

5.1 Uniform & Standards of Appearance



School uniform is worn by all students and the standard of uniform is high. The wearing of uniform in school ensures that all students are neat and business like in appearance, which in turn affects their attitude to school and to their studies.

Items of school uniform marked ## must be purchased from *Bristows Club & School* (Bridgnorth) or *SR Embroidery* (Broseley) Some items can be purchased elsewhere, but they must comply with the specified uniform requirements.

- **Trousers** - should be a straight fit and black in colour. NB No jeans, flares, cord, denim-type or stretch fabrics or fashion styles such as large zips, etc.
- **Skirt** – should be black, straight in fit, without frills and of conventional length.
- **House Ties** - are available from Student Services, priced at £3.50.
- **Blouses/shirts** - should be pale blue, standard school uniform style, worn with all buttons fastened and tucked into skirts and/or trousers. Fitted blouses are not acceptable as they do not remain tucked in.
- **V-neck school sweatshirt ##** with logo must be purchased from **Bristows Club & School** (Bridgnorth) or **SR Embroidery** (Broseley). NB This is a compulsory item to be worn at all times.
- **Shoes** – should be of a standard conventional style, in black. No trainers should be worn to lessons in school. Acceptable styles do NOT include high heels, platforms, wedges, boots, mules or sandals, etc.
- **Socks/Tights** – should be plain black without patterns.
- **Belts** - should be black, plain conventional, uniform style with no fashion styles.
- **Trainers** - should only be worn at school during PE activities. NB As it is contrary to Health & Safety Regulations for students to be engaged in practical work in any workshop whilst wearing trainers, any student who attends a Design & Technology lesson in trainers will not be permitted to take part in any practical aspect of that lesson.
- **Jewellery** - should not be worn, other than a watch, one plain ring and one pair of plain gold or silver stud earrings if ears are pierced. NB only one stud per ear in the lower lobe is allowed.
- **Hair styles** – We do not permit shaved heads, unconventional styles or unnatural colours in school. Long hair should be tied back in practical lessons.
- **Coats** – In cold weather these are worn travelling to and from school and outside at Lunchtime. They should be a proper coat/jacket styles, of a plain dark colour. Non-uniform sweatshirts, sports tops, 'hoodies', etc. are not permitted as alternatives. At all times during the school day only school sweatshirts are allowed.
- **Sixth Form** - There is no uniform for Sixth Form students but we reserve the right to disallow extreme styles of dress or personal appearance which may be seen as offensive or inappropriate. Sixth Formers are expected to exercise restraint as senior and responsible members of a community where conventional dress standards are observed.

- **PE kit** – must be bought from **Bristows Club & School** of Bridgnorth or SR Embroidery of Broseley. Samples will be on display at the Induction Evening and staff will be available to take orders. These will be ready for collection from school or from SR Embroidery or Bristows Club & Sport during the summer holidays. It is advisable that both boys and girls have a gum shield.

WBS SCHOOL UNIFORM

BOYS		GIRLS	
SHIRT:	Plain pale blue, with collar, not denim	BLOUSE:	Plain pale blue, shirt style with collar, not denim and not fitted
TIE:	House colours	TIE:	House colours
SWEATSHIRT##:	Navy blue, v-neck sweatshirt with embroidered school logo	SWEATSHIRT##:	Navy blue, v-neck sweatshirt with embroidered school logo
TROUSERS:	Plain black of a smart conventional style, with no extreme design (no cord or denim-type fabrics, no jeans-styles)	SKIRT OR TROUSERS:	Plain black of a smart, conventional style, with no extremes of length or design (no cord or denim-type fabrics, no jeans-styles)
BELTS:	Plain black with no extreme designs, to sit on the waist	BELTS:	Plain black with no extreme designs or fashion styles
SOCKS:	Plain black	SOCKS OR TIGHTS:	Plain black
SHOES:	Black (not trainers, boots or sandals)	SHOES:	Black, low-heeled shoes (not trainers, boots or sandals)
OUTDOOR COAT/JACKET:	Plain, dark colour No sports tops, 'hoodies', jumpers, cardigans, etc.	OUTDOOR COAT/JACKET:	Plain, dark colour. No sports tops, 'hoodies, jumpers, cardigans etc.

PE KIT

Outdoor:	Gum Shield – Advisable	Polo Shirt ##	Sky blue with school PE logo
Rugby shirt ##	Royal blue (reversible)	Skort ##	Navy blue
Sports shorts ##	Royal blue	Ankle Socks	White
Socks	Royal blue	Hockey Socks	Navy blue
Indoor:		Swimsuit	One piece navy blue or black
Sports top ##	White & navy blue [with school PE logo]	Towel	
Cotton Shorts ##	Navy Blue	Footwear:	*Training shoes suitable for outdoors.
Ankle Socks	White		
Swimsuit	Blue or black trunks		
Towel			
Footwear:	*Training shoes Football boots Shin pads (FA requirement)		*Please ensure these are sports trainers, and not leisurewear, to protect your child from sports injuries.
Optional items:		Optional items	
Micro fleece ##	Navy blue [with white trim and school PE logo]	Micro fleece ##	Navy blue [with white trim and school PE logo]
Tracksuit trousers	<u>Plain</u> navy blue	Tracksuit trousers	<u>Plain</u> navy blue
		Gum Shield	Advisable

5.2 Protective Clothing & Safety

- When using machinery the appropriate protective clothing and guards must be used at all times.
- Trainers may not be worn during Design & Technology lessons.

- In order to protect school uniform and to help observe safe working practices, all students taking part in practical Design & Technology workshop activities require a protective apron.
- When using machinery, ties must be firmly restrained behind overalls/aprons or removed at the discretion of the teacher.
- Hair must be kept tidy and long hair must be tied back whenever there are considerations of hygiene or safety e.g. in laboratories and workshops.

Plain white cotton aprons can be purchased from the D&T department for £3.00 each.

5.3 Behaviour for Learning

Parental support in ensuring that all students follow these guidelines is vital.

The one key principle for all of us in school is:

EVERYONE WILL ACT WITH COURTESY AND CONSIDERATION TO OTHERS AT ALL TIMES

There are posters in every learning area throughout the school emphasising our approach to behaviour, which is based on the **RIGHTS and RESPONSIBILITIES** of all members of our school.

This means that:

You always try to understand other peoples' point of view.

In class you make it as easy as possible for everyone to learn and for the teacher to teach.

Every day you should have with you in your bag: reading book, student planner, calculator, dictionary, pencil case with pen, pencil, ruler, rubber, protractor, compass.

Every evening you will have to organise your **bag** for the next day so that you have the **correct books and equipment** for your lessons. Your student planner will contain a list of equipment and a copy of your timetable - refer to it! The planner also has a space for notes and reminders - use it!

Each evening you will have to set aside time to do **homework** which should have been carefully recorded in your planner. Remember to find out the homework tasks if you are absent.

All students should bring a **rough book**. They are to be used for rough work in lessons, note-taking, recording more details of homework than space in planners allows, etc.

You do not need Tipp-Ex or substitute. You should use pen or pencil so that your hand-writing is neat and clear.

Start of lessons

- √ Arrive promptly.
- √ Some teachers will ask you to line up outside the room, quietly, before a lesson.
- √ Enter room sensibly and go straight to your workplace. You may be told where to sit.
- √ Sit down, be quiet, get out books and equipment, put small bags on the floor, **be ready to start the lesson.**
- √ If possible - start work.
- √ Remain silent when the **Register** is called (except when it's your name!)

When your teacher talks to the whole class, remain silent and concentrate. If the class is asked a question, **put up your hand to answer**: do not call out (unless you are asked for quick ideas). Only quiet talking about work is allowed. You are expected to work sensibly with your classmates: do not distract or annoy them. Sometimes you will be asked to work in silence. **You are silent** whenever you are required to be.

If you arrive **late** without justifiable cause you must expect to be detained in order to make up the work.

Eating, drinking and chewing in lessons are not allowed, other than plain water from a small plastic bottle.

You must not leave a lesson without a note from a teacher in your student planner, or an 'out of class' pass.

We expect high standards of **presentation** from you:

- √ work should be headed, underlined and ruled off afterwards.
- √ every lesson you should start work by writing the date.

Exercise books are purely for working in,

- x no scribbling on covers, inside or out.
- x no scribbling on any of the pages.

You may be asked to cover some of your exercise books and you may be lent text books in some subjects. Lost or defaced books have to be paid for.

End of lesson

You should not begin to pack away until your teacher tells you to do so. When told, stand and push in or put up your chairs; any litter should be picked up. Work quietly. Only when your teacher finally tells you to go may you leave the room.

You move gently and quietly about school.

This means never running, barging or shouting, but being ready to help by opening doors, standing back to let people pass and helping to carry things. **In crowded areas please keep to the left.**

You always speak politely to everyone (even if you feel bad tempered!) and use a low voice. Shouting and/or bad language is **always** discourteous and will be dealt with.

You keep the school clean and tidy so that it is a welcoming place we can all be proud of (This means eating packed lunches only in the dining room and other designated areas, putting all litter in bins, keeping walls and furniture clean and unmarked and taking great care of the displays).

Parents will be asked to meet or contribute towards the costs of damage to or loss of school property arising out of individual students' behaviour.

Out of school, walking locally or with a school group, you always remember that William Brookes School's reputation depends on the way you behave.

Outdoor coats are not to be worn in school. They should be put away in lockers at the start of the day and collected before you leave at the end of the day. You may use them outside at lunch time

Finally, but most importantly:

Teachers and other staff are in the position of parents/carers while you are in school. This means in particular that:

Any reasonable request from a member of staff should be carried out at once and without argument.

CHEWING GUM, CIGARETTES, AEROSOLS, MATCHES, LIGHTERS, AND MOBILE PHONES ARE NOT ALLOWED IN SCHOOL: THEY WILL BE CONFISCATED IF SEEN AND STAFF WILL NOT INVESTIGATE ANY THEFT OF ELECTRONIC EQUIPMENT UNLESS THERE IS A SPECIFICALLY IDENTIFIED CULPRIT (ALLEGED).

THERE IS NO EXCUSE FOR RUDENESS, DISRESPECT OR INSOLENCE TOWARDS TEACHERS OR ANY OTHER MEMBER OF THE SCHOOL STAFF.

PLEASE REMEMBER: WILLIAM BROOKES SCHOOL IS A NO SMOKING SCHOOL

SMOKING IS NOT ALLOWED

5.4 Conditions for Learning

You are in a place of LEARNING

RIGHTS

TO LEARN

TO TEACH

TO FEEL SAFE

TO WORK WITH SUITABLE RESOURCES

TO BE CHALLENGED AND STIMULATED

TO BE RESPECTED

TO REASONABLE WORKLOADS

RESPONSIBILITIES (RULES)

Be punctual

Work to our best ability

Respect the learning of others

Write homework in planner and complete on time

Never talk whilst someone else is talking

Follow staff instructions

Enter and leave class in an orderly way

Use equipment as it is intended

Respect other peoples' contributions

Bring equipment and keep resources in good condition

Participate fully in all tasks.

Deal with others politely.

Respond positively to reasonable requests.

where RIGHTS must be earned by meeting RESPONSIBILITIES

5.5 Fire Safety Procedures

The fire alarm is a continuous ringing, operated through fire alarm points located around the school.

All students should walk quietly out of the school under staff supervision. They should assemble, in tutor group lines, within their house in register order, silently, at the allocated points on the grassed playing field. Instructions are displayed on classroom notice boards and regular practices are held to ensure that students and staff are familiar with exit routes and general procedures.

5.6 Electronic Devices

MOBILE PHONES

We have always had a very clear and unambiguous policy regarding mobile phones: **they are not allowed in school**. We have always emphasised this in our meetings for new parents and our New Parents Guide and we remind students regularly, as well as reminding you through our newsletters, etc.

Our recent experience has underlined the many reasons why we insist on banning mobile phones and why William Brookes Governors have continued to endorse this policy. Although not all students use mobile phones irresponsibly, we need to have a consistent rule that applies to all our students in Years 7-11 and we request that you take active steps to ensure that your child does **not** bring their mobile phone to school. We need your support in our efforts to keep all our students safe and secure throughout the school day.

If we find that a student in Years 7-11 has their mobile phone in school **we will confiscate their phone for a minimum of 2 nights** and inform you by letter. We shall keep it securely stored in our safe, and will return it to them at the end of the appropriate day. If there is a second confiscation we request that their parent comes in to school to collect the phone personally at the end of the confiscation time. In addition to this we shall work with our local police officer who will be running sessions on safe and responsible use of mobile phones.

We have a very efficient **messaging system** that will get any important messages straight to your child. Reception, House Leaders and other staff will always ensure that an important message home to parents is made from one of our **school phones**, if this is appropriate. If you do feel on a particular day that it is essential that your child has his or her phone (e.g. for a particular after school activity) **the student should hand it in to Reception on arrival in school, labelled with their name and tutor group and Reception staff will store it securely for the day.**

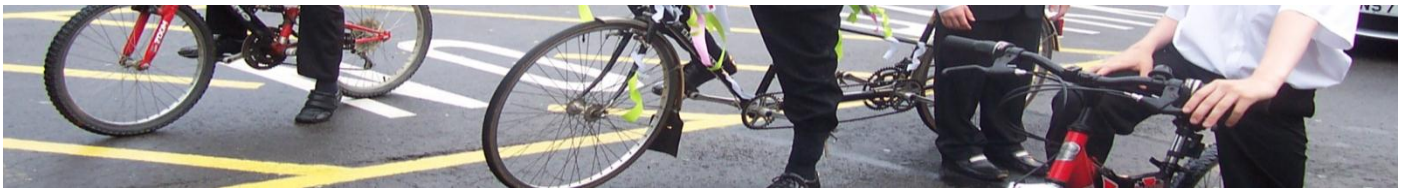
MP3 PLAYERS, IPODS, etc.

Students are allowed to bring these to school but they are for use **OUT OF LESSON TIME**. During lessons they should be kept in lockers or bags and neither the player nor the earphones should be visible or in use.

- If students do use MP3 players (or similar) during lessons they will be confiscated;
- If the players are also mobile phones, then they are **NOT ALLOWED** in school anyway;
- Students must accept full responsibility for them and, they (and you) must understand that we will not investigate, nor do we have insurance to cover, any loss or theft;
- It is courteous to switch off these items if a member of staff is speaking to a student at any time.

5.7 Bicycles

Travel to and from school by bicycle is encouraged, and we have cycle racks for their storage during the day. Students must wear a cycle helmet and they are not allowed to ride bicycles on the school premises. No responsibility can be taken for any student's cycle. All bikes must be locked securely to a cycle rack and any found unsecured will be removed to safe storage by the Campus Management Team.



5.8 Car Parking

The second phase of our building opened at Easter 2011, creating a great space for both cars and coaches. There is a section of parking allocated to our buses and parking is restricted in these areas to times outside morning arrival and afternoon departure of buses.

Car park spaces are still tight with staff and sixth form students having passes for the site. There are visitor spaces and disabled parking bays which are to be used as signed. If you are unsure of whether you have parked in a suitable space then please check with reception. Please do not park in any areas that are unmarked or on paths that are meant for walking entry to the site.

The car park also has signs denoting the speed limit (5mph) and one way routes. Please look out for and adhere to these for the safety of all people in these areas.

5.9 Motorbikes

These can only be used by Sixth Form students for transport to school if a permit has been obtained. Application forms are available from the Reception. Under no circumstances should a student carry another student as a passenger during school hours or to any school activity.

Y11 students traditionally acquire motorbikes, mopeds and scooters as GCSE exams approach and their use is restricted. The following rules apply:

- No motorised vehicle is acceptable for Y11 students until the start of the summer term exam period
- Application forms for a permit to travel by motorbike, moped or scooter during the exam period, are available from Reception. They need to be completed (including details of insurance, parental signature, etc) and returned for consideration with the possible allocation of a permit. Not all applications will be successful and several conditions apply.