

QUEEN'S COLLEGE, LONDON

COLLEGE REGULATIONS 2019-20

These regulations supersede all previous issues of the College Regulations

1 Hours

The normal day is from 8.40am until 4.05pm. Pupils may arrive from 7.30am and **must be punctual in arriving before 8.40am**. On arriving and leaving, each pupil must 'fingerprint' in or out so that we have an accurate record of her presence. The College is not staffed after 5.30pm but messages can always be left with members of staff via voicemail or e-mail.

2 Attendance

All pupils must attend punctually and regularly from the first day of term until the last. Permission must be sought from the Principal for any necessary absence of a full day or more during term time. Parents may be asked to take their children away from Queen's College if this rule is repeatedly disregarded, or if their daughters regularly fail to attend lessons. Pupils are not allowed to study at any other institutions, whether or not such study leads to public examinations, without the Principal's written agreement. Unless the written permission of the Principal is given, all public examinations must be taken under the auspices of the College.

3 Registration

Every pupil in the School, Junior College and Senior College must attend registration every day in her form room at 8.40am and 1.40pm. Registration is required by law and any unauthorised absence is reported to the DfE. Seniors are required to 'fingerprint' in and out of College if they go out during the lunch period. Meticulous attention to the rules regarding leaving the building, for those in the College who are allowed to, is absolutely essential: we need to know which pupils are in or out of College in case of fire, accident or other emergency.

4 Absence and Lateness

If a pupil is absent through illness, notification should be sent by 8.30am by email to absence@qcl.org.uk. If absence is prolonged, five days or more, the College should be informed in writing and a doctor's certificate will be required. The College should be notified of contagious diseases. The Off Games policy describes the procedure to be followed in order for a pupil to be excused from PE or Games.

5 Homework

Parents are asked to ensure that their daughters can study at home in appropriate surroundings with adequate support. Homework Diaries in the School and Junior College should be signed by parents each week and homework must be handed in on time. Seniors are issued with Academic Diaries and parents are asked to monitor their daughter's work and study habits at home.

6 Security

Other than on public occasions, visitors to the College are required to sign in and wear a visitor's pass when they enter the premises and to sign out when they leave.

7 **Residence**

Pupils are expected to be in residence with their parents (or other agreed guardians) and the College should be notified of the arrangements made if parents are temporarily away or if the pupil is resident elsewhere. Parents should also inform the College of any change of address, telephone number or e-mail address.

8 **Safety**

Fire drills are held each term and a lockdown drill at least once a year. In all cases correct procedures for each part of the building, e.g. Science labs, must be followed.

9 **Health**

Pupils taken ill at school should report to the College Nurse. They may be put into the sick room or arrangements made with their parents for them to be collected or sent home. Pupils should not ring home to make their own arrangements. All medication must be handed in to the College Nurse who will administer it appropriately. Inhalers, insulin and EpiPens, however, should remain with the pupil at all times but a spare should be given to the College Nurse. No alcohol should be consumed during school hours and smoking is not permitted on or near the premises. Chewing gum is also forbidden at school.

10 **Dress**

Full school uniform is worn by pupils in Classes 3, 2 and 1, and in the Junior College pupils are required to follow a dress code which includes a number of uniform items. PE uniform is required for all students in the School, Junior College and I Seniors. Specific uniform regulations govern precisely what is worn. In the Senior College, there is no uniform but dress should be appropriate for school. All students should have a white dress or other white attire which is traditionally worn at Annual Gathering in the summer. It is advisable to mark all articles brought to school with the owner's name.

11 **Libraries and Books**

The Libraries are open for silent work throughout the school day. Books may be used in them and borrowed if registered on the computer system. Textbooks are provided and their cost charged on individual bills. There is a bookshop from which paperbacks may be bought and charged to individual accounts as agreed with parents.

12 **Lunch**

A cafeteria lunch is provided in College and is paid for using our biometric 'fingerprint' system. Packed lunches may be brought and must only be eaten in the dining room area. No food or drink may be consumed anywhere else, except in the Senior Common Room. Nuts, or any food containing them or made with them, must not be brought into school at any time.

13 **Money and Valuables**

Queen's College does not take responsibility for money or valuables brought to the school. Pupils should bring no more money than they need for the day's expenses and travel, and they should keep their money on them, preferably in a purse belt. Pupils in Classes 3, 2 and 1 are required to hand in their mobile phones at the start of the day; older pupils may not use phones during the school day and they will be confiscated if seen or heard by staff.

14 **The College's Right to Suspend and Expel**

The College reserves the right to suspend or expel pupils where the Principal considers it appropriate, in line with the Behaviour Policy and the Expulsion, Removal and Review Policy.

15 **College Council and Royal Charter**

The College is governed by the Council of Queen's College according to the terms set down in the Royal Charter. The current Chair is Professor Alison While. The Chair can be contacted through the Bursar, who acts as Clerk to the Council.

16 **College Policies**

Copies of the policies on Admissions; Anti-Bullying; Behaviour; Expulsion, Exclusion and Review; Complaints; Equal Opportunities; First Aid; Health and Safety; Safeguarding and Child Protection; Sex and Relationships Education; and Special Educational Needs and Disabilities (SEND) and Learning Support can be viewed on the website, and other policies are available on request from the Office Manager.

