

Hafez School General Rules

Polite and considerate behaviour is expected to be shown by all students of Hafez School at all times, both to teachers and to each other. Students must also show respect to staff, volunteers, visitors and other members of the school community.

Bullying, discriminatory language, harassment, intimidation, threatening behaviour or physical aggression will not be tolerated.

Students are expected to be neatly and tidily dressed at all times.

Hair should be tidy, clean.

Jewellery is not allowed to be worn. Where an item is worn for religious, cultural or medical reasons, parents should inform the school and reasonable arrangements will be considered, particularly where safety is concerned.

Chewing gum is forbidden.

All students must learn the importance of punctuality and must be aware of the importance of the school rules.

Parents must do their best to ensure that their child attends school each Saturday, unless absence cannot be avoided. Regular attendance is important for children's learning and progress. Parents should avoid unnecessary absences, including holidays and social events during school sessions, wherever possible. Attendance and punctuality may be taken into account when reviewing a child's progress.

Parents must communicate with the school to explain absences and inform the school of any concern or information relevant to the wellbeing, safety or education of their child. This may be communicated by note, letter, email or another communication method approved by the school.

Students will be required to complete their work at home, and they may also be asked to complete additional work to support their progress and performance.

To promote easy, orderly progress around the school, everybody must walk in a quiet, controlled manner.

Students must leave school buildings promptly at the end of their session and in accordance with the school's collection arrangements.

Students should not spend time in the buildings unsupervised. Students must remain in the areas designated by their teachers or supervising staff.

Students must follow the instructions of teachers and supervising staff at all times.

When using the hall at break time students should respect the rights of all people in a manner that is not anti-social. This includes when using the area for access or recreation and demands the appropriate use of seats and benches.

Furniture and white boards must be treated with care, and graffiti must not be written on them. Students must report any damage or breakages to a member of staff. All students are required to keep the class and school area as clean as possible.

The use of Interactive Boards is forbidden. Students must not use interactive boards or other classroom technology unless specifically authorised and supervised by a member of staff.

No bolts, tacks, pins, or any other objects shall be driven into any part of the school.

All tables, chairs and other furniture are to be left as found.

School computers and all equipment, books, pens, resources within the classroom, musical instruments and all wall displays, are not to be moved or tampered with in any way.

Mobiles are expected to be kept switched off (not on silent mode) anywhere in the school area. Mobiles must not be used by students for any purpose (eg phoning, texting, surfing the internet, taking photos, checking the time, taking videos) during the school hours. Any exception required for an emergency, medical need or other agreed reason must be authorised by a member of staff.

If a child breaches these rules the phone will be confiscated and given into the head teacher. It will be returned in accordance with the school's arrangements, and parents/carers will be informed where appropriate.

No one can bring any electronic devices / gadgets or toys during the school hours. Any item required for medical, accessibility or educational purposes must be agreed with the school.

Students and parents must realise that a mobile is brought into school entirely at the owner's risk. The school cannot be held responsible for a mobile being lost, or even stolen. The same principle applies to other personal belongings brought onto the premises, subject to the school's legal responsibilities.

Students are not allowed off the premises during the school time.

Parents are responsible to collect their child from the class. Children must only be released in accordance with the school's agreed collection arrangements and parental consent.

No one can leave the school without supervision. Students who have written parental permission to travel independently may leave in accordance with the school's agreed arrangements.

Smoking (for parents) is forbidden anywhere in school area. Smoking and vaping are not permitted anywhere on the school premises.

No pets are allowed in the school premises. This does not prevent access by an assistance dog or another animal where access is required or agreed as a reasonable adjustment.

Parents are only allowed to use the parking by the school field during the hours of 8.30 am –2.30 pm on Saturdays. No one can use the playground as parking. Car park operates as first come first served basis. If car park is full parents can use the roads or parking at Throwley Way public car park.

Parking must be used safely and in accordance with the host school's rules and any displayed restrictions. Parents must not obstruct entrances, emergency access routes or pedestrian areas.

No one can arrive earlier or later than the agreed hours. The school gate will be open at 8.30 and will be closed at 2.30 pm. Parents and students must follow the school's current arrival and collection times and any security instructions relating to access to the premises.

Security and Emergency Procedures

For the safety of everyone, students and parents/carers must follow instructions given by school staff during any emergency, evacuation, invacuation or lockdown. No person should leave or enter the premises during a security incident unless instructed to do so by the person in charge or the emergency services.

Any suspicious behaviour, threat, unattended or suspicious item, or other immediate security concern should be reported to a member of staff without delay. Students and parents/carers must not investigate or approach a suspicious item or situation themselves.

Parents/carers should ensure that the school has up-to-date emergency contact details and, during a serious incident, should follow the school's communication and collection arrangements rather than attending the premises unless asked to do so.