



## **School Procedures Policy**

**November 2019**

Executive Headteacher: Sarah Watson  
Acting Headteacher at Court Fields School: Polly Matthews

Due for review: Autumn term 2020

## Court Fields School

### **BEFORE SCHOOL**

Students may use the dining hall from 8.00 am – 8.35 am and can purchase breakfast from the Canteen. Students may use the LRC from 7.30 am – 8.35 am (8.20am on Monday, Wednesday and Friday). Students may use any of our outdoor spaces. Students must not use the main front entrance to A Block.

When the warning bell rings for the beginning of school at 8.35 am, all students should make their way to their Tutor base promptly. A second bell will ring at 8.40am to signal the start of Registration.

### **MORNING BREAK**

Students must eat any food in the dining hall or outdoor seating area and put all litter in the bins. Year 11 students may eat in the Year 11 Common Room. During wet breaks a bell will ring and students/staff will go to their P3 classroom.

### **LUNCHTIME**

Students must eat any food in the dining hall or outdoor seating area and put all litter in the bins. There is to be no eating in classrooms, corridors, on the field or other outdoor spaces. There is a published lunchtime rota system in place. Year 11 students may eat in the Year 11 Common Room.

The following indoor areas are available for use by students at lunchtime:

Hall/Canteen	-	All years
Common Room	-	Year 11 students
LRC	-	Available for study
AFA	-	Pre-agreed students
Wellbeing Hub	-	Drop-in available for all students
B18	-	Year 11 Study Support
C2	-	ICT support/club (all years)

Clubs are provided at lunchtimes in various locations around the school which students are encouraged to participate in. Students are welcome to use the LRC and any other supervised indoor spaces.

During wet lunchtimes students may use the dining hall, gym or sports hall and the LRC or their tutor base if supervised by their tutor. A bell will ring to signify a wet lunchtime.

### **GENERAL**

Movement in corridors and on stairs is on the left hand side without headphones or any mobile device out.

If you need to leave school early, sign out at Reception and sign in there if late. If you arrive during the school day, please sign in at Reception.

Clear up after yourselves in the hall, canteen and other designated eating areas. There is to be no eating in classrooms, corridors, on the field or other outdoor spaces. There are general bins for waste as well as recycling bins for appropriate items.

Students must lock bicycles and scooters in the shed by the Sports Hall. Skateboards must be handed in to Tutors or Student Reception and are not allowed to be carried around school.

Students who come to school on motorbikes / scooters are to park them in the bays provided on the front drive. Helmets should be stored in the lockers provided and should not be carried around school.

You may play football on the courts, the field (conditions permitting) or behind E Block on the hard area. Students should not play on, or cut across the sloped grassed area between D Block and the Sports Hall.