

# QUEEN'S COLLEGE, LONDON

## COLLEGE REGULATIONS 2009-2010

*These regulations supersede all previous issues of the College Regulations*

### 1 Hours

The normal day is from 8.40 am until 4.00 pm. Girls may arrive from 7.30 am and **must be punctual in arriving before 8.40 am**. On arriving and leaving, each girl must pass her card through the swipe system so that we have an accurate record of her presence. The College front doors close at 4.30 pm but messages can always be left with members of staff via the voice-mail or email.

### 2 Attendance

All girls 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 during term time (eg for medical appointments). Parents may be asked to take their children away from Queen's College if this rule is disregarded, or if their daughters fail to attend lessons. Girls 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. Girls in the Senior College are required to study for a minimum of four AS levels and three A2 level subjects or the equivalent.

### 3 Registration

Every girl in the School, Junior College and Senior College must attend registration every day in her form room at 8.40 am and 3.55 pm. Registration is required by law and any unauthorised absence is reported to the DCSF. Seniors are required to swipe their cards and to sign themselves 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 girls are in or out of College in case of fire, accident, emergencies, etc.

### 4 Absence and Lateness

If a girl is absent through illness, the College Nurse should be notified by 9.30 am. If absence is prolonged, the College should be informed in writing and a doctor's certificate will be required. The College should be notified of contagious diseases. The PE department should be notified in writing if a pupil is to be off 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 must 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 at public occasions, visitors to the College are required to sign in and wear a visitor's pass when they enter the premises and sign out when they leave.

### 7 Residence

Girls are expected to be in residence with their parents (or other agreed guardians) and the College should be notified of arrangements made if parents are temporarily away. **Please also notify changes of address, telephone number or e-mail address.**

### 8 Safety

Fire drills are held each term and silence in leaving the building immediately must be observed. The safety regulations in Science laboratories must be followed (as explained by Science staff). Science overalls must be worn and other equipment, such as goggles, when necessary.

### 9 Health

Girls taken ill at school should report to the College Nurse and may be put into the sick room or arrangements made with their parents for them to be collected or sent home. Girls should not ring home to make their own arrangements. The taking of drugs (other than medication on doctor's prescription) is prohibited. They will be subject to immediate expulsion. No alcohol should be consumed during school hours and smoking is not permitted on or near the premises. Chewing gum is strictly forbidden at school.

10 **Dress**

There is no uniform but dress should be appropriate for school. Games kit is required and should be obtained from John Lewis in Oxford Street. All College students should have a white dress or blouse and skirt 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 swipe cards. Packed lunches may be brought and must only be eaten in the Dining Room, Lower Hall or Lower Common Rooms. No food or drink may be consumed anywhere else, except in the Senior Common Room.

13 **Money and Valuables**

Queen's College will take no responsibility for money or valuables brought to the school. Girls 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. Mobile telephones may be brought into College for use only in emergencies and must be turned off during lessons. Girls are responsible for their safekeeping.

14 **Fees**

Fees must be paid on or before the first day of each term, in accordance with the conditions set out in the Acceptance Agreement. Advance payments, standing orders, etc. may be discussed with the Bursar.

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

The College reserves the right to expel or suspend girls where the Principal considers it appropriate (with the agreement of the Chairman of Council):

- a) because the principles of good behaviour, self-discipline and appropriate respect for authority have been seriously breached or
- b) because the pupil is not benefiting academically, or performing to the standards required by the College.

16. **College Council and Royal Charter**

The College is governed according to the terms set down in the Royal Charter by its Governing Council, the current Chairman being Mr Bernard Clow. The Chairman can be contacted through the Bursar, who acts as Secretary to the Council.

17. **College Policies**

Copies of the policies on Admissions, Anti-Bullying, Child Protection, Complaints, Equal Opportunities, First Aid, Gifted and Talented, Health and Safety, Sex and Relationships Education and Specific Learning Difficulties can be viewed on the website, and other policies are available on request from the College Secretary.