

WHAT TO DO IF...

I am late...

Report to Student Reception

I am being bullied or know someone who is...

Tell somebody—your Tutor, Head of House or any other member of staff.

I have a dental or medical appointment...

Ensure parents write a note in your planner. Get your Tutor to sign your planner in registration, then sign out at Student Reception at the correct time

I have lost something...

Lost property is kept at Student Reception. If it is still lost, tell your Tutor. All property should be marked with your name.

I don't understand homework...

Talk to your subject teacher, your Tutor or a friend.

I have forgotten my homework or PE kit...

Confess and explain to your subject teacher before the lesson.

I have had something confiscated...

Arrange, with the teacher who has taken it, when it can be collected.

I don't feel well...

Tell your class teacher and report to Student Reception

The fire alarm sounds...

Walk, in silence, to your Form line in the designated fire assembly point.

