

Sandhurst School



Information For Parents

ACADEMIC YEAR
2023—2024



Dear Parents/Carers

We have put together this guide to provide you with information, some of which will be necessary for you to know prior to the start of the new term, and some which will be of interest, such as extra-curricular clubs and activities.

We provide several opportunities for you to meet staff and visit the school in preparation for the new term. However, should you feel the need to contact us other than at those times, please feel free to do so.

Please contact the school by telephone and we will try to help you with any questions or concerns you may have.

We look forward to meeting you.

Yours sincerely



Mrs D Smith
Headteacher



Mr Gareth Croxon
Headteacher – September 2023

CONTENTS

Page 1 Sandhurst School Governing Body

Pages 2 – 5 The School Day Lesson Timetable
Homework Club
Attendance and Punctuality
Lunch Breaks
Behaviour and School Discipline
Code of Conduct

Pages 6 - 9 School Uniform House Colours
School Uniform details
Outdoor Wear
Compulsory Kit for PE
School Uniform Stockist Information

Pages 10 - 13 School Policies School Photographic Policy
Biometric Data Permission
ICT Usage Policy including Internet Use Statement
Privacy Notice - Data Protection Act 1998 (available at
[https://sandhurstschool.org.uk/wp-content/
uploads/2022/11/Privacy-Notice-Students-Parents-and-
Applicants.pdf](https://sandhurstschool.org.uk/wp-content/uploads/2022/11/Privacy-Notice-Students-Parents-and-Applicants.pdf))
Mobile Phone Policy

Pages 14 - 18 School Life Class Charts
Google Classroom
Parent App
Hire of Lockers
Essential Equipment
Instrument and Voice Music Lessons

Page 19 School Buses

Pages 20 - 21 Home School Partnership

Sandhurst School - Local Governing Body

ESTABLISHMENT OF THE LOCAL GOVERNING BODY

10 co-opted governors	2 parent governors
1 staff governor	1 Headteacher (ex officio)

PARENT GOVERNORS

CO-OPTED GOVERNORS

Dr R Adamson (Chair)
Mrs J Atkinson
Mr T Enright
Mr A Fisher
Mr R O'Brien
Mr R Powell (Vice Chair)
Miss J Holmes
Miss S Oliver
Mr T Volker

STAFF GOVERNOR

Miss D Niven

HEADTEACHER

Mrs D Smith / Mr G Croxon (September 2023)

CLERK TO THE GOVERNORS

Miss C Read	c/o Sandhurst School : Tel: 01344 775678
-------------	--

The School Day

	START	FINISH
Tutor Time	8:30am	9:00am
Period 1	9:00am	10:00am
Period 2	10:00am	11:00am
BREAK	11:00am	11:20am
Period 3	11:20am	12:20pm
Period 4	12:20pm	1:20pm
LUNCH	1:20pm	2:00pm
Period 5	2:00pm	3:00pm
Period 6 (6th form only)	3:00pm	4:00pm

Time allocated to teaching in each week is 25 hours.

The school will not be responsible for students arriving at the school before 8:20am. unless students are attending the breakfast club.

HOMEWORK CLUB

Homework club is provided for all year groups to support them with homework for all subjects. The students are welcome to come any day from Monday to Thursday for an hour after school in PC4. Help and support is given by a member of staff on each of these days.

The School Day

ATTENDANCE AND PUNCTUALITY

It is essential that students attend school regularly and are punctual and we stress this with all our students. Where absences or lateness are unavoidable, parents are asked to send a brief note of explanation to the form tutor or telephone the school office. Unexplained absences or persistent lateness will be investigated by the Education Welfare Officer, who works closely with the school.

LUNCH BREAK

At the time of student enrolment we ask parents to sign to confirm whether their child will remain in school at lunchtime or return home. Please remember that we need one week's notification, in writing, to alter this arrangement. Students who go home to lunch will be issued with lunch passes and will remain their parents' responsibility until the end of lunchtime and they should not return to the school site until then. We cannot give permission for students to be off-site at lunchtime, unless they are returning home.

BEHAVIOUR AND SCHOOL DISCIPLINE

We expect students to behave in a responsible way at all times and above all to show consideration for other people. The School's Code of Conduct which is enclosed in this section supports these aims and we expect all students to work within these principles, during their time at school.

CODE OF CONDUCT

Individual Responsibilities

Uniform (see pages 6-9)

Wear the correct uniform smartly. Watches, stud earrings (one pair maximum worn in the lobe of the ear only) and a single discreet ring may be worn in school, but will have to be removed for certain activities.

Trainers may only be worn for P.E. Extremes in hairstyles or dress are not allowed. Students may not wear makeup, including false eyelashes, or false or painted nails.

The School Day

CODE OF CONDUCT

If you are late to school or need to leave early for any reason, you must report to reception.

- The main entrance door is for the use of staff and visitors only.
- If you cycle to school your bicycle must be kept in a roadworthy condition. The police make frequent spot checks to ensure your safety.
- Only go to the staffroom if instructed to do so by a member of staff.
- You must not bring chewing or bubble gum into school.
- Eating and drinking is only allowed in the designated areas.
- You are advised not to bring valuable property to school.
- Students of any age are not allowed to consume alcohol, drugs or cigarettes, or to bring them onto the school site, during school hours or at any other time when the school is responsible for the health and safety of its students.
- The following areas are out of bounds at breaks and lunch times:
 - front of school
 - cycle area
 - boiler house
 - the school field (including the Forest School area), unless instructed to do so
 - staff car parks
- Correcting fluid such as tippex is not allowed to be used in school. It is also not permitted in Public Examinations.
- All mobile phones must be switched off and kept in bags throughout the school day, see mobile phone policy.

Be considerate of others

- You must be polite and respectful at all times. The Headteacher, teachers, office staff, kitchen staff, dinner controllers, visitors, caretakers and prefects and other students merit the same consideration.
- Move around the school at a walking pace; running causes accidents.
- Do not interrupt the lessons of others by noisy movements around school. Be considerate during lesson changes.
- Observe the two-way system in the main block unless instructed to do otherwise by a member of staff. Keep to the left in corridors and on stairs.

The School Day

- During breaks and lunchtimes, ball games can be played only on the specified area of the playground. Consider other playground users when you play.
- Bullying, verbal and physical abuse will always be severely punished.
- Do not throw stones or other dangerous objects.
- Put all litter in the bins provided.

Be considerate of your own and other people's property

- Make sure you have the equipment you need for the day's lessons, carried in a strong, protective bag.
- Look after your own property and make sure everything is named. Your property is your responsibility and should not be left unattended.
- If you find anything, return it to its owner if you can. If not, hand it in to the office or to a teacher.

PLEASE REMEMBER THAT SANDHURST SCHOOL'S 'CODE OF CONDUCT' IS MEANT TO MAKE EVERYBODY'S LIFE MORE PLEASANT. WE WORK IN A LARGE COMMUNITY WHERE COMMON SENSE AND REGARD FOR THE WELFARE OF OTHERS MUST GOVERN OUR ACTIONS.

THE ONLY ONE GENERAL SCHOOL RULE IS:

'BEHAVE IN A SENSIBLE AND CONSIDERATE WAY AT ALL TIMES'



School Uniform

All students are expected to conform to the code of dress. We expect all students to take pride in their appearance and to dress neatly. If students are not in full school uniform, parents are required to provide a letter and students will be issued with a non-uniform card for a short period until the uniform issue can be resolved. Those students who arrive to school not in full uniform will face a sanction if they have not brought a note from their parent/ carer.

Uniform requirements for students in Years 7-11 are as follows :

Blazer Navy blue with school badge
Trousers Students may wear long, tailored, plain trousers in dark grey, black or navy. Cord, cotton or denim trousers are not permitted. Leggings or skinny-style trousers are also forbidden. Students may also wear the same equivalent in shorts,
Skirt Students may wear skirts which are pleated and dark navy. Skirts must be a sensible length, sitting just above or on the knee.
Shirt Students should wear EITHER a buttoned collar shirt with a school tie OR a shirt with a revere collar without a tie. Shirts must be white and long enough to tuck into skirts or trousers. Shirts may be long or short sleeved.
Tie The school tie is navy and emerald. There is a senior tie of a different design which students in Year 10 and 11 may wear. If students choose to wear a buttoned collar shirt, they MUST wear a tie. Those students who choose to wear a shirt with a revere collar are not required to wear a tie.
Jumper (optional) Plain, dark navy with emerald stripe at V-neck.
Socks/Tights Socks should be plain black, white, dark navy or dark grey. Tights are allowed providing they are plain, natural, navy or black. Tights must be in good

School Uniform

Shoes

Shoes must be smart, black, polishable, sturdy, weatherproof and of a sensible height, with a maximum 1.5 inch heel. No clear logo to be visible. For example:



Boots, plimsols and pumps are NOT permitted.

Coats

All students should have a waterproof coat or jacket. Hoodies are not acceptable.

Summer Polo Shirt (Optional from Easter to the end of September)

White polo shirt embroidered with the school and House logo.

Jewellery

Students are only permitted to wear one discreet flat ring, one bracelet, and one pair of stud earrings worn in the lower earlobe only. No other jewellery items should be visible. Clear and small retainers need to be used for any piercings that are not allowed to be visible.

School Uniform

No other extremes of fashion are acceptable. Extremes of hairstyle or hair colour are not permitted. Similarly, students should not wear false or painted nails or false eyelashes. It will be the school's final decision as to what is and what is not acceptable. If students or parents/ carers are unsure about the suitability of clothing for school, please contact the school before purchasing.

PE Kit compulsory item list

Navy training top with embroidery
<i>One of the following:</i> <ul style="list-style-type: none">• Navy shorts with embroidery• Navy skirt with embroidery• Navy sports leggings• Plain navy tracksuit bottoms in winter months
<i>One or both of the following:</i> <ul style="list-style-type: none">• 1/4 zip training top with embroidery• Navy and white rugby shirt
<i>Recommended items:</i> <ul style="list-style-type: none">• Navy sports socks• Gumshield

School Uniform

SCHOOL UNIFORM STOCKISTS

The school's official uniform stockist is:

Brenda's Schoolwear
130 Frimley Road
Camberley
Surrey
GU15 2QN

01276 818424
shop@brendas.uk
www.brendas.co.uk



Opening Hours	Monday - Friday	9.00 - 5.00
	Saturday	9.00 - 12.00

School Policies

SCHOOL PHOTOGRAPHIC POLICY

There will be occasions where it is desirable to record photographic images of students in school for use in broadcast media, for example the school newsletter or local press. Photographs are an excellent way of celebrating our students' achievements. The following is an outline of the school's policy on the taking, storage and use of photographic images.

- The overriding principle of our policy (in line with Bracknell Forest Council) is that permission must be obtained from everyone in the image if it is to be used. As there are many occasions when we may wish to take photographs we will ask your permission when your son/daughter joins the school. This permission will allow us to take, store and use a photograph of your child within materials produced to publicise the school, including on the school website.
- Once permission has been granted, only those students whose parents have given permission for them to appear in images will be present when the images are recorded. Students must also take responsibility in this matter.
- The above does not apply to photographs of students taken for identification purposes.
- If the school uses photographs in a broadcast publication (including on the school's website), individuals will not be identified by name unless direct permission has been sought.
- The school may record images of students for educational purposes. Nothing recorded for such purposes will be published/transmitted outside the school unless permission has been received through the process previously described.

BIOMETRIC DATA PERMISSION

The school is required to obtain parental permission for all biometric data held by the school.

The school uses a finger recognition system in the school canteen to allow meals and drinks to be served efficiently and reduce waiting times for students.

The system does not take a fingerprint - but takes random measurements of the patterns of the fingertip. These are then encoded and stored securely on our school database. Your son/daughter will place his/her finger onto the scanner in the canteen to access the funds stored in his/her account. The school will not use the biometric information for any other purpose other than that stated above. The school will store the biometric information collected securely in compliance with the Data Protection Act 1998 and only share this information with Cucina, our school catering company, and will not disclose it to any other person.

School Policies

In order to be able to use your son's/daughter's biometric information in this way, the consent of at least one parent is required. However, should either parent object, then the information will not be used. You can object, in writing, to the proposed processing of your son's/daughter's biometric information at any time or, if you consent, you can withdraw this consent at any time but must do so in writing.

In addition, your son/daughter may at any time object or refuse to allow his/her biometric information to be used even if you have given your consent. We would appreciate it if you could explain this to him/her.

If you do not wish your son's/daughter's biometric information to be processed by the school, or he/ she objects to such processing, we will provide reasonable alternative arrangements that allow him/ her to buy food from the canteen.

Should you agree to the processing your son's/daughter's biometric information, please note that when he/she leaves the school, or if for some other reason he/she ceases to use the biometric system, his/her biometric data will be deleted.

IT USAGE POLICY INCLUDING INTERNET USE STATEMENT

The school uses Google Apps for Education. This system, powered by Google, provides student Gmail to our school, as well as a suite of other Google products such as Google Docs and Google Sites that enable us to better communicate, share, and collaborate.

The computer systems are provided by the school for the students to use as part of their curriculum studies and should only be used to further their education.

The school will put safeguards in place and endeavour to secure the systems; all users (students, visitors and staff) must take responsibility for their actions and act responsibly whilst using the systems.

School Policies

The following rules will apply to the use of any school computer system

Use of Student School Computer Systems:

- The computer systems may only be used for school curriculum studies.
- The computer equipment and associated facilities cost a great deal of time and money to set up and to maintain. They are a very valuable resource and are for all to use. Everyone must look after the systems and not mistreat them in any way.
- No food or drink is to be consumed in the areas where there are computers.
- Your access to a system should only be via your own individual login name and password. You should not use someone else's name or give your login details to anyone else.
- Be aware that your files and email can be read by the IT staff and they are not in any way private.
- The school reserves the right to examine and/or delete any files that may be held on any of the school's systems.
- The copyright of material, irrespective of its source, must be respected. Seek advice from the IT staff or teacher if you are unsure.
- The school takes regular backups of all students' work, but students share responsibility in ensuring that important files are backed up to prevent data loss.

Use of the School's Internet Access:

- All internet activity should be appropriate to student education and in support of curriculum studies.
- All students should be aware that internet access is continuously monitored and all incoming and outgoing emails may be read by the IT staff.
- All students are responsible for any messages sent by them including emails, newsgroup postings, and message board postings.

School Policies

- The use of chat rooms or personal social media is not allowed.
- Use of the school's systems to produce and/or intentionally access inappropriate materials such as pornographic, racist or other offensive items is not allowed.
- When using the internet:
 - Do not intentionally access offensive material, but if you do receive anything unpleasant or offensive, inform a teacher or member of the IT staff. You will not get into trouble for this, and it may help protect you and others in the future.
 - Do not send email to people who you do not know unless you have approval from a teacher.
 - Make sure that your email is polite and responsible.
- Never give your home address or telephone number or arrange to meet someone over the internet, or by email, unless you have specific permission from a teacher.

Sanctions for Misuse of School Computer Systems and/or Internet Access

In the event of misuse of the school computer systems and/or the Internet access, some, or all of the following sanctions may be used:

- A temporary or permanent ban on the use of the school's computer systems and Internet access.
- When applicable, police or local authorities may be involved.
- Students will be charged for any intentional damage caused to IT equipment.

PRIVACY NOTICE - DATA PROTECTION ACT 1998

(full policy available at:

<https://sandhurstschool.org.uk/wp-content/uploads/2022/11/Privacy-Notice-Students-Parents-and-Applicants.pdf>)

School Life

MOBILE PHONE POLICY

Mobile phones are banned from being used on the school. We accept that parents like their children to have a mobile phone on them for safety and security reasons and therefore mobile phones can be brought to school, permitting that they are switched off (not on silent or vibrate) and remain in your school bag for the remainder of your time spent on the school site. This includes before and after school.

The policy that staff follow when it comes to mobile phones is simple; if we see it or hear it, we will take it. The confiscation process is as follows:

Confiscation 1:

Mobile phone will be confiscated and sent to reception. Student will be required to sit a 15 minute detention and copy out the contents of the mobile phone policy for the duration of this detention. If these conditions have been met, the student will receive their phone back at the end of the day. A letter will be sent home to parents to inform them of the incident.

Confiscation 2:

Mobile phone will be confiscated and sent to reception again. Student will be required to sit a 60 minute detention and copy out the contents of the mobile phone policy for the duration of this detention. The phone will not be returned to the student under any circumstances and will only be handed over to a parent or guardian whenever they are able to collect.

Confiscation 3:

The student will be required to leave their mobile phone at home or sign it into reception every morning without fail.

Refusal To Hand Over Phone:

If at any time a student's phone is requested by any member of staff, that student must hand the phone over. Failure to do so will lead to an automatic internal exclusion due to defiance. In addition to this, that student will also be required to leave their mobile phone at home or sign it into reception every morning without fail.

Please be aware that this policy includes mobile phones, iPads and other tablet devices, earphones, smart watches and any other device that can be connected to the internet.

School Life

CLASS CHARTS

Class Charts is an online system used to track achievement and behaviour throughout the school day. We believe in working closely with parents and one of the key benefits of using Class Charts is that we are able to securely share your child(s) achievement and behaviour report with you and so keep you up to date in real-time. Students are also able to track their own achievements and behaviour.

If a detention is set for your child you will receive an email or a smartphone app notification providing full details of the detention.

Parents/Carers will be provided with a unique parent code enabling you to register on the system. Using the code parents/carers should:

1. Visit www.classcharts.com/parent/login
2. Enter their email address
3. Choose "I don't have an account yet"
4. Enter the parent access code and name
5. Choose a password
6. Click Log-in

Further guidance on using the Class Charts can be found from watching a short video found online at goo.gl/pDxkxf

Free mobile phone apps for IOS and Android are also available to parents from this page or the app store.

If you have more than one child in the school then you can enter additional codes once you have created an account and are logged in.

School Life

GOOGLE CLASSROOM

All homework is set using 'Google Classroom'. Setting homework in this way will ensure your son/daughter has clarity over what is being asked of them, and in many cases it will also include resources to assist them with the work. In this first instance, once the work is complete your son/daughter simply needs to mark the work as 'done' through either the website or the free mobile app.

You will receive an e-mail from Google asking if you would like to join your son/daughter's classes. This will be sent to the primary e-mail address that you have given the school. In our testing we have found that sometimes you may find these e-mails end up in your junk/spam mail box, so please check there if you don't receive these e-mails. You will then automatically receive an e-mail either weekly or daily (your choice) summarising the home learning that your son/daughter has been set.

Your son/daughter will be shown how to access Google Classroom through their ICT lessons, but if they wish any more information please direct them back to their Tutor.

If your son/daughter downloads the free mobile or tablet app (all platforms are supported), please remind them that they must login using their school e-mail address and password, not any existing Google accounts. The same is true to access Google from any web browser.

If you want to change your settings, require support, or find out more about Google Classroom please follow this link:

[Goo.gl/9GYJSK](https://goo.gl/9GYJSK)

All students are offered a traditional planner in which to record their homework, if you feel this would be a useful addition for your son/daughter please ask them to ask their Tutor for a copy. If you experience any difficulty, please contact our IT Support Team who will be pleased and are ready to help.

School Life

PARENT APP

We have a convenient way for you to **access, review and request changes** to the data held on you and your children as well as view key term dates. You can access our Parent app and website at your own convenience via smartphone, tablet or PC – anytime, anywhere.

What will you find in SIMS Parent:

- School term, inset dates and contact details available at the click of a button
- Access to update your contact details, so we always have the most up-to-date information in case of emergency
- If you have more than one child at Sandhurst School, you'll have access this information for all your children, from the same app.

Getting started

1. We will be sending you an activation e-mail to the contact e-mail you supplied to us. Simply click on the link from your tablet, PC or smartphone to activate your account.
2. You can then login using your normal **Facebook, Twitter, Google** or **Microsoft** username and password.
3. From your smartphone or tablet, download the app from the Google Play or Apple App store - search for **SIMS Parent**.
4. From a PC or Windows phone, login online at www.sims-parent.co.uk

Please note that your activation email is unique to you and should not be used by anyone else. Your activation email will expire after 90 days if it is not used, please contact the school if you require a replacement after this date.

School Life

HIRE OF LOCKERS

The cost to hire a locker for five years is £20.00 (£5.00 returned on receipt of key). If you would like your child to be issued with a locker please make a payment via ScoPay, in cash or by cheque made payable to Sandhurst School Private Account. Cash or cheques should be put into an envelope clearly labelled with the child's name and marked as LOCKER MONEY and taken to the finance office. Lost keys can be replaced at a cost of £8.00. Keys will be issued from early September.

ESSENTIAL EQUIPMENT

All students need a school bag, large enough to carry exercise books and equipment needed for the school day.

Personal Homework Organiser	2 black pens	1 black fineliner for technology
1 2B drawing pencil for art	2 HB pencils	30cm ruler
Eraser	Pencil sharpener	Protractor
Set of compasses	Scientific calculator	Coloured pencils
Glue stick	Pencil case (named)	
Named tin/container for food technology is also required.		

INSTRUMENTAL LESSONS AT SANDHURST

The Music department works hard with both Berkshire Maestros and other individual peripatetic instrumental teachers to be able to offer a range of lessons on both classical and contemporary instruments and voice. Playing an instrument is a life-long skill which improves many aspects of learning including confidence, concentration, teamwork, co-ordination and memory and it has been demonstrated that children and young people who play an instrument outperform, academically, those who don't!

Here at Sandhurst we are really keen to support students begin exploring music and what better way than to start to learn an instrument. Depending on uptake, Maestros are able to offer tuition in the following:

Strings: violin, viola, cello, double bass

Guitar: classical guitar, electric guitar, bass guitar, ukulele

Percussion: drum kit, orchestral percussion

Brass: cornet, trumpet, trombone, French horn, tenor horn, baritone, euphonium, tuba

Woodwind: recorder, flute, oboe, clarinet, saxophone, bassoon

Keyboard: piano

Voice: singing

If your son or daughter is interested in taking up lessons in any of the above please do not hesitate to check out the Berkshire Maestros website in the first instance to make initial enquiries and they will be able to provide more information. Alternatively, please contact any of the Music Department staff who will be happy to advise.

School Buses

Bus travel to and from school can be reserved with:

Fargo Coaches
9 Ellenborough Close
Bracknell
Berkshire
RG12 2NB

Tel/Fax: 01344 456561
www.fargocoaches.co.uk
Email: info@fargocoaches.co.uk

Route E1

Bullbrook - Harmanswater - Easthampstead - Great Hollands - Sandhurst School and Edgbarrow School

Sandhurst School is also on the 194 bus route that is run by:

Courtney Buses
Coldborough House
Market Street, Bracknell
Berkshire, RG12 1JG

t: 0118 973 3486
f: 0118 932 8796
<http://m.courtneybuses.com/>
e: info@courtneybuses.com

Route 194

Bracknell - via Great Hollands - Crowthorne - Sandhurst - Owlsmoor - College Town & The Meadows

Please see the Fargo Coaches and Courtney Buses websites for details of costs and times.

Home School Partnership

WHAT PARENTS AND STUDENTS MIGHT EXPECT OF THE SCHOOL

- children are well taught, well cared for and treated fairly
- the school's Code of Conduct is clearly expressed and visible
- attention is paid to parental and community concerns and clear information given about procedures for dealing with complaints
- any differences of opinion are resolved through discussion and negotiation
- clear information is provided about the school's organisation, facilities and ways of communicating with parents
- parents have opportunities to learn about the curriculum and teaching methods through booklets, workshops and/or opportunities to see students at work
- parents are offered and are invited to respond to regular information on their child's progress
- parents are entitled to regular access to teachers by appointment and if they wish to the child's record
- prompt action is taken in cases of student's misconduct, unauthorised absence or lack of uniform
- parents are given early warning of any difficulties or problems with the child's work, relationships or behavior
- parents and members of the community are invited to be involved in school events and activities

WHAT TEACHERS AND STUDENTS MIGHT EXPECT OF PARENTS

- help students to attend regularly and be punctual, and have with them the equipment they need
- inform the school of reasons for a child's absence
- support the school's set of values and Code of Conduct
- help to sustain a student's effort and achievement
- attend parents' meetings

Home School Partnership

- help to complement at home, the in-school programme of work by encouraging positive attitudes to school
- ensure that students go to bed at sensible times during the school week
- ensure students follow the school's dress code
- make early contact with the school on any matters which might affect a student's learning
- keep the school informed about where they may be contacted in an emergency
- where a matter concerns them, bring this promptly to the school's attention
- make sure that a child who rides a bicycle to school is safe: for example a safety helmet is worn and the bicycle is in good working order

WHAT THE SCHOOL AND PARENTS MIGHT EXPECT OF STUDENTS

- attend school regularly and be punctual
- bring with them any equipment they need
- behave well in accordance with the school's Code of Conduct
- take good care when riding a bicycle or crossing roads on the way to and from school, and show courtesy to other road users
- respect people and other people's property
- take good care of their own possessions
- conform to the school's dress code
- respect the school grounds and buildings and help to keep the school free from litter
- work hard at all times and show pride in their work
- take advantage of the extra-curricular opportunities provided
- complete homework and hand it in promptly
- go to bed at a sensible time during the school week
- tell their form tutor or subject teacher if anything is worrying them