

The School Code

(This code has been created by students and staff to be a guide of how to be a member of WGGS.)

- ✓ Aim high and set yourself targets and goals.
- ✓ Value each other as individuals.
- ✓ Treat people with kindness.
- ✓ Take responsibility for school property and the possessions of others.
- ✓ Have pride in your uniform.
- ✓ Find opportunities to be charitable.
- ✓ Be the best that you can be.
- ✓ Behave as a role model to others- lead by example

The School Rules

(These rules have been created by staff and Governors of the school.)

- Pupils must register at 8:40 a.m and 3.35 p.m. on a Monday, Wednesday and Thursday and 3.05 p.m. Tuesday and Friday.
- If pupils arrive at school after 9.00 a.m they must report to Reception. If pupils arrive during a day of a Main Hall assembly they must sign in at reception.
- Pupils in Year 7-11 must remain on the school site during the school day. If pupils need to leave school at other times, a note from their parents should be sent to their tutor. Pupils must sign out at Reception before they leave and after they return to school.
- Year 12 may leave the school site during lunchtime; they must use the Inventory system to sign out and back in on their return.
- Year 13 may leave the school site during non-lesson times after 12pm, they must use the Inventory system to sign out and back in on their return. They must attend afternoon registration.
- If pupils are absent from school their parents must ring the school absence line each morning of their absence or send an email to school.
- Pupils must wear the correct school uniform in school and when taking part in school activities and school trips, unless otherwise directed. If pupils are temporarily without the correct full school uniform they should bring a note from home explaining the reason to their tutor.
- Pupils must not bring or be in possession of inappropriate items including chewing gum, smoking equipment, alcohol, 'legal highs', drugs or other illegal substances, weapons, aerosols, fireworks, skateboards, scooters, stolen items and articles of a pornographic nature on the school site, or on any school related activity.
- Pupils in Year 7 – 11 may bring a mobile phone into school but it must be locked in their locker as soon as they arrive in the school building. Phones may only be removed and used again once they have left the school site.
- Pupils must not record or photograph any person without their permission.
- Pupils in Year 12 and 13 may use their mobile phones; in lessons, with permission of the teacher, the Tennet Centre, in the library with headphones, or in the Food Factory during lesson time. At all other times they must be kept out of sight.
- Pupils must not take hot food or drink out of the Food Factory or the Tennet Centre. Hot food or drinks may not be eaten in classrooms or in the corridors.
- If pupils have to bring medications to school, they must be left with the Medical Team, not carried around the school.
- Pupils must not be involved in any form of bullying, verbally or physically, either as perpetrators or bystanders.
- Pupils should not run, block doorways, corridors or behave in any way that is a danger to others, or damage school property.
- Pupils should observe the one way system on stairs and keep left in corridors where possible.
- Pupils are not permitted to engage in sexual activity during school time, on the school site or when taking part in school activities or trips.