



**The Castle Partnership Trust**  
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**School Procedures Policy**

**Date: September 2017**

**Executive Headteacher: Sarah Watson**

**Headteacher, Court Fields School: Rachael Bennett**

## SCHOOL ROUTINES

### The Castle School

#### **BEFORE SCHOOL**

Students in Years 7-10 may use the school hall and the library but must not be in any other part of the school until the bell sounds at 8.40 am. Only Year 11 students may use the main school entrance.

Students in Year 11 may use their tutor rooms, as well as the dining room, school hall or the library. Year 11 students may use the main entrance.

#### **MORNING BREAK**

Food should only be eaten inside the building in the Canteen, Hall and Small Hall.

#### **LUNCHTIME**

Students may use areas outside the school building, including the field, subject to appropriate weather conditions. Students should not be around the mobile classrooms.

The following areas are available for use by students during lunchtime:

Hall/canteen	-	All years
Year 11 Form Rooms	-	Available for Year 11 students
Library	-	Available for study
Small Hall (T4)	-	Year 11
Qdos	-	Study room for support with any learning tasks, games club & craft club – all years
Room J15	-	ICT study room – all years
Room J16	-	ICT – Exam Groups

#### **GENERAL**

Movement in corridors and on stairs is on the left hand side without headphones or any mobile device out. The playground should be used as often as possible for movement in order to ease congestion in corridors.

During wet break or lunchtimes, the following areas are available to students: years 7 and 8 in old part of the main hall, year 9 and 10 in new part of main hall and year 11 in the small hall or form rooms.

If you need to leave school early, sign out in the Library and sign in there if late.

Clear up after you in the hall and canteen.

Use the school recycling system.

No ball games near the benches on the field.

You can only use skateboards in the corner of the playground by the bike sheds and only if you are wearing a helmet.

## Court Fields School

### **BEFORE SCHOOL**

Students may use the dining hall from 7.45am – 8.20am and can purchase breakfast from the Canteen. Students may use the LRC from 7.30am – 8.20am (8.10am on Tuesday and Friday). Students may use any of our outdoor spaces. Students must not use the main front entrance to A Block.

When the warning bell rings for the beginning of school at 8.20am, all students should make their way to their Tutor base promptly.

Students must lock bicycles and scooters in the shed by the Sports Hall. Skateboards must be handed in to Tutors or Student Reception and are not allowed to be carried around school.

Students who come to school on motorbikes / scooters are to park them in the bays provided on the front drive. Helmets should be stored in the lockers provided and should not be carried around school.

### **MORNING BREAK**

Students must eat any food in the dining hall or outdoor seating area and put all litter in the bins. There is to be no eating in classrooms, corridors on the field or other outdoor spaces.

During wet breaks a bell will ring and students/staff will go to their P3 classroom.

### **LUNCHTIME**

Students must eat any food in the dining hall or outdoor seating area and put all litter in the bins. There is to be no eating in classrooms, corridors, on the field or other outdoor spaces. There is a published lunchtime rota system in place.

Clubs are provided at lunchtimes in various locations around the school which students are encouraged to participate in. Students are welcome to use the LRC and any other supervised indoor spaces.

During wet lunchtimes students may use the dining hall, gym or sports hall and the LRC or their tutor base if supervised by their tutor. A bell will ring to signify a wet lunchtime.

### **GENERAL**

Movement in corridors and on stairs is on the left hand side without headphones or any mobile device out.