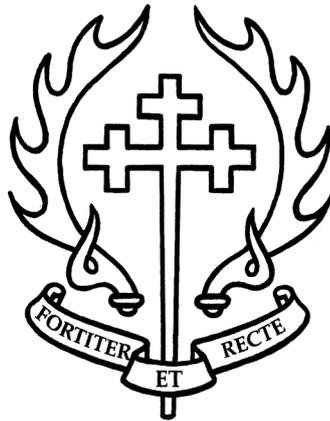


# **BROUGHTON HIGH SCHOOL**



## **RULES AND PROCEDURES**

### **RESPECT, INTEGRITY, INCLUSION**

It is every student's responsibility to familiarise yourself with the school rules and information in this booklet.

Any claims that 'you did not know' will not be accepted.

**FOLLOWING THE RULES GAINS MERIT POINTS -**  
they help your House win the House Shield.



# UNIFORM

(For parents and pupils)

Broughton High School has a strong community ethos and we encourage our students to respect this by following our school dress code. From 2013-2014 our dress code is changing. We are phasing out the school sweatshirt and moving to a simpler uniform which consists of:

- White shirt /black shirt/blouse
- Red tie
- Black trousers/skirt
- Black Cardigan - Girls
- V-neck sweater - black
- Black shoes

We have found that the shirt and tie is the most affordable and flexible option for parents. For 2013-2014, **S1** and **S4-6** will be expected to wear shirt and tie.

**S2-3** will have a **transition year** where sweatshirts which have already been purchased can continue to be worn.

**These should be replaced by shirt and tie for session 2014-2015.**

The reasons for asking students to wear school dress are as follows:

- Identity - it is important that pupils have a sense of identity and belonging. They are part of a new community in secondary school.
- Security - through the wearing of school dress staff can readily identify anyone who should not be in the school grounds and buildings.
- Safety - some items of clothing, such as loose fitting track suits are unsafe in Science and Technology areas.
- Economy - all items of school wear are reasonably priced.
- Preparation for later life - wearing school dress requires self discipline. In most work places there are certain expectations about dress.

Contact will be made with parents to gain their support if pupils arrive at school wearing inappropriate dress.

**Students must bring a complete change of clothing for PE.**

School dress must be worn on all school organised excursions and visits unless advised by the class teacher that other clothing will be more suitable.

# **GENERAL PROCEDURES AND INFORMATION FOR STUDENTS**

## **RULES AROUND THE SCHOOL**

- Follow staff instructions - first time.
- Walk around the school quietly.
- Stay on site - only S5/6 students may leave at morning break.
- Students should not be in teaching wings at break or lunch time unless by agreement with a teacher.
- Absolutely no chewing gum allowed.
- No fizzy drinks.
- No food or drink in classrooms, except water.
- Put litter in bins.
- Follow the dress code.
- No threats, name calling or physical violence.
- Show respect at all times.

## **CLASS RULES**

- Arrive on time and bring the correct equipment.
- Be ready to start learning quickly - remove outdoor clothing and get out your planner.
- Pay attention to staff and follow instructions immediately.
- Contribute to learning in a positive and responsible way.
- Show respect towards other people and their property.
- You may drink water, but no eating in class.
- Use the toilet at break and lunchtime.
- Keep your phone switched off unless your teacher requires you to use it.

## **IN THE COMMUNITY**

Remember the way you behave reflects on your school. Always be kind and courteous to members of the public, shopkeepers and visitors to the school. At break only S5 and S6 are allowed out of school.

## **ABSENCE**

Ask your parents to phone the school absence line on 0131 332 3106 on the first day of your absence.

If you have been absent, a note of explanation signed by your parent/guardian must be given to your Tutor on the morning of your return to school. The note should mention the days on which you have been absent. If a note is not received, your parents may be contacted by letter.

## **ATTENDANCE**

You MUST arrive in school by 8.30am in time for registration and by 1.50pm for afternoon classes. For security the entrance locks at 8.40am. You must only enter and exit by the front entrance. If you arrive after 8.40am you must report to the main reception where you will sign in and receive a Late Arrival slip. This is to be given to your first period class teacher. Regular late-coming will not be tolerated and arriving late to school may result in a detention (Detentions will be held in SP3/4). Your parent/guardian may be called to the school for interview.

## **REGISTRATION**

Before school students should congregate in the school Hub or in the outside concourse. A bell will be rung at 8.30am and you will report directly to Register classes for an 8.30am start. Students arriving in late will be recorded as such. You will remain in Register classes until Registration ends at 8.40am.

Attendance/Conduct/Support sheets must be collected before 8.30am. You should hand in homework exercises during class time as you will not be allowed out of Registration for this purpose. No student may leave Registration for any reason before 8.40am.

## **ASSEMBLIES**

You will receive advance notice about assemblies through the bulletin. On such days you should proceed to the Assembly Hall or the Theatre. You should file into the hall quietly, sit down in your place and stay quiet throughout assembly.

## **BULLETIN**

Every Tuesday & Friday the Bulletin will be read out at registration. This leaflet gives important information about clubs and school events. It will be posted on the wall of the register class so it can be referred to throughout the week. The bulletin will also be available on the school website.

## **OUT OF BOUNDS**

You must not congregate in doorways that are fire exits, and fire exit doors must be opened only in the event of an emergency. The delivery access road on Fettes Avenue and the school car park are out of bounds. The Memorial Garden at the front of the school should be treated with respect. It should be a place for quiet contemplation.

## **HOMEWORK & HOME STUDY**

You will be expected to complete, on time, homework set by your class teachers. Homework is not an 'extra' but is regarded as part of your school work. If you fail to complete homework or to hand it in on time, the school will make direct contact with your parents. In addition to set homework, you should be able to make up home study plans - times to learn school work and revise for tests etc. Study support groups will be arranged throughout the year to help you with class work. Homework may be completed in the library after school.

## **PLANNERS**

At the beginning of each school year you will be issued with a planner which you should bring with you to school every day. This should be used to record important dates, especially homework deadlines. Your planner will be regularly checked by members of staff, and may also be checked and signed by your parents. If you lose your planner you will have to buy a replacement from the office for £2.

## **DINING HALLS**

A variety of meals, snacks and drinks are served in the Hub at break and lunch. Students should queue in an orderly fashion. Food can only be eaten in the Hub. All students must clear their tables afterwards.

## **LITTER**

A big effort is required by all students to keep the school litter free. Bins have been installed at various points within and around the school. You are urged to make use of the bins both in school and the surrounding areas.

## **TOILET**

Other than at interval and lunch time you must have your teacher's permission before going to the toilet. Toilet entrances are monitored by CCTV and have smoke alarms.

## **FIRE ALARMS**

Students must not interfere with fire alarms or extinguishers. When the fire alarm goes off, you must exit from the school as quickly as possible, in an orderly manner, following instructions from staff. Fire exits and alarms are wired to the main fire board and interference with any safety equipment will lead to disciplinary action.

## **HEALTH & SAFETY**

You must obey the health and safety rules which apply in different parts of the school. If you notice anything dangerous please report it to a member of staff. Smoking is strictly banned anywhere in the school campus.

## **HOLIDAYS**

These should not be taken in term time. Under exceptional circumstances permission must be sought from the Head Teacher. Give a letter to your group tutor marked for the Head Teacher's attention. It would be your responsibility to catch up with missed work when you return.

## **ACCIDENTS**

If at any time, either within the school or in the school playground, a student is involved in an accident or is hurt, you must contact the school office or a member of staff immediately.

If a student is concussed or may have damage to limbs, you must not try to lift that person, but wait for the emergency services. You must not form a crowd around an injured person because if you fall or are pushed you could cause further injury.

## **ILLNESS & MEDICATION**

If you feel unwell during the school day you must notify your class teacher who will give permission to contact a classroom assistant at the welfare room. If you have any medication to be taken during the school day, it must be handed in to the medical room before 8.30am with the medical form signed by a parent or guardian and in the original box given by the pharmacist. The forms are available from welfare.

Under **no** circumstances are you allowed to leave school on your own without the permission of senior staff. If it is considered necessary for you to go home, parents will be informed and arrangements may be made for you to go home.

## **APPOINTMENTS**

If you have an appointment during the school day, you must bring an appointment card or letter from your parent/guardian. An appointment slip will then be issued by your Group Tutor.

Emergency appointments will be dealt with by office staff. Students must sign out at reception on leaving for an appointment and sign back in on returning.

## **LETTERS TO PARENTS/REPORTS**

Letters/reports to parents distributed in school should be passed on immediately to your parents when you get home.

## **LIBRARY**

The Library is staffed by Ms Paton, the Librarian, and is open throughout the school day and also before school from 8.15am, at lunch time from 1.35pm and after school till 4pm Mondays to Thursday. On Fridays after school, check with Ms Paton for opening hours. Lunchtimes and before school, you'll need a pass in order to access the library - just ask Ms Paton for details.

You can use the library to get homework done, do some research, take part in book group, use the computers or ipad, read the daily newspapers and magazines, play chess or borrow books. If you can't find the information you need, don't forget to ask Ms Paton

Every term, Broughton High students get the chance to review brand new books for Teen Titles magazine – just ask for info!

S1/2 students come to the library with their English class every fortnight, and use Accelerated Reader to develop their reading for enjoyment. Students read books then do the Accelerated Reader quiz in order to gain points and achieve a higher reading level. This is Broughton's Accelerated Reader page <https://ukhosted4.renlearn.co.uk/1892407> - students can access this at home or school. It's a good idea to do the quiz as soon as you finish the book!

## **LOCKERS**

Lockers are leased to students, subject to availability, for the duration of their time at Broughton. £10 is payable on collection of a locker key and £5 repaid on return of the locker key at the end of their time at Broughton providing the locker is empty, clean and undamaged. Lost keys will result in the £5 being forfeited and the same procedure will begin again if another locker is required. A sheet with "Locker Rules" should be read and signed before a locker is given.

Disciplinary action shall be taken against graffiti or vandalism. Lockers may only be accessed during breaks i.e. Interval / lunchtime / after school.

## **PERSONAL PROPERTY**

You must take care of your own property. Wherever possible, personal property should be labelled and valuable personal property should not be brought to school.

Any enquiries about lost property should be made to the Janitor's office or the main office.

**During Physical Education classes, and at other appropriate times, you must give money, watches and other valuables to the teacher in charge for safe keeping.**

**Do not leave money or valuables in classrooms or dressing rooms.**

**The school is not insured to cover the loss of money or other possessions whether by theft or accident.**

You are expected to provide your own pens, pencils, rubbers, rulers etc. Books provided by the school must be covered and carried in a suitable bag.

A charge will be made for school property which has been lost or damaged while in your care.

## **STUDENTS LEAVING SCHOOL AT BREAKTIME/LUNCHTIME**

A number of students go home for lunch or walk to the shopping areas in Stockbridge. The roads are busy therefore you must keep to the pavements. Do not congregate in groups in Stockbridge or in the surrounding residential areas and dispose of litter sensibly in the bins provided.

Students are reminded that they should behave in an acceptable manner at all times. Only S5/S6 students can leave school at morning break. All other students must remain in school.

S5/6 students may not leave school during class time. All students who leave school must sign out.

## **TRAVELLING TO SCHOOL**

The majority of students arrive and depart from the school on foot. You are reminded that school rules apply when travelling to and from school and that you are expected at all times to conduct yourself in a polite and civilised manner which will bring credit to you, your parents and the school. Accordingly, fellow students, bus company employees and local residents should be treated with courtesy, consideration and respect. Please remember that while travelling on a bus you are directly associated with the school and any misbehaviour will damage the image of your school in the eyes of the public. For student safety, parents transporting students by car should drop off in Fettes Avenue opposite police headquarters. The car park is only available for disabled student drop off.

## **BIKES**

If you wish to bring your bike to school, you must park and securely lock your bike in the bicycle shelter next to the playground. Under no circumstances may you cycle through the staff car park or the school grounds. **Bikes are left at owners' own risk.**

## **MOBILE PHONES**

Phones should be switched off during class times, i.e. between 8.30am and 3.30pm (excluding breaks) and kept in a secure place, unless authorised by the class teacher for certain tasks.

**The school accepts no liability for loss.**

## **MP3 PLAYERS**

Must not be used in corridors or classrooms unless the teacher gives permission.

## **STUDENT SUPPORT**

It is important that during your time at secondary school you know where and how to access support. Students may seek support for a variety of reasons, including:

target setting	course choice	learning issues
careers information	emotional and social issues	

The Student Support Department includes Guidance Staff, Support for Learning and Behaviour Support Staff.

Your guidance teacher takes your PSE class every week and you will have at least one individual interview throughout your time at school starting in September of S1.

## **CLUBS**

There are many extra curricular pursuits available at lunch time, after school and at weekends. Details of activities available will be given to your group tutor but information will also be available on notice boards and on the website. You are very fortunate in attending a school where a large number of staff give freely of their time to organise a wide range of activities for your benefit. Accordingly you should be appreciative of their efforts and demonstrate your appreciation by:

- Displaying the highest standards of behaviour.
- Assisting staff whenever possible in running the club or activity.
- If you are representing the school at an activity wear school dress.

Please make the most of the opportunities available to you.

## **WORK**

No student under the age of 13 may be employed. For students aged 13 - 16, a Work Permit is required and this must be signed by parents, employers and a representative from the school. Forms are available from the office.

# SCHOOL DETAILS

Broughton High School  
29 East Fettes Avenue  
Edinburgh EH4 1EG  
Tel: 0131 332 7805  
Fax: 0131 343 3296  
Email: [admin@broughton.edin.sch.uk](mailto:admin@broughton.edin.sch.uk)

Further school information is available on:

[www.broughton.edin.sch.uk](http://www.broughton.edin.sch.uk)  
[www.bhpc.org.uk](http://www.bhpc.org.uk) - Parent Council website