



Albyn School Rules

Conduct and Behaviour

- Pupils are expected to conform to the School Rules at all times.
- Pupils are expected to follow all instructions given by staff and Prefects.
- Pupils are expected to behave in a way which reflects the School Code of Conduct at all times.

Attendance

- All pupils are expected to attend school on each school day throughout the session between 8.40 and 15.15 (Lower School) and 15.55 (Upper School) unless prior arrangements have been made with the School.
- Requests for permission for absence (e.g. for an appointment, leave of absence etc) should be put in a letter and brought to either the Form Teacher or the Headmaster in advance of the absence.
- In cases of absence, written notes of explanation should be brought to your Form Teacher on your return to school. A phone call to the school notifying of your absence is appreciated but does not remove the need for a written note.
- Parents must notify the school before 9.30am on the day if their child is unwell and will be absent explaining why and for how long.
- Only pupils in UIII upwards may leave school during the lunch hour. A permission slip signed by a parent or guardian is required at the start of the session.
- Pupils missing class for music instruction, outings etc must politely ask permission in advance from the teachers whose classes they will miss.
- Pupils will only be permitted to go on a school outing if a signed permission slip has been returned.
- If you leave school during the school day, you must sign out in the General Office and sign in again when you return.
- If you are unwell, you should seek help from a member of staff. If required, contact with home regarding illness will be made by the School Nurse.
- If a member of staff does not appear to take your class within ten minutes of the lesson starting, one pupil should notify the General Office.

Uniform

- Pupils must wear regulation school uniform at all times, both in school and on their way to and from School, School events, games and matches.
- Pupils may wear a plain watch, one pair of plain stud earrings (not hoops) and a plain ring. No other jewellery may be worn.
- Upper School girls from UIII- UVI may wear light make-up and discreet nail varnish.
- Hair must be a natural colour.

Homework

- Pupils are expected to complete and submit all homework on time and in accordance with the School Homework Policy.

Property

- All uniform, books and other property should be named.
- All books and equipment on the Booklist must be bought.
- No valuables should be brought to school.
- If money has been brought in to pay for an excursion etc, the money should be handed to a member of staff for safe-keeping at the start of the day.
- Bags must not be left lying in corridors, on stairs etc.
- Mobile phones must be switched off during the school day. A permission form to bring them to school must be brought to school at the start of the session.

Environment

- Pupils are expected to know and carry out all safety procedures, both within subject departments and in the school as a whole.
- Pupils should not open external doors for anyone.
- Only staff, Prefects and Upper VI pupils may use the Foyer doors unless a teacher is present and gives permission.
- Move quietly and considerately around school, keeping to the left in corridors and on stairs.
- Internal doors should be held open for others.
- Pupils are expected to limit eating and drinking to designated areas and times. Chewing gum is not permitted.
- No alcohol, tobacco or illegal drugs are allowed.
- No litter must be dropped anywhere.