

# EQUIPMENT FOR SCHOOL

## 1. EQUIPMENT

You should always make sure that you are properly equipped for school, so that you can maximise your progress in lessons.

You should have:

- your books and all equipment for the day's lessons;
- your student planner;
- stationery, including pens, pencils, rulers, eraser and notepad;
- your calculator and dictionary, if required;
- Students should protect their books, work and belongings by carrying them in a simple, functional school bag or rucksack. Students are strongly advised to keep the weight of bags reasonable by only carrying each day what they need for that day;
- Pencil cases should be used and students are advised to purchase simple see thorough varieties as these are the only ones permitted in certain exam situations.

**You should not bring to school any of the following, because of potential damage to the school environment and/or danger to others:**

- correcting fluid in bottles;
- chewing or bubble gum;
- dangerous items such as pointed scissors, knives, aerosols, matches or lighters;
- cigarettes, e-cigarettes, smoking equipment, vaping oils, alcohol or any illegal substance.

## 2. PERSONAL PROPERTY

**All personal property brought to school should be clearly named and stored in your locker when not in use. The security of your personal property is your responsibility.**

*All items of clothing and possessions must be clearly marked. The School cannot accept responsibility for loss or damage to a student's personal property. A lost property box is kept for unnamed clothing and shoes. The school staff try to help students to take care of their personal belongings, but cannot accept responsibility for any lost articles. All personal property that is brought onto the school site is at the owner's risk. This includes money, telephones, items of uniform, sports clothes and equipment, watches and electronic devices. Many personal household insurance policies may be extended to cover personal property whilst it is out of the home. We strongly advise you do this.*

- You are advised not to bring money and valuables to school. Any valuables you do have should be safely stored in your locker.
- You are strongly discouraged from bringing such items as personal stereos, computer games and mobile phones to school for social or recreational purposes.
- All valuable items should be insured and marked for easy identification.
- You must not open another pupil's locker.

**Mobile phones must be switched off and out of sight throughout the school.**

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### 3. LOST PROPERTY

If you lose anything, taking immediate action increases your chances of retrieving your possessions. You should report any loss to your form tutor or any other member of staff. By retracing the rooms that you have used that day you are likely to find your belongings. The Caretakers may be able to help you. Otherwise you should enquire about your lost possessions at the school office or a senior member of staff. If you find any lost property it should be handed in to a member of staff immediately. In the unlikely event that you think that you have had something stolen, you should report it immediately to your subject teacher or Form Tutor.

### 4. SCHOOL PROPERTY

**The school is, in general, well equipped and in a good state of decoration and repair. It is the responsibility of all students to help to maintain a clean, healthy and attractive environment in which to learn. Therefore:**

- Because damage can easily be done, or injury caused, students should not touch radiators, blinds, curtains, whiteboards, electrical items or any other classroom equipment unless given permission to do so by a member of staff.
- Any damage to school property must be reported immediately, to a teacher or to the caretaker, whether or not you are at fault.
- Where the damage is due to careless or reckless behaviour, the student(s) concerned would usually be required to pay some or all of the cost of repairs.
- You are responsible for the text and exercise books issued to you, and will be held responsible for any damage or defacement of these books.
- You should not touch any items on or in a teacher's desk.
- At certain times in the day you will not be under direct supervision, for example at break and lunchtime. During these periods you are expected to act in a responsible way, treating the school environment with respect.