



## DAILY ROUTINES 2024 - 2025

- Respect the rights of others and their property.
- Be kind to each other.
- Arrive at school on time and be in your tutor room at 8.35 a.m.
- Cycle safely to school: wear a helmet & put lights on your bike.
- Make sure you sign in at the Student Support Office if you are late.
- Parents should inform the school by telephone on each day of any absence. Remember to bring a note when you return.
- If you have to leave school for an appointment, make sure you bring a letter of explanation from home. Show it to your tutor and at Student Support when signing out.
- Keep off the field in wet weather.
- Place all litter in the bins provided to keep the school clean & tidy
- Make sure you only eat in the designated areas at break & lunchtimes.
- Make sure you understand what to do and where to go if the fire alarm goes off.
- Change any trainers worn at breaktime before entering the school building.
- Ensure that you bring all the necessary equipment to school e.g. PE kit, pens, organiser etc.
- Arrive at lessons on time.
- Make full use of your organiser for recording homework, collecting merits and recording your achievements.
- Hand in homework and coursework assignments on time.
- Make sure you visit 'My Highcliffe' regularly. Keep your password secure. Do not misuse email and other electronic forms of communication.
- Follow the one-way system whilst navigating the school. In a sensible manner.
- Ensure that you have a suitable secure plastic bottle that you can fill with drinking water. Drinking water is available from drinking fountains and/or outdoor taps.
- At lunchtime water is available free of charge from the dining room. Students may also purchase mineral water if they so wish. Water bottles should only be filled at break and not during lesson times.
- Take an active role in school life, get involved in extracurricular activities, and take advantage of the opportunities on offer.
- If you bring any items of value in to school, make sure they are locked away safely.
- The school can take no responsibility for their loss or damage.
- Keep all areas and your possessions free of graffiti. Do not write abusive messages in any form.
- Remember that the following should not be brought to school – chewing gum, aerosols, thick marker pens, correction fluid, laser pointers or similar that may be harmful to others, or that could be used as an offensive weapon.
- Do not smoke to, from, or in school; do not bring in smoking related items including e-cigarettes and similar items such as 'vapers', matches and lighters.
- Do not bring alcohol into school.
- Do not leave the school premises at break or lunchtimes.
- Always secure your bicycle in the locked cycle shed.
- Stay away from the cycle sheds during the day.
- Always ensure that however you get to and from school that you need to show care and consideration for both yourself and others within our community.
- Keep the fire exits clear – DO NOT sit by them or leave bags next to them.

*Our school is a learning community – to avoid any problems/distress, we encourage you not to bring valuable items into school. You are responsible for any valuable items you choose to bring in to school.*