

Moving around school policy - Secondary

Between lessons

- Students are permitted to be in their homerooms from **7.45am until 8.10am**.
- Students are expected to use the time **before school, at break and lunch** time to get items from their lockers to prepare for upcoming classes.
- They are permitted to go to their lockers, and then should return to the cafe/court area at break and lunch.
- Where staff/students need to get to another lesson, the lesson should end approximately 5 minutes before the bell. Students and staff members should then make their way to their next lesson.
- Students must **not be dismissed** from the classroom more than **5 minutes before the bell**.
- All members of our community should be at the next lesson **when the bell rings, ready to learn**.
- After lunch time and break time, students must organize themselves and be at their next classroom **when the bell rings**.
- Students should **not be dismissed until the bell for break and lunchtime**.
- G7-9 students should **line up outside of the classroom**, against the railing until a member of staff arrives and invites them into the room. This applies even if they are not moving rooms; they should still line up outside the classroom (they can leave their things inside).
- G10-13 can enter the classroom and wait for the member of staff.
- Students should keep the classrooms in a respectful and tidy manner; students are permitted bags and water bottles but they must be kept underneath the desk in a tidy fashion.
- Students may use the bathroom between lessons, but should ensure they are at the next classroom ready for the bell.
- Staff on main court duty should monitor students entering the classroom block. They are permitted to use their lockers, but not loiter around the lockers.

Students are not permitted in any classroom unless they are in homeroom (permitted from 7.45am), a lesson, or accompanied by a member of staff.

Phone boxes

- Students will put phones, smart watches and any other unauthorized items in the box at 8.10am, and lock it at 8.20am.
- If students are late, they should turn their phone in to the office on arrival when they sign in.
- At 2.45pm, the bell will ring to signify the end of Period 9. All secondary students will then be escorted back to their homerooms to collect their phones and other belongings. At 2.50pm, bus students should leave on the bell. At 2.55pm, the rest of the students should depart.

- **A bell will ring at 2.45pm, 2.50pm and 2.55pm.**

Moving around school - Primary

- Students are permitted to be in their homerooms from **7.45am until 8.10am.**
- Students are expected to use the time **before school** to order lunch from the Cafe.
- Students should be walking around the campus in a uniform line. This means that teachers will facilitate lining up at the end of a lesson in preparation for transition.
- For K-2, students must be supervised by an adult during their transitions- this can be from a distance (staff member can see other staff member they are going to).
- All P.E. lessons will begin and end on the red steps. Teachers should watch students as they walk to P.E. and back from P.E.
- Students should line up quietly outside of classrooms during transitions and after break and lunch.
- Students should keep the classrooms in a respectful and tidy manner; students should keep water bottles and backpacks in their cubbies outside of homeroom.
- Students should travel with their water bottle to specialist classes.

Students are not permitted in any classroom unless they are accompanied by a member of staff.