



School Rules

This policy also applies to the Early Years' Foundation Stage

Respect is at the heart of the St Margaret's community; respect for the School, respect for each other, respect for the environment, respect for property and, above all, self-respect. We expect our pupils to demonstrate this respect by following the Code of Conduct set out below.

Code of Conduct

- Girls should conduct themselves with dignity and common sense at all times
- Girls should treat each other, the staff of the school and visitors with courtesy and consideration
- Girls should be punctual in arriving at school and at each lesson
- Girls should concentrate in lessons, make every effort to engage and take pride in producing work that reflects their best efforts
- Girls should listen to and observe all instructions given for their own safety and that of others
- Girls should be dressed tidily in correct school uniform
- Girls should respect the amenities and property of the school and the local community

In order that the School can run smoothly, safely and productively, some organisational rules need to be followed. The rules set out below are not intended to be comprehensive and cannot be expected to cover every eventuality. Common sense and consideration for others should be the guiding principles when deciding on any course of action.

Organisational Rules

Attendance

Girls should arrive at school by 8.35am via the side gate into the supervised playground (or the school hall if raining). The gate is closed at 8.35am after which girls should enter the school via the front door. Girls who arrive after 8.40am will be marked as being late. Girls may also attend Breakfast Club which starts from 7.30am to 8.15am, entry is via the front door. Girls in Year 10 and Year 11 may wait in their classroom from 8.00am.

The Junior School day ends at 3.20pm. Reception to Year 5 girls will be handed over by their teachers to their parents/carers, or they must go to their pre-arranged club or school activity, or to late room. If your daughter is going home with another girl, or if she is to be collected by someone other than a parent or regular carer, you should inform her form teacher and the school office via note, telephone or email.

The Senior School day ends at 4.00pm and senior school girls may then travel home unaccompanied or meet their parents or carers outside the rear gate. If the person collecting them is late, they should return to school to wait in the late room.

If a pupil needs to leave school at any other time, she (or her parent/carer) should report to the School Office immediately prior to departure. If a child is unwell and unable to come to school, please telephone or email the school office *before* 9.00am.



Wherever possible, medical and dental appointments should take place outside school hours. If this cannot be arranged, please write to the school secretary (enquiry@st-margarets.co.uk) to let us know that your daughter is to be absent from school. Written permission should be sought from the Principal (principal@st-margarets.co.uk) for absences for any other reasons, such as religious observance. We do not regard family holidays as a valid reason for absence during term-time, and the Principal will only grant permission for such absence in exceptional circumstances and after discussion with the parents concerned.

Classroom Behaviour

During lessons, girls should show respect for their teachers and classmates by raising their hand to ask a question, listening when others are speaking and using appropriate language and tone. Classrooms should be left clean and tidy at the end of each lesson.

Girls are expected to be honest about their school work at all times; copying others' work, plagiarism and cheating in coursework, school tests or examinations will be treated as a serious matter.

Homework

All set homework is available to view via Google Docs from Year 5 to Year 11. This is also available to view via the school website. The Infant and Junior School homework should be recorded in homework diaries, which are provided by the school. A homework timetable is given out to each year group on the first day of term. Homework diaries will be checked from time to time by form tutors. Completed homework should be handed in on time to the teacher in each specified lesson.

Medical

If a girl feels unwell during a lesson or break, she should ask a teacher for a pink referral form to take to the School Secretary. If your daughter needs to bring medicines in to school they must be clearly labelled with her name and dosage and handed in to the school office. A school form will need to be completed by the parent for any prescription medication to be given during the school day and written permission is also required for taking Calpol or Nurofen.

Food and Drink

The school has a strict NO NUTS POLICY. We encourage healthy eating and no fizzy drinks are allowed. Girls may bring in a small healthy snack to be consumed at break-time.

Personal Property

All uniform, books and other personal property should be clearly marked with the girl's name. It is advisable that printed name labels are sewn into all clothing. Please do not use a writing pen as this is easily washed off and becomes illegible. No valuables or substantial sums of money should be brought to school. If this is unavoidable, such items should be handed to a teacher or the school office for safekeeping during the day.

Electronic communication devices may not be in school or on school trips, without permission from a form tutor or subject teacher, and should be handed in during morning registration.

Mobile phones may be brought in to school at the pupils' own risk. They must be handed in to their form teacher at the beginning of the day and may be collected at end of day registration. Any pupil found with a mobile during the day is likely to have it confiscated until the end of that school day, and a letter will be sent home warning that a subsequent confiscation will be for up to 3 days.



Parents should be aware that if they receive a call from their daughter's mobile phone whilst she is at school, that she is almost certainly using her phone without permission.

Appearance

Regulation school uniform must be worn at all times, both in school and on the way to and from it, unless it is an official "Mufti Day" or specific permission has been granted. Outerwear should either be the official school coat or blazer, or the legacy school coat. Other black coats are acceptable for girls in Years 10 and 11. Girls who cycle to school may wear appropriate clothing and change into their uniform at school. Girls sporting unacceptable outerwear will be given one week to procure acceptable outerwear. The school can help if for logistical reasons this is a problem. Senior girls repeatedly arriving at the school inappropriately attired on a regular basis will be sent home. Junior girls may wear their summer dress from the beginning of the summer term and up until the October half term. Please note that pupils should wear their winter uniform for the school photographs (prior notice will be given).

Jewellery must not be worn at school, with the exception of concealed religious symbols and one pair of small studded earrings or small hoops, or where a specific arrangement has been agreed with the Principal. Wristbands are treated as jewellery, unless they are worn as part of a temporary, school sanctioned, charity drive. Nose studs are not permitted.

All hair that is long enough must be tied back. Hair must be worn away from the face and hairbands, clips and other hair accessories must be school colours. Girls are asked not to colour their hair or wear styles that are not in keeping with the wearing of a school uniform. Hair colour must be a natural human hair colour (e.g. not green, purple, pink or other).

Make up may not be worn in school. Girls arriving at school wearing evident make-up will be asked to remove it during Form Time. Girls leaving the school with excessive make-up on will not be allowed to leave until they have removed it.

Mufti Days

Dress on mufti days (casual clothes days) should be appropriate to a girls' school (i.e. casual but inoffensive and modest).

Harmful and Illegal Substances

The School will not tolerate the possession, use or supply of dangerous or illegal substances (including drugs, tobacco, solvents and alcohol) in a school context. Any girl who possesses or uses any illegal or mind-affecting substance while under the jurisdiction of the school must expect to be permanently excluded.

The School's Harmful and Illegal Substances Policy deals with such matters in greater detail and is available on request from the School Secretary or via our website.

Morning and Lunchtime Breaks

Years 9, 10 and 11 may remain unsupervised in their classrooms or another designated room. All other girls should be outside, weather permitting, and must seek permission from a staff member on duty to return to the building.



Health and Safety

Girls must abide by all rules devised for their own and others' safety, including specific precautions required in the Science Laboratory and Art Rooms and in PE lessons.

Damaged premises and equipment can be dangerous. All damage should be reported to a member of staff at the earliest possible opportunity. Considerable credit is given to girls who own up quickly and voluntarily to causing such damage.

School Trips

When girls are on educational visits or travelling to external sports facilities they should remember that they are representatives of the School and behave in a manner that brings credit to us all. Appropriate uniform should be worn, unless specific other arrangements have been agreed. Girls should walk in pairs and give way to other pedestrians. For the safety of everyone, teachers' instructions must be listened to and followed at all times.

Sanctions

St Margaret's girls almost always meet the high expectations we have of them. But we believe that they should be fully aware of the likely consequences should they fail to do so. The School's Policy on Behaviour, Rewards, Sanctions and Exclusions sets out in full our approach to poor standards of work and conduct, and is available on request from the School Secretary or via our website.

However, rather than sanctions and discipline, we prefer to aim for self-regulation through communication and joint understanding of what is required for a pupils' learning and cohesiveness as part of our St Margaret's family.