

## PRACTICAL INFORMATION

<b><u>SCHOOL HOURS:</u></b>	<b>Junior School</b>	<b>8.30 a.m. - 3.30 p.m.</b>
	<b>Senior School</b>	<b>8.30 a.m. - 3.45 p.m.</b>

The College cannot accept responsibility for pupils who arrive prior to 8.15 a.m.

### **LUNCH:**

The lunch break will be from 12.55 p.m. until 1.55 p.m. for the Senior School and from 12.30 p.m. to 1.30 p.m. for the Junior School.

Girls will not be permitted to leave the school premises at this time unless there is a written agreement that they go home for lunch.

There is normally a tuck shop available at morning break time only on a daily basis. Please ensure that lunch boxes are clearly marked with the pupil's name.

During the lunch break, girls have access to the main playing field and normal play areas but other areas of the school grounds are out of bounds.

Hot lunches are available. They can be booked through the school office and accounts are sent out termly.

### **SCHOOL CALENDAR:**

The Year Calendar is published before the end of April each year for the following academic year. A Term Calendar is published at the beginning of each term.

### **TRANSPORT:**

By Car

Pupils can be dropped off outside the main College buildings.

Please do not impede the traffic flow, and **drive very slowly in the College grounds. The top gate is NO ENTRY at all times.**

When collecting by car, please park around the boundary of the school playing field (not in the main drive.)

By Bicycle

Pupils from Year 5 upwards may cycle to school if they wish, but we strongly suggest that they should wear cycle helmets and reflective sashes.

By Bus

A College bus service runs to and from the north of the island and through St. Peter Port every day. Fees accounts for the bus are normally sent every half term. Bus Passes may also be purchased for occasional use.

By Motorcycle

It is important that any protective clothing worn makes the motorcyclist clearly visible; reflective vests are recommended. Normal uniform rules apply for motorcycle users but motorcycle safety jackets may be worn. Only regulation 'joggers' or waterproof trousers may be worn.

Denim or other casual jackets or trousers are not acceptable.

### **SCHOOL SECURITY:**

All visitors to the school, including parents, are asked to report to the Secretary's Office on entering the school buildings as we are constantly trying to improve our levels of security. Parents are asked not to access other parts of the school.

If any pupil arrives late (after registration) or leaves early (eg. For a medical appointment or music exam), she must sign in/out at the school office.

### **MEDICAL INFORMATION:**

It is essential that the Staff are kept fully informed of any relevant medical conditions, including allergies, affecting pupils.

If it is necessary for medication to be taken during school hours, this must be handed to the Secretary with clear written instructions. This includes any analgesics etc. for frequent complaints. The College reserves the right to withhold medication if instructions are unclear.

Pupils may retain inhalers which must be clearly marked with the owner's name. We strongly recommend that you provide the school with a spare inhaler in case of loss or emergency.

**No other medicines or tablets should be brought into school.**

Pupils may be given analgesics on request if a parental consent form has been provided.

**If a child has an accident at the College we will endeavour to notify parents prior to treatment being arranged but, if necessary, girls will be taken to A & E who now charge for such a consultation. There may also be a charge for ambulance use (in excess of £100) so we strongly recommend family membership of St. John's Ambulance service.**

### **ABSENCES:**

If it is clear that a pupil is not able to attend school for any reason, a telephone call to the Secretary between 8.30 and 9.00 a.m. is necessary to explain the absence. It is a legal requirement that any absence is confirmed in writing on the pupil's return. This may be by e.mail to [admin.bgc@cwgsy.net](mailto:admin.bgc@cwgsy.net) If necessary, a telephone call may be made by the College to seek verification of absence.

It would be appreciated if medical and dental appointments etc. could be made outside of school hours whenever possible.

Permission for absence for holidays or other events during term time will only be granted under exceptional circumstances. A request for such absence must be made in writing at least six weeks in advance. Any absences apart from unavoidable circumstances, e.g. medical reasons or representing the island, will be recorded as unapproved absence.

**RESPONSIBILITY:**

Each girl must take responsibility for her own belongings and for any College property loaned to her. Items or property lost or damaged through careless behaviour must be replaced and will be billed to parents. All breakages, accidental or otherwise, must be reported immediately to a member of staff.

**Make-up**

Make-up, including nail varnish, is not permitted.

**Hair Styles**

Hair styles must be sensible and tidy, and off the face when working. Hair accessories should be grey, black, white or red. To maintain equality amongst pupils, coloured hair or 'fashion styles' are not permitted.

Any pupil arriving with hair which is unacceptable due to style or artificial colour will be sent home, and/or asked to cover her hair.

For P.E. and other practical subjects, hair must be tied back for safety reasons.

**Jewellery**

Year 10 and above are permitted to wear one pair of matching plain gold stud earrings. These must be removed for PE lessons and are the responsibility of the student. No other piercings are permitted.

Younger students are not permitted to wear earrings and no allowance can be made for recently pierced ears.

Other than a crucifix and a sensible watch, no other jewellery is permitted.

**Equipment and Belongings**

All items of uniform and personal possessions must be clearly marked with the owner's name. Uniform inspection will be held at various times.

Each girl in the Senior school has a locker allocated to her and is given a numbered key. Due to the large number of lost and unreturned keys, we are now asking for a £5 key deposit on the first day of term from all new Senior school pupils.

'Lost' and confiscated property may be redeemed for a small sum of money. Money so collected will be given to charity.

Girls are expected to bring their own writing and colouring implements and rulers, which should be named if practicable. Girls from Year 6 onwards will be asked to use a fountain pen whenever possible.

All examinations must now be completed in black ink so a black ballpoint or ink pen will be needed. Tippex and other correction fluids are not permitted in public examination work and therefore are not to be used for any school work.

Senior School pupils should have a scientific calculator which includes a fraction key (a b/c). They will also need a 360 degree protractor, a pair of compasses, a Maths Dictionary and an H or 2H pencil.

Girls will be asked to bring their own ingredients, materials etc for Technology, and sometimes Art. If expensive materials are supplied by the school, they may be asked to contribute to the cost.

Pupils are requested not to bring their own books, magazines, music files, C.Ds etc. to school because of widely divergent parental views on "suitability".

DVDs may not be shown at the College unless approved by a teacher as educationally acceptable.

Under normal circumstances commercially purchased videos and DVDs should not be brought to the College, as showing them infringes copyright.

### **Mobile Phones**

**Mobile phones are not permitted.** If they are needed for personal safety after school, they should be handed in at the Office immediately on arrival and can be collected at the end of the day. Mobile phones taken into School may be confiscated for up to one term.

### **HOMEWORK:**

Homework is an important part of the learning process, and pupils are expected to complete homework assignments unless a written explanation is provided by their parents.

Each pupil will have a homework diary to keep a record of work set, and parents will be asked to check and sign this regularly. This is part of our Homework Policy.

It is worthwhile pointing out that not all homework consists of specific written tasks. On occasions subject staff may set investigations, or reading prior to a topic, requiring homework over a number of days or even weeks.

**REPORTS AND ASSESSMENTS:**

In the Junior School written reports will normally be in June, and parents will be invited to discuss their daughter's progress with the Staff.

In the Senior School a full written report is made to parents at the end of the academic year. A briefer review is provided in the Michaelmas Term with results information following examinations and this is used as the basis for discussion at Parent Evenings.

A short summary assessment is given to help monitor progress at the end of the Hilary Term.

Staff are willing to discuss any concerns you may have, by appointment. Please do not hesitate to contact us.

**SCHOOL HOUSES:**

There is a system of three school houses, St. Agnes, St. Bernadette and St. Theresa.

The aim of the House system is to encourage team effort and school spirit. Inter-house events, including sports, general knowledge, arts and craft, drama, music, etc. will provide the opportunity to demonstrate abilities outside the purely academic field.

Each girl should wear a house badge and these are available from the School Secretary for £1.40. Each new girl is presented with a College badge which should be worn for all public occasions. If lost, the replacement cost is £2.00.

**CHARITY FUNDRAISING**

Throughout the school year, the whole College is involved in raising money for a variety of worthwhile charities. We are sure that all the girls will wish to be fully involved in these efforts.

**PARENTAL PERMISSIONS**

We are now required to have written permission from parents/guardians for the following:-

Use of analgesics	Data Protection legislation
Off-site activities	Use of I.C.T.

These documents will be sent to parents/guardians at the beginning of the academic year.

## **SCHOOL RULES AND DISCIPLINE:**

### **RULES:**

1. Girls will be expected to show respect for each other; for all staff, academic and non-academic; and for school property, at all times.
2. Girls must maintain a suitable standard of appearance and behaviour at all times and in all places.
3. Girls must participate fully in all areas of school life. They are required to attend events such as Concerts, Carol Service and Speech Day and Prizegiving, which are held in the evening.
4. If required, the Principal may restrict out-of-school activities.

Discipline needs to be a partnership between the College and the Parents. We have high expectations of the behaviour and appearance of pupils. These are set out in our Behaviour Policy.

They include:-

1. Pupils should stand and greet Staff, and any other adult who enters the room.
2. Pupils should stand aside and greet any adult they meet about the School.
3. Pupils in uniform should not eat in public.
4. Pupils should be correctly dressed in their full school uniform when travelling to and from school.

A system of merit and de-merit marks will be used throughout the School.

Merit marks will be awarded for good work, effort or behaviour and will appear on reports and count for house points.

Certificates are awarded to those pupils who gain 10, 25, 50 or 100 merits in a term. A medal is awarded for 175 merits in a term.

De-merit marks will be awarded for forgotten equipment or locker keys, untidiness and for more serious offences such as unacceptable behaviour or incomplete homework.

'Late' marks will also be collected and three 'Late' marks results in detention. If your daughter is late for good reason, please provide a letter to explain the circumstances.

Pupils whose behaviour affects others will be placed 'On Report' and parents will be notified. Failure to complete work or homework may result in a compulsory study session (after school).

Parents are requested to contact the College immediately if they have any concerns regarding behaviour or discipline.

**POLICIES:**

The College is constantly reviewing and up-dating our Policy Documents:-

To avoid unnecessary duplication, we ask parents to view the copies available in the College Office. We are happy to make individual copies as requested.

Policies currently available include:-

Anti-Bullying  
Behaviour  
Health and Safety  
Homework  
Equal Opportunities