

# SCHOOL ROUTINE INFORMATION AND REQUESTS FOR SUPPORT

## School Uniform

We share with parents the wish that our students dress smartly in a way that shows that they are proud to be members of Eaton Bank School.

The school uniform is

- Black blazer with school badge
- House colour badge
- Black tailored trousers (not 'flares') or knee length skirt
- Plain white polo shirt (no logos, no piping)
- Black shoes (not boots or trainers)
- Black v-necked sweater (**compulsory for Yr 7-10 from October half term to Easter**)

To help all students achieve the high standard of dress expected at Eaton Bank School and provide support to parents in assisting us to achieve this goal, here are a few reminders:

- Blazers should be worn in school, not outdoor coats.
- Black shoes are the only acceptable footwear [not trainers].
- Shoes need to be a safe height for moving around school.
- Make-up should be used discreetly.
- The only visible body piercing is one stud per ear.
- Nose studs etc. should not be worn for school.
- Skirts should be an appropriate length for school.
- Black jeans are not acceptable as school trousers.

## Collecting children from school

### Health & Safety

If you need to collect your child from school please be aware that there are eleven school buses coming on site from approximately 2.50 pm and departing at approximately 3.10 pm. As there is only one entrance/exit we are keen to minimise congestion. The safety of students leaving school at the end of the day is our prime concern and we ask that you do not drive onto the site between the identified times. Vehicles on the school site cannot leave until after the buses have left.

## Attendance and Punctuality

The school day begins promptly at 8.45 am with core time, in which students will be registered for attendance and punctuality.

All students must be present within school at the times specified. In the event of your child's absence from school we require a telephone call/e-mail before 10am on **EACH** day of absence, followed by confirmation in writing in their student planner. This information is essential for statutory purposes. Absence without prior notification will result in a telephone call from school to clarify or confirm the absence. If you would like permission for your son/daughter to have leave of absence for any other reason, e.g. to go to the dentist, then you should write well in advance to your child's form tutor. We would encourage parents to exhaust all other possibilities before requesting that students are released for holidays during term time. In the event that family holiday arrangements have to be within school time, permission must be granted by the Headteacher and this is not automatic. If the request is declined any absences would be categorized as unauthorized. **We request that parents check with the school that there is no clash with examination periods. Holidays during term time should be avoided and should not exceed 10 days.** If this is essential then a holiday request form will need to be completed and returned to your child's tutor in advance of the holiday.

## **Personal Possessions / Mobile Phones**

As we cannot accept responsibility in the event of loss, students are advised not to bring to school valuable items such as iPods and large amounts of money. Should it be necessary for a student to bring money or valuables, he/she should ask his/her form tutor to take charge of the item until the end of the day. We understand that mobile phones provide both parents and students with security and there is, on occasions, the need for direct communication. During lessons mobile phones should be turned off and kept in bags out of sight. Students are discouraged from using mobile phones for social communication during the school day.

**If a phone is inappropriately used it will be confiscated and kept until the end of the school day. The photo facility on a mobile phone must not be used at all.**

iPods should NOT be used moving around school; they may be used only at break and lunchtime in the hall, canteen or quad.

## **Photographs**

There are times when we use photographs of students as part of our celebration of success at Eaton Bank or in the passing on of information.

This could be via the local newspapers or other publications/formats.

If you *do not* wish us to use a photograph of your child please make sure you sign the relevant page in the student planner. If this is not done we will assume that we can use a photograph as and when needed.

Thank you.

Mrs S Mountfield  
Assistant Headteacher