

Court Fields School

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School Procedures Policy

June 2024

CEO: Lorraine Heath

Headteacher: Polly Matthews

Due for review: June 2025

Court Fields School

BEFORE SCHOOL

Students may use the dining hall from 8.00 am – 8.35 am and can purchase breakfast from the Canteen. Students may use the LRC from 8.00 am – 8.35 am. Students may use any of our outdoor spaces. Students must not use the main front entrance to A Block.

When the warning bell rings for the beginning of school at 8.35 am, all students should make their way to their Tutor base promptly. A second bell will ring at 8.40am to signal the start of Registration.

MORNING BREAK

Students must eat any food in the dining hall or outdoor seating area and put all litter in the bins. Year 11 students may eat in the Year 11 Common Room. During wet breaks, a bell will ring and students/staff will go to their P3 classroom.

LUNCHTIME

Students must eat any food in the dining hall or outdoor seating area and put all litter in the bins. There is to be no eating in classrooms, corridors, on the field or other outdoor spaces. Year 11 students may eat in the Year 11 Common Room.

The following indoor areas are available for use by students at lunchtime:

Hall/Canteen	-	Years 9/11
Common Room	-	Year 11 students
LRC	-	Available for study
Learning Support	-	All years (up to maximum capacity)
Wellbeing Hub	-	Drop-in available for all students

Clubs are provided at lunchtimes in various locations around the school which students are encouraged to participate in. Students are welcome to use the LRC and any other supervised indoor spaces.

During wet lunchtimes students may use the dining hall, gym or sports hall and the LRC. A bell will ring to signify a wet lunchtime.

GENERAL

Movement in corridors and on stairs is on the left hand side without headphones or any mobile device out.

If students need to leave school early, they should sign out at the Hub and sign in there if late. If students arrive during the school day, they should please sign in at the Hub.

Students should clear up after themselves in the hall, canteen and other designated eating areas.

There is to be no eating in classrooms or corridors. There are general bins for waste as well as recycling bins for appropriate items.

Students must lock bicycles and scooters in the shed by the Sports Hall. Skateboards must be handed in to Tutors or the Hub and are not allowed to be carried around school.

Students who come to school on motorbikes / scooters are to park them in the bays provided on the front drive. Helmets should be stored in the lockers provided, or at the Hub and should not be carried around school. Students must wear appropriate jackets/trousers for motorcycle use, should show their insurance certificate at Reception.

Students may play football on the courts, the field (conditions permitting) or behind E Block on the hard area. Students should not play on, or cut across the sloped grassed area between D Block and the Sports Hall. Once the 3G pitch opens there will be a rota for use at social times, however, students must wear approved footwear (please see uniform policy)