



## GENERAL PUPIL INFORMATION

### Valuables

Please do not bring expensive items or large sums of money to school. All mobile phones should be switched off during lessons. If your phone is confiscated during the day this will be recorded in your organizer and you will be able to collect it from the Head Master's secretary at the end of the day.

### Lost Property

Lost property should be handed in to the school office without delay. If you lose something please enquire at the school office. If it is not collected, the property will be placed in storage. Pupils can collect their lost property from the lost property shed at break time.

### Bags

Bags should be stored in lockers at all times.

### Break time

All students must stay on the school premises during morning break and lunchtimes. If pupils leave or enter the school premises after morning registration, they must sign out and in at the school office.

### Food

Students may only bring in food which is been authorized by the London Beth Din and listed in "The Really Kosher Food Guide". Water is available from school vending machines. You must not eat or drink in classrooms or corridors at any time. You must not take food out of the dining room. Chewing gum is forbidden in school.

### Punctuality

Please make sure that you are in the appropriate classroom no later than the times shown on the timetable. Tutor time begins at 8:35 am when the register is taken. If you arrive after this time you will be marked as arriving late by your Tutor and the College will require a letter of explanation. If you arrive at school after 9:00 am, sign in at the school office before joining your tutor group.

### Attendance

If you are absent from school then your parents should either telephone, email or write to the school to tell us what is wrong. You should bring a note from your parents on the day you return to school.