



The Belvedere Academy

## **The Belvedere Academy – Rules Summary**

(Agreed by students, staff, & governors)

### **Detentions and/or other Sanctions may be given for the following reasons:**

- (a) Late homework, without good reason, on more than one occasion;
- (b) Unsatisfactory work; and
- (c) Breaking of any of the other Academy rules.

### **Academy Rules**

- Disciplinary action will be taken against students who smoke on the Academy premises, or are found in possession of cigarettes or any illegal substances / drugs on the Academy premises, or who smoke or use any illegal substances / drugs in any public place while wearing any item of Academy uniform, or who abuse any substances / drugs whatsoever.
- Disciplinary action will be taken against students who bring alcoholic drink into the Academy, or who consume alcohol while on Academy premises, or who do so in a public place whilst wearing any item of Academy uniform.
- Disciplinary action will be taken against students who engage in fighting, or other aggressive, threatening, or intimidating behaviour within the Academy.
- Disciplinary action will be taken against students who engage in serious verbal abuse of any member of the Academy community.
- Bullying is not tolerated within the Academy. Any instances of bullying will be dealt with severely.
- Basic equipment including pens, pencils, ruler, eraser, calculator, and coloured pencils are needed for every lesson.
- Homework is an essential part of succeeding at the Academy and should be handed in on time.
- All property should be respected, and graffiti is not allowed in any circumstances.
- All textbooks, library books, and other Academy resources must be returned immediately upon request.
- Chewing gum must not be brought into the Academy, or used in the Academy. In addition students should not eat in the street or on public transport while wearing Academy uniform.
- Leave of absence except in illness or emergency: Students may not be absent without permission from the Principal. A student who has been absent must bring a note stating the dates and cause of her absence. If leave of absence is desired for some special reason, permission must be asked from the Principal in advance.
- Parent(s)/carer(s) should contact the Academy before 9.00am on the first morning of absence in order to reduce unexplained absence and unnecessary concern. Students must bring a note of explanation to their Form Tutor, giving dates and reasons for their period of absence upon the day of their return, written and signed by their parent(s)/carer(s).
- No girl in Year 7 to Year 11 may leave the premises for any reason during normal Academy hours without the permission of a member of the Senior Management Team or a Key Stage Manager. No Sixth Form student may leave the premises before 12.15pm without permission.

- No girls may go across Princes Park unless accompanied by an adult, or in a group of less than 3.
- Regulation uniform is obligatory for Year 7 to Year 13. Please refer to the Uniform Policy.
- No make-up, nail varnish, or acrylic nails may be worn by girls in Year 7 to Year 11. Shoes should not have heels exceeding 3 cm (1.5 inches) in height. Training sports shoes are not acceptable as Academy uniform and are only allowed in P.E. lessons.
- Outdoor clothing must be removed in the building.
- All property brought into the Academy (*including watches, pens and purses*) should be marked with the name of the owner in full.
- Articles of value, or large sums of money should not be brought into the Academy. If it is ever necessary to do so, the Form Teacher must be informed, and money must be left with the Finance Office.
- Avoid bringing in any expensive property (*e.g. mobile phones, I-pods, MP3 players*), which is not essential for learning in the Academy. No personal possessions must be left in classrooms at any time, but must be kept in girls' individual lockers. The Academy is unable to take responsibility for any personal possessions and belongings.
- Mobile telephones are to be switched off in the Academy. Parents(s)/Carer(s) who need to contact their child urgently are to contact the Academy Pastoral Office.
- Girls are allowed to eat outside when the weather is good enough, but must NEVER, under any circumstances, take out trays, crockery or cutlery. If these items are required for the meal, then it MUST be eaten inside the Dining Room. Snacks at break must be eaten in the vicinity of the Dining Room. All rubbish material must be placed in a bin.
- No girls may enter a laboratory, or the Gymnasium or Sports Hall without the permission of a member of staff. Apparatus in the Gymnasium may only be used when a member of the P.E. staff is present. Certain areas are out-of bounds to students at all times. These areas will be explained to students at the beginning of the Academy year, or as and when required.
- Money may not be raised or collected without the permission of the Form Teacher.
- Girls should keep to the left when walking along the corridors and on the stairs, and should not run inside the buildings.
- Students should use the toilet at break and lunchtime. A teacher will allow a student to go to the toilet during lesson only if there are special circumstances.
- Certain subjects e.g. Technology, Science, Performing Arts (Drama and Dance), P.E. have special rules which must be obeyed for the safety of all students.
- The Principal may decide to include other reasonable rules which enforce good order within the Academy learning environment.