

THE GREY COAT HOSPITAL

Code of Conduct for Lower School

At The Grey Coat Hospital we expect the very highest standards of behaviour from everyone in the school community: it is important for students to respect themselves, those around them and their environment. Every Grey Coat student should behave at all times with *generosity, courtesy and honesty*.

Arrival to school

- Students are not allowed to take the 507 bus from Victoria Station to St Andrew's. Strutton Ground is out of bounds for lower school students. They are not permitted to walk through the market place or purchase any goods from the shops inside the market before or after school.
- All students should arrive at school in full uniform by 8:25am. Registration in form rooms will be at 8.30am. Students should have gone to their lockers in plenty of time to be in their form room no later than 8:30am.
- Any student who arrives late to school should line up in the reception area until Ms Trainor calls her to record her name into the late book, enter the lateness into her school diary and issue her with a late slip. Once admitted into school, she should make her way immediately to assembly or her form room.
- Lower school students who are late for school will be given a lunchtime detention on the same day of the lateness where they will do community service. Failure to carry out community service will result in a one-hour detention after school on Friday and community service for a week. Two late marks in a week will result in a half hour Friday detention, half an hour is added on for every additional late mark in the same week; this includes lateness to lessons.
- Students who arrive after 9am must report to the office and Ms Trainor will be called to issue a late slip to give to their class teacher. Students who arrive after 9am because they are late to school will automatically be given a half an hour detention on Friday and community service at lunchtime.
- If a student arrives to school not dressed in the correct uniform, it may result in the student being sent home to change into her correct uniform or an internal exclusion from lessons.

Break time

- All students should go to the toilet or lockers during the break period. When the bell goes for the end of break, no student will be allowed to enter the locker area. A senior member of staff will monitor this area each break time.

- Year 9 students travelling to St Michael's during break time are not permitted to stop off and purchase items from neighbouring shops.

Between lessons

- Students should move quickly and quietly to the next lesson. Students should not enter the locker / toilet area between lessons. Any student who obtains permission to go to the toilet during a lesson will be given a half an hour detention on Friday.

Lunchtime

- Year 9 students who have a lesson in the afternoon in St. Michael's should not leave St. Andrew's until 1:30pm. Students are not allowed to enter any shops to purchase items during the school day.

After school

- Students need to make their way home immediately. They should travel in small groups, no larger than three students in total. Students are not allowed in any stores **or food outlets** on Victoria Street **or in Victoria Station** except Sainsbury's.
- Students need to refer to the parental letter regarding transport to and from school.

Reminder of general rules

- Mobile phones must be switched off before students enter the building and must remain switched off whenever students are on the school premises regardless of whether lessons have started or finished. Mobile phones will be confiscated if they are seen, used or heard (including vibrations) by a member of staff in any part of the school premises. Confiscated phones will be kept for five school days and cannot be collected by a parent until after the five day period.
- Only plain small gold or silver studs (one in each earlobe) and a simple chain with a crucifix are allowed. Students from other faiths may wear religious symbols as long as they are small and discrete. Staff can confiscate all other jewellery (including charity bands) worn by students in or out of school whilst they are in school uniform.
- Students should not wear any jacket or coat other than their school blazer to school the week beginning the second half of the Autumn term. Non –uniform jackets will be confiscated for the rest of the half term. Students can stop wearing their blazers the week beginning the second half of the Summer term.
- Students who wear non uniform scarves will have them confiscated for a week.

- Students who wear non uniform shoes will have their parents directly contacted by the Head of Year. Students should never wear canvas or boot – type shoes e.g. Kickers. Persistent offenders will be internally excluded from lessons.
- Students are not allowed to chew gum in the school building. Students caught chewing gum will do litter duty at lunchtime.
- Students are not allowed to wear nail varnish or acrylic nails and will automatically be internally excluded from lessons until acrylic nails are removed.
- Plaiting another student’s hair is strictly forbidden. We expect students to arrive at school with their hair neatly combed.
- Students should all have their own locker which are needed for storage of books and equipment and are essential during examinations. Students should not leave DT and Art folders unattended in the locker area.