



# St Ursula's Convent School

Crooms Hill, Greenwich, London, SE10 8HN  
T: (0)20 8858 4613 E: [admin@stursulas.com](mailto:admin@stursulas.com) W: [www.stursulas.com](http://www.stursulas.com)  
Headteacher: Ms Ursula Norbert

## HOME SCHOOL AGREEMENT PROCEDURES AND PRACTICES FOR STUDENTS

### The School Day

#### **Lesson Expectations**

In every lesson, all students should meet the following expectations:

- Arrive on time
- Arrive with correct uniform
- Arrive with all necessary equipment
- Arrive with completed homework
- Follow all teacher instructions in a timely fashion
- Apply yourself fully to all tasks throughout
- Work with others in a collaborative manner

#### **Attendance**

All students must be on site by 8.30 am and remain until the end of the day unless they are on a school outing. School ends at 3.10pm.

Students are expected to have 100% attendance. If attendance drops below 95% they will be placed on the School Referral System and if the percentage is 90% or below, students are fast tracked to the Greenwich Attendance Advisory Officer.

#### **Punctuality to School**

Detentions for lateness will be issued over a period of 2 weeks:

1<sup>st</sup> Late - 20-minute detention by Form Tutor

2<sup>nd</sup> Late - 30-minute detention by their Form Tutor (Notice to be given to Parents/Carer)

3<sup>rd</sup> Late - 60-minute detention by their Head of Year (HOY), (Notice to be given to Parents/Carer)

Students who are late twice in one week have a Friday, one hour detention with HOY.

Persistent lateness will result in a referral to the Attendance Advisory Officer at Greenwich Local Authority and may result in a Saturday detention or a home visit by the Attendance Advisory Officer.

#### **Punctuality to Lessons**

Students are expected to be punctual to lessons. Lateness to lessons may result in a detention.

#### **Absence**

When students are absent through illness, parents are asked to notify the school by phone, immediately if possible, and certainly immediately if there is an infectious illness involved. In all cases, a note or email must be sent within three days to the school, explaining reasons for absence and your child's likely date of return. The school reserves the right to request a





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Medical Certificate. Failure to produce an absence note will result in the absence being recorded as unauthorised and referred to the Attendance Advisory Officer. The Headteacher can issue a penalty notice for student non-attendance if parents have not fulfilled their parental responsibilities in ensuring that their child is educated.

## Application for Leave of Absence

A directive from the DfE states quite clearly that no parent can demand leave as a right. Leave for a family holiday will mostly be registered as "**unauthorised**". Absence from school could place a child in academic difficulty, it interrupts the flow of teaching and learning in the classroom. Staff will not repeat work, as this is unfair to those students who do not take leave during school time. All students are legally required to be in school during term time.

## Illness during school

Students need the permission of a member of staff to go to the main office and report their illness. Parents/Carers will be notified if their child remains unwell. No ill child can be sent home unaccompanied. A member of SLT will decide if a child needs to be sent home.

## Student Safety

- Students must walk quietly round the school at all times, keeping to the left-hand side.
- When waiting to enter a classroom they must line up in single file.
- Students must follow fire drill procedures as directed by staff. Students must maintain silence throughout fire drills and walk quickly to the tennis courts.
- Students who need to wear glasses for PE should have plastic lenses. If it is established that such students have glass lenses, parents should be advised of the danger by the Head of PE and the matter followed up.
- **Students may not bring aerosols, sprays, perfume of any kind, including gels – which carries a fire risk or could induce an asthma attack**
- **Tippex, mirrors and scissors must not be brought into school. Chewing gum is not allowed. Any of these banned items will be confiscated and disposed of, they will not be returned.**
- **Cigarettes, including E-cigarettes, Shisha cigarettes and any other illegal or prohibited substances (i.e., alcohol) are strictly forbidden and if brought into school will result in exclusion.**
- Goggles must be worn when teachers' direct students to do so. This is likely in Science and Technology classes. Hair must be tied back for all practical lessons.
- Trainers are not allowed, except in PE.
- **Students must not walk across the upper gardens.**

## School Trips / Football Fixtures

At the start of each academic year parents/carers will be asked to complete a Parental Authorisation Form which requires up to date medical and emergency contact information. This authorisation form must be returned by the requested date.





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St Ursula's makes use of Greenwich Park, Our Lady Star of the Sea and local places of interest on a regular basis. Parental consent for this is assumed unless the school is informed in writing to the contrary. Other school trips will require a consent slip to be completed.

## Photograph & Film Permission

From time to time the school is approached by reputable organisations such as Royal Greenwich Council with a view to filming school activities for promotional videos etc. This would of course involve filming / photographing students. We obtain consent from Parents / Carers (or students when above the age of 13) for photographs / videos.

It is also necessary on occasion for the school to give out student addresses to borough organisations such as Prospects so that they can make direct contact with students and parents. We will seek consent prior to the contact so that such transfer of data is with the permission of Parents/Carers/ students.

If students are entrusted to carry their mobile phones with them for use before and after school, the following should be noted:

- Mobile phones must be switched off at all times during the school day, including break and lunchtimes, and remain off whilst students are on the school premises. It is not acceptable for phones merely to be put on silent or pager mode.
- The phone must be kept out of sight in bags during lessons.
- No student may take a mobile phone into a room or other area where examinations are being held.
- The security of the phone will remain the student's responsibility in all lessons including PE/gym lessons.

Use or possession of any of these will result in confiscation. Confiscated items will be returned to Parents / Carers / students after two weeks. Parents/Carers will have to come to the school site to collect the confiscated item.

## Jewellery

A plain watch (not a smart watch) and one small pair of plain silver / gold studs are allowed (**one in each earlobe – lower pierce site**). No tongue studs or other visible body piercing is allowed. A small crucifix may be worn under the blouse but must be removed for PE. No other jewellery of any kind may be worn in school. **Any variations to this will result in jewellery items being confiscated until the end of term (for the Christmas/Easter/Summer holiday).**

## Property

All property must be marked. If school property is lost it must be replaced / refunded by the Parent / Carer. Replacements for lost exercise books and Journals may be purchased via parentpay only with approval from HOY / Head of Department / SLT.

## Lost Property

All property must be named, this includes pencil cases, trainers, glasses cases etc. Lost PE kits are handled by the PE staff and students should ask them for it. Other lost property should





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be deposited at the collection point by the School Office. Staff will ensure the return of all **marked** lost property. Unmarked lost property will be stored in Hilltops. Unclaimed items will be disposed of at the end of each half term.

## Valuables

The school will accept no responsibility for valuables lost by students on site. Students should not have any valuables in school. Lost house keys, watches or bus passes can be claimed immediately after the last lesson each day from the Main School Office. If need arises, students and property may be subject to search.

## Confiscated Items

All confiscated items must be collected at the end of each half term. Failure to do so will result in said items being disposed of. This does not include items confiscated with regard to student safety

## Money

The school will accept no responsibility for monies lost by students on site. The school is a cashless school.

## Money for trips, activities, resources, etc.

St Ursula's is a cashless school and has a cashless system called ParentPay. All payments must be made using this system.

## Music Lessons

All payments should be made directly to the Peripatetic Teacher via BACS payment into their Bank Account. Parents will receive an Invoice from the Peripatetic Tutor once a student has been allocated lessons. Invoices should be paid within the first two weeks of Instrumental lessons beginning

## Governors' Fund

The sum is £50 per child per year to raise funds for external building maintenance. Payment can be made online via ParentPay before the first week of term.

## Insurance

The school's insurance policy **does not** cover items belonging to individual students. If a student has a valuable item, for example, a bicycle or a musical instrument, parents must check that it is covered by their own insurance. This also applies to musical instruments borrowed from the school. The school will not be liable for such items.

## Unsatisfactory Behaviour and Interventions

Whilst actively encouraging and rewarding good behaviour, St. Ursula's Behaviour Policy makes clear that unsatisfactory behaviour will not be ignored or tolerated. Boundaries are made clear, and sanctions are applied when students wilfully ignore the rules of the school.





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In order for unsatisfactory behaviour to be dealt with effectively, it is considered important to have the fullest picture of a student's behaviour so that any incident may be seen in the widest possible context.

## Detentions and Sanctions

Any member of staff may set a detention for poor work or bad behaviour.

The member of staff will inform parents of the date and reason for the detention by means of the **Student Journal**. Parents/Carers must also sign their child's journal to indicate they are aware the detention has been issued.

## Homework

All homework must be handed in at the time specified. Each student has a homework timetable and a student journal, for recording their homework, which is checked by Form Tutors. The journals must be signed weekly by Parents/Carers and Tutors. Homework is put on Google Classroom.

## Lunch time

**No students may go off site.**

All food should be consumed in the Dining Hall. No food may be eaten in classrooms or corridors or in the grounds. **Water may be drunk in lessons unless it is deemed to be a Health and Safety hazard. Fizzy drinks and energy drinks are not allowed.** All students must provide their own water bottle

## Extra-Curricular Activities

All students are encouraged to fully take part in the life of the school and are expected to commit themselves for the duration of the activity.

## Parents' Evenings / Academic Reviews

Parents / Carers must pre book their appointments via the Parents Evening Booking System on Edulink One. Attendance at these meetings is compulsory and 100% attendance is expected.





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## **HOME SCHOOL AGREEMENT** **STUDENT'S BEHAVIOUR POLICY – CODE OF CONDUCT**

***The basic rule for all of us in school is that everyone will act with courtesy and consideration to others at all times.***

### **Behaviour**

We expect all students to behave in a respectful, kind and considerate manner both within school and outside of school. As a Catholic community we live out the Gospel values in all our actions.

### ***During Lessons***

- You will always try to understand other people's point of view.
- In class you make it as easy as possible for everyone to learn and for the teacher to teach. This means arriving on time with everything you need for the lesson, beginning and ending the lesson in a courteous and orderly way, listening carefully, following instructions, helping each other when appropriate and being co-operative and sensible at all times, fully participating in your lessons.
- Always speak politely to everyone (even if you feel bad tempered!). Use a low voice. Shouting is always discourteous. Always address staff by name.

### ***Around School***

- Students should treat each other with respect showing consideration towards others and the learning environment in which we work. Students should move quietly and gently about the 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 and walk in single file.
- You are silent whenever you are required to be.
- You keep the school clean and tidy so that it is a welcoming place of which we can all be proud. This means putting all litter in bins, keeping walls and furniture clean and unmarked and taking great care of displays, particularly of other people's work.

### ***Outside of school***

- Whether using public transport, walking through local areas or on a school outing, students must always remember that the school's reputation depends on the way they behave. Students must behave with courtesy and quietness, and they must not bring the school into disrepute. Behaviour on public transport must show respect to members of the public at all times.
- Students are expected to wear their uniform as per the school uniform policy, including on their way to and from school. This represents the public image of the school.





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## Bullying

Bullying is a very grave issue and all students must report any evidence or suspicion of bullying to their tutor or Head of Year. All such disclosures will be treated seriously. Bullying, is, any form of physical or psychological intimidation, including racial harassment.

Bullying takes a variety of forms: e.g. Physical attacks

Threats

Name-calling and teasing

Spreading rumours

Graffiti

Letters

Extortion

Interfering with personal property

Telephoning/ text messaging

Isolating individuals from group activities

Cyber bullying / social media





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## **HOME SCHOOL AGREEMENT** **STUDENT'S BEHAVIOUR POLICY – CLASSROOM EXPECTATIONS**

Classrooms (including laboratories, workshops and Sports Hall) are places of learning and for teaching. Just as in any business or office there need to be clearly understood rules and expectations to allow everyone to work successfully, safely and enjoyably.

### **Start of Lessons**

- Ensure that you are punctual for all lessons.
- Enter a room sensibly and go straight to your place of work.
- Take off and put away any outdoor wear.
- Stand and respond to the teacher's greeting.
- Lessons begin with an act of worship.
- Take out your journal, books, pens and equipment and put bags away safely to avoid hazards.
- Remain silent during the register, (except when your name is called).

### **During Lessons**

- When the teacher talks to the whole class, remain silent and concentrate.
- If the teacher asks a question, do not call out (unless you are asked for quick ideas)
- You must have the correct equipment needed for all lessons.
- You are expected to work sensibly with your classmates; do not distract or annoy them.
- Students should always work to the best of their ability.
- Students are expected to participate and contribute in the lessons.
- Homework must be recorded in your journal before you leave the lesson.
- You may not leave a lesson unless you have the teacher's permission.

### **End of Lessons**

- The bells are not signals for you; they are for the information of your teacher.
- When told, stand and push in your chairs or at the end of the day, place the chair on the desk. Any litter should be picked up. You should leave the learning environment as you would expect to find it.

### **Finally, but most importantly:**

**Teachers are in the position of Parents / Carers while you are in school.**

### **This means in particular:**

**There is no excuse for rudeness, disrespect or insolence towards teachers or other staff. Any reasonable request from a member of staff should be carried out at once and without argument. Breaking either of these very basic rules will be treated as a VERY serious matter.**

**The word of the member of staff is final.**







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## HOME SCHOOL AGREEMENT PARENTAL AND STUDENT PLEDGE **Parental and Student Pledge**

I / we agree to co-operate with the school by ensuring that all school rules are kept, that correct uniform is worn at all times, that the standards of the school are always upheld and I / we accept that the decision of the Head Teacher in these matters is final.

### **Home School Agreement Procedures and Practices for Student**

.....  
Signature (s) of Parents / Carers

.....  
Signature of Student

### **Home School Agreement Students' Behaviour Policy - Code of Conduct**

.....  
Signature (s) of Parents / Carers

.....  
Signature of Student

### **Home School Agreement Students' Behaviour Policy - Classroom Expectations**

.....  
Signature (s) of Parents / Carers

.....  
Signature of Student

Date .....

Date .....

Outdoor uniform is an integral part of the uniform and must be worn by all students. The uniform is the public face of the school. It acts as both a unifying element and a point of recognition, whilst removing from parents the financial burden of providing





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