

PRENTON PREPARATORY SCHOOL



**Prenton Prep
School**

SCHOOL RULES

TO PUPILS

BEHAVIOUR IN SCHOOL:

1. Good manners and courtesy are expected at all times.
2. Children are expected to stand back and hold doors for teachers, parents and other adults in the school.
3. The younger children from the Pre-School have priority when moving within the school. All older children should hold back and let them through.
4. No running is allowed within the school building. Children must move briskly yet carefully, with no unruly behaviour, moving in single file and on the left, especially on the stairs.
5. Children are expected to keep their classroom and desk tidy. All litter from breaktimes must be placed in the bins provided.
6. No fizzy drinks, bottles or glass containers of any kind are to be brought into school.
7. Pupils are asked to take great care and look after the furniture and the fabric of the school. Any damage must be reported to the Class Teacher or the Duty Teacher immediately.
8. Children are asked to be in school by 8.50 a.m. for registration. The bell for school will ring at 8.55 a.m., by which time all children should be registered and ready to start lessons or file into the hall.
9. Children should proceed to the Hall for Assembly **quietly** and sit **silently** during assembly.
10. Children should arrive and leave the school in full school uniform including hat/cap.
11. Chewing gum is not allowed in school at any time.
12. Valuable belongings or money are not to be brought into school as we cannot take responsibility for any loss.
13. In exceptional circumstances, where it is necessary for mobile phones, other electronic equipment or money to be brought into school, they must be handed to the School Secretary at the start of the day for safekeeping and collected at the end of school.

BEHAVIOUR AT PLAYTIMES:

1. No rough play is allowed in the yard as unruliness can cause accidents.
2. Permission must be sought to re-enter the school during breaks and there is to be no delaying in the toilets and cloakrooms. Use toilet, wash hands, go out!
3. Children must not use the staff toilets.

BEHAVIOUR IN SCHOOL GROUNDS:

1. Pupils are never to leave the school grounds without permission.
2. Children are **NOT ALLOWED** to play at the front of the school including at pick up/drop off times.
3. Children should never climb on the rocks or flower beds in front of the school.

BEHAVIOUR ON SCHOOL OUTINGS/ACTIVITIES:

1. Always sit quietly in the minibus and well into your seat, facing forwards. Fasten your seat belt, keep it fastened and remain in your seat throughout the journey.
2. No eating or drinking is allowed on the school minibus.
3. Listen carefully and follow instructions given by your teachers.
4. Never stray from the group.
5. Good behaviour is expected at all times.
6. Coats are required for P.E. in the juniors and swimming across the school.

TO PARENTS

WELFARE AND SAFETY:

1. Please do not drive your cars onto the school premises unless by prior arrangement.
2. Please park respectfully on Mount Pleasant taking into account the safety of the children and the needs of our neighbours. When parking, please allow space for emergency services or the school minibus to get through.
3. Please help your children by bringing them to school on time.
4. Please collect your children from school. Do not ask them to meet you on the road.
5. If coming into school during the working day to collect / deliver your child, please report to the Secretary's Office immediately on your arrival.
6. If collecting children from After School Care please make sure the Front Door is closed behind you on entering and leaving the building.
7. School must be informed of all medical conditions. Children with inhalers should have an extra emergency one named and in the safe keeping of the school office.
8. Medicine, i.e. anti-biotics etc. that parents wish the children to take at school must be **handed and collected** from the school office each day, labelled with name and dose. A "Permission Slip" must be signed by a parent.
9. Please put any money sent in with your child (correct amounts please) in a clearly marked envelope.
10. As space in the entrance hall is limited at 3.15 p.m., if you miss the dismissal of your child's class, please wait outside until all classes are dismissed before coming in to collect your child.
11. If another adult is collecting your child from school, please inform the class teacher in advance.

ATTENDANCE:

1. Please provide us with an Absence Note for all days off or parts thereof. Also, please telephone the office in the morning to report any absence and provide the reason for this.
2. Holidays during termtime are not advised as they undermine a child's education. Permission must be sought from the Headteacher, otherwise these will be recorded as unauthorised absences.
3. School should be advised of all medical and other appointments beforehand with details of who will collect the child from school. For health and safety reasons children must be signed out at the Secretary's Office.
4. When a child is selected to take part in school events it is expected that these should take priority over other out-of-school activities.

UNIFORM:

Please ensure that your child wears the full school uniform to and from school.

School tracksuits should be worn on swimming days, netball, football, athletics and cricket / rounders club days, and on P.E. days for the Juniors. Coats must also be brought in on these days.

A copy of the uniform list is available from the school office.

The school uniform supplier is : Cain of Heswall
 Schoolwear Specialists
 Castle Buildings
 187-193 Telegraph Road,
 Heswall, Wirral CH60 7SE
 Tel : 0151 342 4698 / 0151 342 1769
 email: post@cainofheswall.co.uk

DRESS AND APPEARANCE:

1. School Uniform must be worn to and from school including hats and caps.
2. All possessions including sportswear and swimwear must be clearly marked with a name tag or permanent marker – no biro as this washes out.
3. All children should possess a plain, navy or black outer garment.
4. Hair should be tidy with no long fringes over the eyes. Long hair should be tied back or in a band or bobbles of school colours.
5. Hair should not be worn in unusual styles such as sculpturing, beading or colouring nor should hair be too short.
6. No jewellery in school except plain studs (only one per ear).
7. All items of school uniform should be clearly and indelibly labelled with the child's name.

SWIMMING:

1. It is advisable for the girls to wear swimming hats, particularly if their hair is long.
2. If the girls swim without a swimming hat, it must be tied back and they should take a hand towel as well as a large towel to dry their hair.
3. As far as possible, swimming kit should be carried in a named, small, plain, dark bag and not a plastic carrier bag.
4. School tracksuits and coats should be worn on swimming days.

HOMEWORK:

1. Homework is an essential part of school life. The length and content depends on the age of your child, and varies from Kindergarten – Year 6. Parents are expected to support and assist the school in this, including checking homework.
2. Each child from Year 1 upwards has a homework diary where daily homework is written as well as any message the form teacher wants to go home. Parents are expected to sign the diary and such messages and to use it in the same way.



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PRENTON PREPARATORY SCHOOL
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