

What if

I am late to school...?

Go straight to Reception and sign in, you will then need to go to your lesson. You will be expected to make the time up during an Pastoral detention (unless it is for an appointment or medical reason).

I have forgotten something... e.g. PE kit, ingredients...?

The first thing is to try and prevent this by being organised and packing your bag the night before. If you have forgotten anything, see the relevant member of staff, apologise and work out a solution with them. If it is PE kit, you will be loaned a spare kit. You will be sanctioned for forgetting equipment, especially if it is a regular occurrence.

I have to attend school in incorrect uniform...?

Your parents or guardians **MUST** write a note, telephone or email the respective Pastoral Lead as soon as possible to explain why and how long this issue will persist. You must report to your Pastoral Lead first thing in the morning where they will issue you with a uniform pass. Uniform passes are temporary and the matter must be resolved as quickly as possible. If Pastoral Lead is not advised, or it is an ongoing issue, you will be placed in supervised learning.

I have not done my homework...?

If you have not done your homework or forgotten it, you must first reflect on it and ensure it never happens again! You must be organised and make the most of the facilities available to you. You must apologise to your teacher and accept responsibility, it is likely you will be given a detention.

I get lost, can't find my class or don't know where I should be...?

In this instance, head straight to Reception, they should be able to help you.

I lose my planner / timetable...?

It really is your responsibility to keep hold of and take care of your belongings. If you have lost your timetable, you have lost your planner as your timetable should be in your planner. Reception can print you a new timetable, but be warned, they may charge you! If you have lost your planner completely, see your Tutor, you will need to pay for a new one at Reception.

I miss the bus...?

Make sure you plan for this with your parents / guardians before it happens, you need to know what to do if you miss the bus at the start or end of the day. Make sure you leave your last lesson on time and go straight to the bus stop, this will prevent you from missing the bus home! If you do miss the bus, you may need to walk into town to catch a later bus, or call someone to collect you.