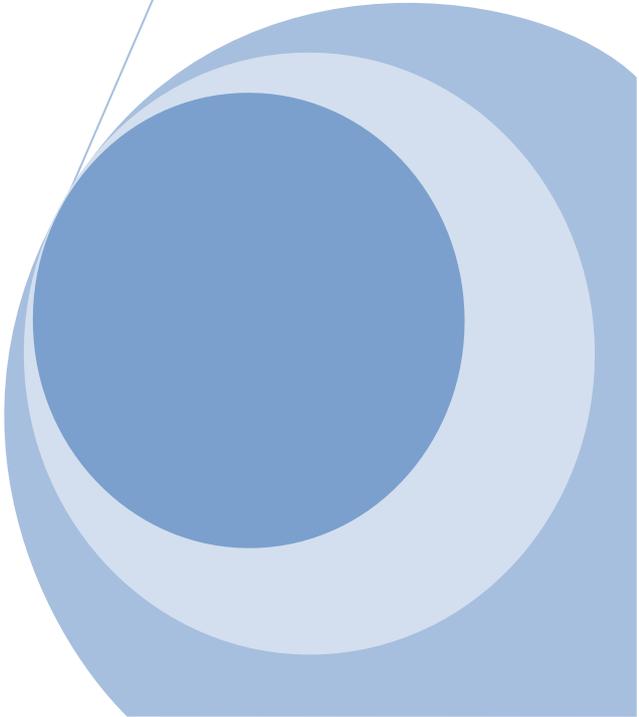


# SCHOOL RULES

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**EASTCOURT INDEPENDENT SCHOOL**  
**August 2016**  
**Last reviewed: August 2016**  
**Next review: August 2017**



# 1. Arrival and access to the school

1. Please arrive punctually. The gate is opened at 8.20am, and children are left before this time only at parents' own risk.
2. Once a child arrives at school, s/he may not leave the premises unattended at any time for any reason.
3. Parents are not expected to remain in the playground after 8.35am when the teacher on duty arrives. If you wish to remain with your child then please wait on the school forecourt and send your child through the gate at 8.45 promptly, as the first whistle is blown.
4. All children must line up in the school playground at 8.45, and not enter through the front door.
5. When the school door and gates are locked, latecomers must wait for the door to be opened. In cold weather this is a particular problem as it is difficult to keep heat in the school building. The door will not be continually opened and closed after each latecomer, but opened once only. Latecomers must report to the office before going to their classrooms. A record of latecomers is kept in class registers and entered on reports. Parents of persistent latecomers will be asked to contact the school for discussion.
6. School is a no-smoking area. Please do not smoke in the playground, or on the forecourt, or in the buildings themselves.
7. Food and drink is not to be consumed in the playground.
8. No ball games are allowed in the playground at any time before or after school.
9. If you wish to access the school premises beyond the office at any time, you must report to Mrs Bishop, sign in, and be given an identity badge, which you return on leaving. This applies to all parents and visitors.

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## 2. Collection

1. All parents should wait on the forecourt if they arrive early.
2. If a child is to be collected from the office (*e.g.* for a medical appointment), a note must have been received to this effect.

3. The school gate is opened at 3.20pm for parents to wait in the playground for children. No parents should be waiting in corridors.
4. Children in Reception and Years 1, 3 and 5 are collected from the large playground; those in Years 2, 4 and 6 from the smaller playground by the side gate.
5. No children are allowed to wait on the forecourt.
6. Parents travelling by car are expected to park and collect. Do not sound the horn for your child to emerge from the playground.
7. If any child is travelling home alone or meeting parents away from school then we need a written note.
8. Please be sure you arrive by **3.20pm** (KS1) or **3.30pm** (KS2). The school gates are closed promptly at 3.45. Children can be collected from the hall between 3.45 and 4pm. We never leave a child unattended but it is very distressing for a child to be left behind when the other children have gone home. A record is kept of those children who are not collected by 4pm. Their parents will be asked to contact the school for discussion if this becomes a persistent problem.
9. If anyone other than a parent is to collect your child from school, we must be told in advance as we do not hand children to people unknown to us. Please make sure childminders know the full name and class of the child they are supposed to be minding!
10. Children do not eat sweets or the remainder of their lunch while waiting to be collected.
11. Dogs must not be brought into the playground at any time.

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### 3. Personal information

**Please inform us of any changes in works/office telephone numbers – just in case we should need you in a hurry.** If there are any family problems of a medical or personal nature that you feel may affect your child, please make an appointment to see the class teacher or myself so that we can be sensitive to the situation. We need written medical authorisation for use of asthma pumps or epipens, and it is up to parents to check that all such items are in date.

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## 4. Attendance

We offer a full and varied curriculum throughout the school day, and regular punctual school attendance is important, so that children can achieve their full potential. The beginning of the day is often when the teacher is explaining tasks and new skills to the children.

Staff monitor their attendance registers and if a child is late on more than the odd occasion, or absent for reasons other than ill-health, they will speak to parents to raise awareness of the issue. Any unauthorised absence will be followed up in writing and kept on a child's record. More than ten days' unauthorised absence is reported to the Education Authority, and Eastcourt reserves the right to remove the pupil from the school register.

Office staff take messages regarding absence and send these to the class teacher, where they are recorded in the class absence/late book.

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## 5. Absence

1. If your child is ill please do not send him/her into school. Please telephone the school by 10am on the first day of absence, and again after three days if the child is still absent.
2. Parents must inform the school in advance of any medical appointments.
3. In exceptional circumstances a member of staff may give the end of a course of prescribed medicine. However, this must be accompanied by a letter addressed to Mrs Bishop requesting the medicine be administered and giving dosage instructions.
4. Please do not send in bought-over-the-counter medicines as these will not be given.
5. An explanation of absence is essential to legal requirements.
6. All holidays must be arranged to coincide with school holidays. Pupils taking holidays during school time forfeit their automatic right of re-entry to Eastcourt. This sanction will also apply if single day

unauthorised absences exceed four in any school year. The Local Authority will be informed of holidays of longer than ten days taken without the approval of the school.

7. We must also be notified if at any time you are taking your child home for lunch. On Sports Day we ask for written permission **a week** before the event.
8. Permission for children to miss school because they are attending courses or sessions at another school will not be granted.

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## 6. Good Relations

1. Eastcourt works closely with parents to foster a good relationship. The Headmistress operates an open-door policy for pupils, staff and parents to share any concerns.
2. However, any aggressive language, whether spoken or written, is unacceptable, and contraventions, whether by a member of staff, a parent or a carer, will be treated seriously.

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## 7. Uniform

1. Please note school uniform including shoes must be worn with no deviations at all times. Similar garments purchased from high street stores are unacceptable.
2. School uniform must fit properly and be in a good state of repair. Ties should be tied and worn correctly, with top shirt button done up. Particular care should be given to the condition and upkeep of footwear.
3. Uniform checks are made regularly throughout the year.
4. In cases of hot weather, the school may permit boys to remove their ties and undo the top shirt button.
5. No jewellery, with the exception of small watches, is to be worn. Kara, if worn, must be of the rounded style and, if not removed, covered with a sweatband during physical activities, including playtime.
6. No ear-rings, including studs, are to be worn in school. If you plan to have ears pierced this must be arranged directly we break up in July to

allow the six weeks without removal to elapse before we return in September.

7. **Hair.** The following are not permitted at Eastcourt: coloured hair extensions; shaved patterns; plaited patterns; hair dyeing; gel.
8. Please make sure that all possessions are clearly marked using printed/woven labels or indelible marker with your child's name, including hats, shoes and plimsolls (plus trainers and football boots for Juniors). Biro markings do not last.

Mrs Bishop organises the sale of **secondhand uniform** – if interested please apply to her for details at the school office.

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## 8. Homework

Every child has a homework diary. This is used by staff and parents to ensure effective communication between home and school and is often a first means of contact. The following are typically entered in the diary:

- explanations for absence
- explanations for homework partially or not done
- notes of dental or medical appointments
- requests to speak personally to the class teacher
- other clarifications as necessary

The homework diary must be looked at and signed **every evening**.

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## 9. Friends of Eastcourt and The Oaks

Friends of Eastcourt and The Oaks provides social opportunities for families to meet and make friends as well as purchasing much appreciated equipment for both parts of the school. Full details of events are included in the termly newsletters. Please give them all the support you can – it is your child who benefits from their kind efforts.

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## 10. Parking

1. For the safety of **ALL** our children, please do not park on the school forecourt for however brief a period of time.
2. Do not park over driveways in Eastwood Road or surrounding roads – this causes problems for us as we do try to live amicably with our neighbours.
3. There have been occasions when parents have failed to behave in a responsible manner when approached by a house-owner or a member of my staff. Eastcourt will not tolerate either physical or verbal abuse of any kind, and this kind of behaviour will have severe repercussions.

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## 11. Extra activities

1. Oaks Activity Centre, lunch, milk and table tennis money are to be paid into the school office.
2. Money for school outings and photographs is to be put into a named envelope and given to class teachers.
3. Money for Friends of Eastcourt and The Oaks events, including the Judo club, is to be put into a named envelope and handed to Mrs Solder or Mrs Bishop.
4. Any fees for extra private activities, *e.g.* music, football or drama groups, are paid directly to the staff organising the sessions. Full details of clubs available will be in the Year Planner.

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## 12. Moving to Other Schools

Most children remain at Eastcourt until Year 6. At this time they prepare for a range of examinations following a general discussion and information evening in the summer term of Year 5. We are proud to report our successes at the Concert and Prizegiving events in July.

However, there are a small number of children, particularly younger siblings, who take exams at other times. **It is common courtesy to inform me personally of your intentions as soon as possible.** This allows us to discuss the preparation needed, and to arrange an entrance test for those waiting to join Eastcourt – many of whom have to give notice to their schools to do so.

If you elect to take an exam before Year 6 and are offered a place, then your place at Eastcourt is immediately forfeited. This rule is strictly adhered to, and we do not condone parents putting their children, or this school, through this process, only to back out at the last minute.

Parents of children leaving Eastcourt **before** the end of Year 6 must give us written confirmation of their next school and the date they are due to start. We are required by law to obtain this information, which is sent directly to the borough in which the child resides.

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## 13. Fees

1. Fees may be paid by direct debit over 10 months or in full by the first Friday of each term. (Full details have been circulated.)
2. In the event of withdrawal from Eastcourt **a full term's notice** in writing is required, *i.e.* by the last Friday of the previous term. This is vital to maintain our current fees structure and is strictly enforced.

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## 14. Miscellaneous

1. Lunch boxes should be marked on the inside. No chewing gum, glass bottles, tin cans or nut products, please.
2. Children may not have cooked products from fast-food outlets as their lunch.

3. Bottled water (still, not carbonated or flavoured) may be kept for use in the classroom. Bottles should have 'sports tops' and be kept on, not in, desks.
4. If going home to lunch, children should be collected at 12 noon and return at 1.25pm, not before.
5. Toys are very soon lost or broken, so please leave all valuable items at home and bring only inexpensive articles – this saves many tears.
6. Birthdays are a time of celebration for children. We are happy to distribute party invitations or, for those not having parties, sweets or goody bags to the class. However large cakes are not practical, so please provide individual cakes instead. Following a serious physical reaction to a cake, such birthday treats will be given out at the end of the school day, and children are not expected to eat them while waiting to be collected after school, or on the school premises. Parents can then check before allowing them to eat them at home. Treats must not contain nuts (mixed sweet collections, cakes with nuts, *etc.* are not to be sent in).
7. Mobile phones are not permitted in the school or in classrooms. In exceptional cases and with permission they must be left in the school office upon arrival and reclaimed at the end of the day.

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“Thank you for your co-operation and assistance.”

Christine Redgrave  
*Headmistress*