



Hollygirt School



School Rules

2011-12

The aim of these rules is to encourage an orderly, pleasant and cooperative atmosphere in school, and to assist girls 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.

Senior School

Appearance

- Hollygirt girls 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 girls. Girls must not leave items of clothing lying around the school.
- Girls 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.
- Girls may wear their coats at lunchtime when playing outside (October half term to Easter). It is not possible for girls 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 girls in Years 7 to 11 opt to wear a black coat the blazer may be left 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. Girls attempting to circumvent this rule will be made to remove the cosmetics.
- Extreme hairstyles and colouring are not permitted. Long hair must be tied back. Hair bands, ribbons, scrunchies and slides should be plain red, green or black. Parents of girls 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 each ear. Girls 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 girls are expected to behave both in school and outside with courtesy, modesty and common sense, and in such a way as to uphold the good name of the school.
- Girls are expected to treat each other kindly and in a friendly way. Bullying, racism and other unpleasant and unacceptable behaviour has 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.
- Girls 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 with the Receptionist.
- Between lessons, girls should move about the school quickly and quietly. They should stand back to allow adults to go through doors first, and not enter a classroom until the previous group has left.
- Girls should advise any visitors to sign in at Reception.
- iPods and other music players must not be brought to school. Any found will be confiscated, and must be collected at the end of the school day from the Deputy Head.
- Mobile phones 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 be kept in purse belts and never 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.
- 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.
- Correction fluid (e.g. Tippex) must not be used, as it is forbidden by all examination boards.
- Mobile phones may be brought into school but must be kept switched off at all times unless in the event of an emergency.

Health and Safety

- Girls 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 girl is found to be drinking alcohol, smoking or taking drugs. Offenders will be severely punished, with suspension or expulsion an option.

Junior School

- All girls must wear regulation uniform at all times as laid down in the current uniform list. All clothing must be marked with the owner's name.
- Jewellery is restricted to one pair of gold or silver plain ear studs and a watch.
- Hair, if worn long, must be tied back with a plain and discreet red, green or black hair ribbon or band. Colouring and extreme hairstyles are not allowed.
- Notes must be sent after any absence from school, for homework not done, or for permission to miss swimming, PE or games.
- All girls are expected to behave both in school and outside with courtesy, modesty and common sense in such a way as will uphold the good name of the school.
- All girls should be in their classrooms by 8.45am. Those arriving after 8.55am will be given a 'late' mark.
- Between lessons girls should move about the school quickly. Junior girls will always be supervised when moving between buildings.
- Money must be kept in purse belts and never left in bags, desks or coat pockets.