



School Rules

2015-16

The aim of these rules is to encourage an orderly, pleasant and cooperative atmosphere in school, and to assist pupils in maintaining the high standards of behaviour for which the school is known. They are based on respect for others and on self-respect, and conformity to them will enable pupils to flourish and to enjoy their time at Hollygirt.

Appearance

- Hollygirt pupils are expected to take a pride in their appearance and to wear their uniform smartly, and in line with what is expected, as laid down in the current uniform list.
- All clothing must be marked with the owner's name, and should not be lent to other pupils. Pupils must not leave items of clothing lying around the school.
- Pupils must always have their blazer in school. Between Easter and October half term it should be worn when travelling to and from school, although in very hot weather it may be carried.
- Pupils may wear their black school coats at lunchtime when playing outside (October half term to Easter). It is not possible for pupils to wear their coats in between the buildings at lesson changes as there is no space to hang/leave coats in various buildings.
- Blazers must be worn to and from PE and *not* coats.
- When pupils in Years 7 to 11 opt to wear a black coat the blazer may be left on coat pegs in school overnight.
- School uniform, including the blazer, is normally worn on school visits, unless pupils are informed otherwise.
- Make up, acrylic nails and nail varnish are forbidden and must not be worn. Pupils attempting to circumvent this rule will be made to remove the cosmetics.
- Extreme hairstyles including shaving and unnatural colouring are not permitted. Long hair must be tied back. Hair accessories should be red, green or black. Parents of pupils coming to school with unacceptable hairstyles will be asked to rectify the situation.
- Jewellery is restricted to a watch of plain design, and one plain gold or silver stud in the lobe of either/each ear. Pupils must not have other piercings.
- Bags must be plain black, brown or dark green. Bags with large commercial logos and slogans are discouraged.

Manners, Behaviour and School Routines

- All pupils are expected to behave both in school and outside with courtesy, respect and common sense, and in such a way as to uphold the good name of the school.
- Pupils are expected to treat each other kindly and in a friendly way. Bullying, racism, sexism and other unpleasant and unacceptable behaviour have no place at Hollygirt, and will not be tolerated. Anyone aware of any such behaviour has a responsibility to the community to report it promptly to a member of staff.
- Pupils must follow the regulations of examination boards and cheating at any time will be subject to disciplinary sanctions.
- Pupils are advised to take care when using social networking websites (e.g. Bebo, MySpace, Facebook) and not to make themselves vulnerable or to bring the name of the school into disrepute. Refer to our ICT Code of Conduct issued to all pupils at the beginning of each academic year.
- Pupils are expected to conform to school routines, arriving in their classrooms by 8.45am. Those arriving after 8.50am will be marked as late and must sign in at Reception.
- On public transport pupils are expected to surrender their seat if the bus is crowded and there are adults standing.
- Between lessons, pupils should move about the school quickly and quietly. Pupils should keep to the right side of stairs and corridors. They should stand back to allow adults to go through doors first, and not enter a classroom until the previous group has left.

- Teachers are addressed as Miss, Mrs, Mr or Dr and their surname. Pupils who fail to meet the requirements of behaviour are given order marks. When a pupil receives three order marks they are referred to the Deputy Head and will normally receive a detention.
- Any mobile telephones found during the school day will be confiscated and must be collected at the end of the day from the Deputy Head. A detention is issued.
- Mobile telephones must be handed in each morning and collected at the end of the day.
- Mobile telephones and other image capturing devices must not be used to take photographs or to create videos whilst in the school environment unless permission has been expressly granted by a member of staff. Devices that record sound should also be used only with the permission of a member of staff.
- Money must never be left in blazer pockets in the cloakroom or in desks. Large sums should not normally be brought to school, but if exceptionally this is unavoidable, then the money should be handed in at Reception for placing in the Security Box.
- Pupils must treat all school property, and the personal property of others, with respect and care. Lost text books will be charged for on the termly fees invoice. A fine of 50p will be levied when an exercise book is lost.
- Pupils should advise any visitors to sign in at Reception.
- Correction fluid (e.g. Tippex) must not be used, as it is forbidden by all examination boards.

Health and Safety

- Pupils are not allowed out of school without permission.
- In the case of absence, a note from home must be brought into school.
- A very serious view will be taken if any pupil is found to be drinking alcohol, smoking or taking drugs. Offenders will be severely punished, with suspension or expulsion an option.