 June 2023
May 2024	Minor amendments for consistency	n/a	20 June 2024
October 2025	Minor amendments	n/a	20 November 2025