

Junior School Fitzwilliam Building – School Rules

1. Pupils are expected to be in their Classrooms by 8:20 for morning registration unless they are authorised to arrive later. Pupils who arrive earlier than 8:00 should wait in the designated area.¹ After 8:00 they may go to the playground until 8:15. Any pupil who arrives after registration must sign in with the office staff using the InVentry system.
2. At 15:30 pupils are expected to go promptly to their place of collection, to their after-school club or to Late Stay.
3. No pupil may leave the school grounds unaccompanied during school hours or at the end of the school day without written consent from his/her parent/guardian. It is recommended that this does not take place until Year 6 but it is understood that there are circumstances when it may be appropriate to do so at a younger age. Any pupil who leaves school before 15:30 must sign out with the office staff using the InVentry system.
4. School uniform must be worn on all school occasions and on journeys to and from school unless special permission has been given otherwise. Overalls must be worn in Science, Create lessons and clubs when requested by class teachers. Long hair (shoulder length or longer) should be tied back at all times for reasons of safety and hygiene. Hair ties should be in accordance with the uniform list. Nail varnish and makeup are not permitted with school uniform. In the interests of preventing injury, pupils should not wear jewellery, other than a wristwatch, in school or on expeditions. If parents feel that it is essential for their child to wear jewellery, including earrings, for religious or cultural reasons, this should be agreed with the Head in advance. Earrings worn in school should be simple studs which must be removed or covered by medical tape for all sports lessons, practices and fixtures.
5. All possessions, including musical instruments and cases, must be clearly marked with the owner's name. Only small amounts of money should be brought to school; for example, for school charity events. Money should be carried in a small purse or handed to the class teacher for safekeeping; it must not be left in a cloakroom or classroom. If a large sum of money is brought to school for any reason, it should be handed to the office staff and a receipt obtained. Items of value should not be left at school overnight. Musical instruments must be adequately insured, clearly marked with the owner's name and stored appropriately when not in use.
6. Bags and classroom trays are regarded as private property and must not be opened by pupils without permission from the owner or a member of staff.
7. No pupil should bring any banned item onto the school site at any time. A full list of banned items is in our Searching and Retention and Disposal Policy, and it includes knives and weapons, illegal drugs, tobacco products and stolen items.
8. Pupils should not enter the First Aid Room unless accompanied by a member of staff. Any medicine should only be brought to school in the original container. The item should be handed to the office staff for safekeeping, along with the appropriate form giving parental consent for administration of the medicine.
9. It is recognised that some pupils require personal mobile devices for their journeys to and from school. Mobile devices should be given to the form teacher or front office for safekeeping during the school day. No other electronic devices should be brought to school except with express permission from a member of staff. School iPads and all personal devices must only be used in accordance with the Technology Acceptable Use Policy.

Reviewed: September 2024

Owned by: Deputy Head Junior School - Fitzwilliam

¹ September 2024 - the designated area is the dining hall