

EALING COLLEGE UPPER SCHOOL
Notes for the Guidance of Parents

1. THE SCHOOL DAY

Full details of lesson times and students' times of attendance of are given below.

8.50	<i>Doors open</i>
8.55 - 9.05	<i>Registration and Form Period</i>
9.05 - 9.45	Period 1
9.45 - 10.25	Period 2
10.25 - 10.45	<i>Morning Break</i>
10.45 - 11.25	Period 3
11.25 - 12.05	Period 4
12.05 - 12.50	<i>Lunch Break</i>
12.50 - 12.55	<i>Registration</i>
12.55 - 1.35	Period 5
1.35 - 2.15	Period 6
2.15 - 2.30	<i>Afternoon Break</i>
2.30 - 3.05	Period 7
3.05 - 3.40	Period 8
3.40	<i>End of School Day</i>

On Wednesday afternoons, the School disperses to various venues for Games. Games are compulsory in Years 7-11 and optional in the Sixth Form. If a student in Years 7-11 is unfit for Games through ill health, parents must provide a Doctor's note explaining the reason.

2. ABSENCE

It is essential that parents notify the School Office of the absence of a student. This should be done by telephone at 9.00 a.m. every day of the student's absence. It is a legal requirement that parents supply a written note of explanation on the student's return, together with a medical certificate if appropriate.

3. HOMEWORK

A homework timetable is issued to all students in Years 7-11. There are usually three subjects per evening and the details of the work set are recorded in a homework diary which is provided by the School. The form teacher will check this diary regularly (at least weekly). Parents are asked to sign the homework diary every week to indicate that they have checked that the student is carrying out the homework assignments.

The homework diary is often used as a convenient vehicle of communication between the Form Teacher and parents.

The time each pupil is expected to spend on the homework varies between 20 minutes per subject in Year 7 and 60 minutes per subject in Year 11.

Students in the Sixth Form are set work regularly by their subject teachers as necessary.

Please turn over

4. SIXTH FORM COMMON ROOM & PRIVATE STUDY

Sixth Form students who do not have a lesson at any given time may use their Common Room for study except where there is a supervised study period. Students in the Sixth Form who do not have lessons at the end of the day may, by individual arrangement with their Tutor, leave after their last lesson. If a student's work gives cause for concern, this privilege may be withdrawn.

Sixth Form students may use their Common Room for recreational purposes during the breaks.

5. UNIFORM

All pupils in Years 7-11 are expected to attend School in uniform. School uniform consists of the following:

- Black blazer with School badge *or* School blazer
- School tie
- Dark grey trousers (girls may optionally wear a skirt)
- Grey *or* white shirt
- Grey V-necked pullover
- Black or dark grey socks
- Black shoes

All these items are available from:

- Billings & Edmonds Ltd.,
- 112, Chiswick High Road,
- London W4 1PU
- ☎020 8742 0201

The school tie and badge are also available at school

For Games on Wednesday afternoons and for P.E. lessons, students are expected to have the following items:

- Black and white football shirt
- Black shorts & socks
- Plimsolls or training shoes
- Football boots

All these items are available from:

- VK
- 31 Bond Street
- Ealing
- W5 5AS

All items of uniform and Games kit should be labelled with student's name.

Students who attend school incorrectly dressed must apply to a designated teacher for a Uniform Excusal Slip. Students who persistently offend against these uniform regulations may be sent home to change before being admitted to lessons.

Sixth Form students need not wear uniform but are expected to dress respectably in a manner appropriate to the day's work.

6. CATERING AND LUNCH TIME ARRANGEMENTS

The School Canteen is open during morning break and afternoon break for light refreshments, and during the lunch break for hot and cold meals. Students pay for refreshments and meals at the time.

Students in Years 7-10 have lunch in the dining room and are not allowed to leave the premises during lunchtime. They must either bring a packed lunch or purchase food from the canteen. Students are permitted to go home for lunch provided parents notify Form Teachers in writing at the beginning of each term. Students will not be given permission to go out for lunch other than for lunch at home.

Students in Year 11 and the Sixth Form may leave the premises at lunch break only.

During the breaks, most classrooms are out of bounds unless they are being used for some supervised activity.

7. STATIONERY AND TEXTBOOKS

In Years 7-9, the School provides stationery and textbooks. Lost, damaged or misused textbooks and exercise books will be charged for.

In Years 10 and 11, students must supply their own textbooks, a list of which is issued separately. The School provides stationery.

Sixth Form students must provide their own stationery and textbooks, a list of which is issued separately.

8. PREFECTS

Prefects are appointed from the Sixth Form to assist staff with various supervisory duties in order to ensure the smooth running of the School from day to day. All students are expected to co-operate fully with the prefects, and accord them the same respect as members of staff.

9. PLAYGROUND AND RECREATION

Ball games are allowed in the playgrounds at the discretion of, and in the presence of, the supervising teacher on duty.

10. BICYCLES

Bicycles may be stored, at the owner's risk, in the area set aside in the rear playground. They should be locked or chained securely and portable items removed.

11. PERSONAL STEREO SYSTEMS, MOBILE TELEPHONES etc

These and other similar, valuable items should not be brought to School. There is no opportunity to use them during the course of the day and the School can accept no responsibility for loss or damage which may be incurred. In particular, mobile phones, if brought to school, **MUST** be labelled with the pupil's name and handed in to the school Secretary at the beginning of the day. They may be collected at the end of the day.

12. LITTER AND CHEWING GUM

Pupils must at all times refrain from creating litter and use the waste disposal bins placed around the building.

Students must not bring chewing gum to School.

13. CIGARETTES AND OTHER DRUGS

Students are not allowed to smoke tobacco or use other drugs at any time, on their way to or from School or while on the School premises.

Any student found in possession of an illegal substance will be immediately expelled.

14. THE LIBRARY

The Library is available to all students for the borrowing of books or for reference. The times at which this facility may be used are available on the notice board or at the Staff Room.

15. CLUBS & SOCIETIES

There is a variety of clubs, covering a range of interests, in which all students are encouraged to take part. Meetings may be before or after School, or at lunchtime. There is occasionally a small charge imposed to cover the cost of consumable items.

16. DISCIPLINE

Students are expected to be co-operative at all times and to behave respectfully towards Members of Staff and prefects. Good behaviour is essential, not only in School, but anywhere in the locality and on the way to and from School. Neighbours, visitors, local shopkeepers and public transport employees should be treated with due deference and courtesy. Students on School visits playing matches away are expected to behave in an exemplary manner.

The school has a comprehensive policy for discipline and reward.

Minor breaches of the code of conduct involving misbehaviour, discourtesy, unpunctuality, lack of effort and so on are normally dealt with by class teachers and form teachers. Additional tasks may be imposed, possibly involving detention, although parents will be notified if this is to be later than 4.00 p.m. More serious misdemeanours are reported to the appropriate Head of Year who will inform parents of any action taken.

There is a separate code for conduct in lessons, which is displayed in classrooms and to which all students are expected to conform.
