



# SCHOOL RULES AND PROCEDURES

## 1 Fair Rules

As a school community, (children, staff, parents and governors) we agree to sign up to the following Fair Rules:

- We are polite and always remember our manners
- We are honest and truthful
- We are kind, caring and helpful
- We always listen carefully and are ready to share our ideas
- We always work hard, are positive and try our best
- We are organised for the school day
- We always walk quietly on the left in the corridors
- We share, take turns and play fairly
- We are friendly towards others
- We take care of all belongings and show pride in our school

## 2 School hours

Monday to Friday: Nursery, Reception, Lower School **8.40am to 3.30pm**

Monday to Friday: Middle, Upper School **8.45am to 3.45pm**

Extended day **7.45am to 5.45pm.**

Additional charges apply for After School Care and some activities.

## 3 Educational visits

Where a school trip is available to all pupils in a year group and take place during the school day, all children are expected to attend. In the event of a parent not giving permission for their child to participate in a trip, the school reserves the right to educate the child within an alternative year group for the day.

## 4 School uniform

Children are required to wear the regulation school uniform. Watches are the only jewellery allowed. Earrings, nail varnish and make-up are strictly forbidden.

## 5 Medicals

Medicals are offered to children in the Reception year (4+) or during the first year in the school if the child is older. These medicals are extra for parents to pay. The school recommends that parents agree to their child taking part in these examinations. Routine hearing tests are carried out during the Year 1 (5+) or during their first year in the school if the child is older. No charge is made for hearing tests.

## 6 Photographs or images

By signing the Acceptance Form or agreeing to the Terms and Conditions, Parents consent to the school and the Foundation obtaining and using photographs or images of the pupil. If you do not want photos of your child to be used in accordance with the information laid out in the Use of Images Policy, then a written letter to the Headmistress must be sent in.

**For comprehensive details about the school rules and regulations please refer to the Parent Handbook.**