



**PUTNEY**  
HIGH SCHOOL

GDST  
GIRLS' DAY SCHOOL TRUST

# Senior School Rules

(see Purple Book)

## Senior School Rules Policy

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## Senior School Rules Policy

### Introduction

It is not possible, nor desirable, to list in minute detail every aspect of the behaviour we would expect from a pupil at Putney. The overriding principle is that while in school pupils should behave in such a way that everyone is able to enjoy study and recreation in safety and comfort. In addition care should be taken to behave sensibly and politely to the general public on buses and trains, at bus stops and while walking to and from school. Pupils should walk, not run, around the school.

### Attendance

Dates of school terms are published well in advance and pupils are expected to put in full attendance throughout the term, unless there are compelling reasons for absence such as illness. Parents are asked to restrict holidays to periods outside the published school dates. For absence due to illness a pupil should bring a note to her form tutor on the day she returns to school or parents may email, explaining the absence. Parents are, however, expected to telephone school to notify us of their child's absence on any day they are not in school. Requests for absence for hospital or orthodontic treatment should be made to the form tutor in advance. Routine medical appointments should not be made during the school day. Other requests for leave of absence should be made to the Headmistress, well in advance of the date of absence.

Pupils below the Sixth Form are not allowed to leave the school premises during the school day, unless they have permission to attend an appointment elsewhere. In the latter case they should sign out on leaving in the book outside the school office, so that we keep an accurate record of who is on site in case of an emergency.

### Punctuality

Pupils should be punctual, both for morning and afternoon registration and for lessons during the day. They should arrive in school by 8.15am. Pupils arriving after 8.30am will be marked late in the school register. Those arriving after 8.30am or 2.20pm should sign the late book outside the school office, having first reported to the School Office and asked to be entered 'Late' in the register. The number of 'lates' is noted on the school report and sanctions are imposed for repeated lateness. If your daughter is late for a legitimate, unavoidable reason then parents should send their child with a note or email her form tutor to confirm the reason.

Registration begins promptly at 8.30am and 2.20pm. Pupils should be in their form rooms before these times.

During the COVID-19 pandemic students must also enter and exit the school through their designated exit/entrance.

## Homework

Homework is an essential part of the curriculum. All homework and coursework assignments should be handed in on time (as dictated by the teacher) in accordance with the homework timetable. Please note your child may not be set homework every week in some subjects and once a term the pupils will be given a 'reading week' where no homework is set in any subject. If homework is not completed or is completed in an unsatisfactory manner pupils will be required to attend homework club to catch up work missed.

## Uniform

These regulations apply to pupils below the Sixth Form. School uniform is compulsory; pupils are expected to take a pride in their appearance. No make-up, jewellery or coloured nail varnish should be worn. Pupils should not dye their hair. Pupils whose ears have been pierced may wear a single pair of silver or gold studs in the earlobe. A nose stud, or any other such piercing, is not permitted. Religious emblems may be worn with special permission from the Deputy Head (Pastoral).

Uniform regulations apply equally on the journey to and from school. Pupils must only wear PE kit when they are doing sport. They must travel to and from school in school uniform.

## Cycling

The responsibility for the mode of travel to school rests with parents. If they wish a pupil to cycle to school, they are advised to consider whether luminous straps and a cycle helmet should be worn. The school has no objection to these items and would put the safety of the cyclists as a first priority. Cycling in the school grounds is not permitted.

## Personal Property

All property should be clearly labelled with the owner's name. It is not advisable for valuables or large sums of money to be brought to school. All personal items should be left in locked lockers. Mobile Phones may be brought to school but must be left in locked lockers and be switched off. They may only be used with staff permission in the reception area. The Sixth Form may use mobiles at other times but only in the Sixth Form Centre.

Pupils may not bring chewing gum to school.

No article may be borrowed without the owner's permission.

## Tobacco and Illegal Substances

It is illegal for those under 18 years old to purchase tobacco products and alcohol. Pupils may not smoke on school premises or out of school when in school uniform. Although sixth formers are not in uniform, this applies equally to them. Cigarettes, e-cigarettes, vaping, alcohol or any illegal substances may not be brought on to the school premises. Use of any illegal substance is likely to lead to exclusion.

## Sanctions

At Putney High School we are fortunate that the mutual benefits of behaving in a cooperative way and responding to the academic curriculum are evident to our pupils. Nevertheless, the benefit of the school community as a whole dictates that those who persist in bad behaviour should be corrected.

It is the school's policy to inform parents if a pupil's behaviour is cause for concern. A detention of up to one hour is the recognised punishment for certain breaches of school rules, for example, failure to hand in a particular subject homework on three occasions. Parents are notified by the Deputy Head of the reason for the detention and the date on which it is to be served. In some cases it is more appropriate for a short detention to follow a misdemeanor more immediately, and pupils may be kept behind until 4.05pm without prior notice.

For the most serious cases of unacceptable behaviour a pupil may be suspended from school. Parents are always involved in such cases.

However, the good relationships between teacher and pupil make formal school sanctions the exception rather than the rule.

Pupils and staff should refer to the "Purple Book", a copy of which is given to all pupils at the beginning of the academic year.