



# Notting Hill & Ealing High School GDST

## Behaviour and Dress Code Policy and Guidelines (Senior School)

### Courtesy

We expect girls to behave well at all times. Girls are required to show courtesy to visitors, to staff and to each other, both on school premises and when representing the school elsewhere. **This includes at the bus stop and during the journey to and from school.** Whilst in uniform or in association with the school in any other way, pupils should be alert to the fact that they represent the school in the eyes of the public, and they will be expected to behave politely at all times. Failure to do so may result in fixed period exclusion. School discipline codes extend to all occasions when pupils are associated with the school, i.e. whenever they are in uniform, on a school trip, or near the school.

**Courtesy in the classroom** includes arriving punctually and with the correct equipment for the lesson, behaving in a disciplined manner and listening to the ideas of others. In the Senior school, failure to do so may result in the pupil being either required to attend either a lunchtime or after school detention, or being required to do some community service in school for a period of time, or being removed from the lesson and sent to the one of the Deputy Heads depending on the nature of the discourtesy. The incident should also be recorded by the class teacher on Behaviour Manager in SIMS, so that the relevant Head of Department, Form Tutor and Head of Year are aware of the pupil's behaviour and can act to reinforce expected standards in support of the class teacher. A letter may be sent home by the Head of Department informing parents of the incident and the sanction imposed (templates are available in the school office). Persistent poor behaviour in lessons resulting in disruption may result in the parents being invited in for a meeting with the Deputy Head Academic or the Headmaster.

### School environment

We have some basic guidelines to make sure we can all work in a clean, tidy and safe environment.

- Girls are not allowed to eat in the form rooms, the library or the corridors. All food must be eaten in the Dining Room, or using outdoor seating provided in various areas, other than if a room has been allocated by a member of staff specifically.
- Tippex, chewing gum, matches, lighters and dangerous implements are not allowed in school.
- Girls may remain inside during lunch hours, unless patrolling staff ask them to leave because of poor behaviour.
- Years 7 - 11 are not allowed out of school during the school day without written

permission, unless they are on the way to and from The Brentham Club or Trailfinders ground for P.E.

- Entry to the school involves the use of lock-codes. These should not be given to **anyone** else (including family).
- Girls are supplied with a PE and book locker. They must be kept secured at all times.

### **Smoking, alcohol, illegal drugs**

The possession or use of cigarettes, alcohol or any illegal substances, or the abuse of any dangerous substance or item, will be treated very seriously indeed. Involvement in bringing illegal or illicit substances (e.g. drugs) onto school premises, or their use in any sort of association with the school, will normally result in permanent exclusion.

Involvement with smoking of any sort (including smoking in uniform out of school, or for sixth formers out of uniform, either close to the school or on a school trip) will normally result in fixed period exclusion, as will alcohol brought into school, or its illicit consumption on school premises. Girls in school who smell strongly of cigarettes will be treated as if they had been found smoking.

N.B. If a group of girls appear to an onlooker all to be involved in any such activity, they are likely all to be disciplined in the same way, even if only some of them were, for example, smoking. **Girls should take this as a warning not to associate with other girls if they are breaking school rules.**

### **Punctuality**

It is really important that girls arrive on time. Girls are expected to arrive in school before 8.30 am, to be in time for registration at 8.30 am. Those who are unavoidably late should sign the late book in Reception. Letters will be sent home if girls are persistently late and sanctions may be imposed.

### **Absence**

Pupils are not allowed to leave early or be absent for any reason other than illness or emergency, without permission from the Headmaster. Any other requests for absence should reach the Headmaster **at least three working days in advance** and will only be granted for special circumstances and medical appointments.

If a pupil is ill and cannot come to school, her parents must contact the office on the first day that she is away. Any pupil who has been absent for a day or part of a day must, on her return, bring a letter to explain her absence or parents should email the school to explain the absence.

No pupil below the Sixth Form is allowed to leave the premises during the school day without special permission from the Headmaster, except for off-site sport.

All pupils must sign out in the school office if they leave during the school day, even if they have permission; we need to know who is on site if there is an emergency, such as a fire.

## **Personal property**

It is important that everyone respects the property of others and of the school. All personal possessions should be marked with the owner's name and kept securely in lockers. Items left on top of lockers are liable to be removed and thrown away. Lockers should have padlocks and should be kept locked at all times. Pupils should not bring in valuable items or significant amounts of money. If a pupil needs to bring in more than £10, they should hand it into the Reception for safe keeping.

## **Mobile phones, smartwatches, portable electronic devices and valuable items**

Pupils are permitted to bring mobile phones and digital devices to school, but their use is subject to the following guidelines:

Girls in Year 7 to Year 11 may not use mobile phones at any time during the school day. During the school day, mobile phones must be switched off and stored in the pupil's locker. However, where appropriate, an individual member of staff may give permission for the use of a phone for a specific educational purpose.

For girls in Year 12 and Year 13, mobile phones should be switched off and kept out of sight during lessons, while girls are in the main school buildings and travelling between buildings. Year 12 and 13 girls may use their phones in the Sixth Form Centre, as long as this is not in a manner or place that is disruptive to others or to the normal routine of the school.

These guidelines also apply to the use of mobile phones during school trips, extra-curricular activities or other off-site supervised activities. Girls should keep their phones switched off and in their bags. They may only be used if permission is given by the member of staff in charge of the trip.

The term 'phone' in this policy includes mobile phones, iPods, MP3, MP4 players, e-readers and any similar portable electronic devices.

The school cannot take responsibility for pupils' possessions.

No item which can be plugged into the mains electricity supply may be brought into school without a safety check (see Director of Operations), which takes time to arrange.

## **Lost property**

This is taken to the Lost Property area. Items can be retrieved by the pupils at break or lunchtimes in the school day. Valuable lost property is taken to Reception. Unclaimed items will be disposed of at the Parents' Guild Used Uniform Sale, after due notice has been given. If an item is lost, the pupil should complete a Lost Property incident form to record what has happened and implement support if necessary.

## **Cycles**

Many girls cycle to school. There are racks available for their use. No responsibility can be taken for the safety of bicycles. Girls bringing them do so at their own risk, and every bicycle must be marked and have a chain and padlock. Bicycles must not be ridden into or out of the school gates either in St Stephen's Road or Cleveland Road, or on the premises – they should be 'walked' in. We recommend that cyclists wear suitable protective headgear and a

reflective stripe or tabard.

## **Uniform**

All girls in Years 7 - 11 are required to wear full school uniform. Parents are responsible for ensuring that their daughters wear regulation uniform, which should be kept neat and tidy and in good condition. A letter will be sent home to parents informing them of any infringements of the school dress code. Skirts should not be too short, and parents should be sure to purchase a longer skirt when their daughter needs it.

Uniform items marked with \* must be purchased from [www.schoolblazer.com](http://www.schoolblazer.com). All clothing must be clearly marked with the owner's name. The attention of parents and girls is brought to the following points:

<b>Full uniform</b>	Girls below the Sixth Form must wear full school uniform when travelling to and from school.
<b>Skirts*</b>	Should not be rolled up or altered in any way.
<b>Trousers</b>	Must be plain, smooth, tailored navy blue cloth, not denim, corduroy, jersey, linen or lycra. They must not be tight or flared.
<b>Jumpers*</b>	Should not be tied around the waist.
<b>Shirts*</b>	Both the long sleeved or short sleeves shirts may be worn all the year round. They do not have to be tucked into the waistband of their skirts or trousers.
<b>T-shirts</b>	Should not be worn if they are visible at the neck of shirts.
<b>Coat</b>	Optional, but needed in cold weather. It should be plain black or navy. Neither jackets, nor coats made of denim, velvet, corduroy or leather are permitted.
<b>Shoes</b>	Must be black or navy leather only and not patent or fabric, nor trainers. They should <b>not</b> have a raised heel. <b>Maximum</b> heel height should be <b>3cm</b> (approximately 1 inch). School shoes should fasten over the foot, and hold the foot well, and comfortably.
<b>Scarves</b>	Should be navy blue.
<b>Socks/tights</b>	Tights should be navy blue or black. Tights should be thick enough to withstand school life without developing ladders and holes. White socks may be worn in the summer and must cover the ankles.
<b>Hair</b>	Must be tidy and if tied back, only red, black or navy ties or black or brown slides are acceptable. No inappropriate hairstyles, beads or other jewellery. Hair should be one natural colour.
<b>Nail varnish</b>	May not be worn.
<b>Make up</b>	Obvious make up may not be worn.
<b>Jewellery</b>	Jewellery may not be worn, except for a small, simple symbol of one of the world's recognised major religions on a simple chain; a watch, and simple stud earrings (maximum one per ear). Any other items of jewellery will be confiscated until the end of term. Earrings should be removed for PE.

Last Reviewed July 2018

Next Review July 2019