

## 1.4

### ATTENDANCE AND APPEARANCE

#### Attendance:

- i. School hours are from 8.30 am until 3.50pm. Junior School ends at 3.40pm.
- ii. No pupil may be absent from timetabled periods or registration without a member of staff's permission. In cases of illness or likely lateness, parents are asked to telephone the College before 9.30am to communicate the situation. After this time, the school will automatically contact the parents of any pupils who remain unaccounted for. The pupil should always return to school with an explanatory letter from a parent or a doctor.
- iii. Below the Sixth form, no boy may leave the precincts during school hours without a member of staff's permission.
- iv. Sixth Formers may leave the grounds during lunch hour.
- v. Sixth Formers must register at 8.30am. They may leave the premises after 12.50pm if they have no taught periods in the afternoon, but must record their intentions with their tutor and must sign out at Reception.
- vi. One afternoon each week is provided for games. Pupils are expected to take part regularly in games and physical education unless excused on medical grounds. If for any such reason a pupil is off games they should report to the Library.

Leave of absence from school can be granted only after prior written application to the Headmaster or to the Master of the Junior School from a pupil's parent.

Boys and girls selected for sporting fixtures and school activities are required to participate; this includes events after school and at weekends. Attendance at Prize Giving is compulsory.

Except in very bad weather, the school buildings, with the exception of the Dining Hall and the Library, will not be open to pupils below Sixth Form (who are allowed in the Gallery) until 8.15am.

Except in very bad weather, when five bells are rung, pupils below Sixth Form (who are allowed in the Gallery) must be out of school buildings during morning break and between morning and afternoon school, unless with a member of staff.

Pupils must leave the premises after school unless they are engaged in authorised activities or have a member of staff's permission to remain later. Classrooms will be locked by 5 pm, and the premises should be vacated by 5.30pm. Pupils may remain in the library until 5 pm. Reception is staffed until 5.30pm

## **Appearance:**

School clothing in accordance with current regulations must be worn in school, on all school occasions and when the College is being represented at games fixtures, either home or away. Games clothing (for rugby, hockey, cricket, etc ) must be brought to school on the appropriate day and taken home afterwards, not left in lockers or desks. The clothing regulations also contain the rules regarding appearance and a copy of these are sent to all new parents and is included in the welcome pack for Sixth Formers and is posted in Form Rooms. There is a wider choice of regulation clothing in the Sixth Form.

When joining the school pupils are reminded that:

*“Your outward appearance, no less than your demeanour and character and intelligence, can reflect credit (or otherwise) on the school as well as on yourself. Come to school and leave school, smartly dressed every day. Members of the public frequently form their first, and perhaps only, impression of a school on superficial acquaintance- please set and sustain a good example of personal smartness and individual behaviour.”*

## **The Updated Clothing Regulations are copied below.**

The regulation articles are to be obtained from the School Outfitters, John Lewis, at Bluewater.

Eltham College tracksuits and House Vests are not supplied by John Lewis but by the PE Department.

The Parent-Teacher Association organise a second-hand clothing sale on a regular basis throughout the year where school uniform may be bought and sold.

All clothing must be clearly and securely marked with the owner's name. In any dispute over clothing regulations the Headmaster's judgment is final.

### **For Boys in Years 7 to 11:**

Mid-grey trousers (**not** light-grey or charcoal or near-black).

School blazer as supplied by John Lewis, ie with **sewn-in** badge.

Pullover – plain grey V neck or school regulation.

Socks – plain grey, navy blue or black (**not** white or pale, no patterns).

Shirt – white (short sleeves if desired):

**NB** no T shirts with loud or visible motifs or lettering to be worn beneath the regulation shirts.

Shoes – plain black leather (no canvas, no suede, no cord, no trainers, no metal attachments, no industrial style, no boots). Black laces only. Must be kept clean.

Tie – House tie, or tie specifically authorised (by the Headmaster) and awarded for school sporting or cultural activities.

Badges (metal lapel badges and other insignia) – only prefects' or other specifically authorised (by the Headmaster) badges are allowed.

No jewellery, no ear-rings, no studs, no sleepers and no finger-rings.

Hair should not be dyed, highlighted or unnaturally coloured, and should be tidy and not unacceptably long (above the collar) or excessively short.

### **Outdoor Wear:**

Outdoor wear **must** be coloured plain dark navy blue or grey. Raincoats, overcoats, trench and duffle coats, anoraks and cagoules are permitted, providing they are clean and in good order. These must have no plastic or leather patches, no tabs or brass buttons, and the lining must be unobtrusive. A College coat is also obtainable from John Lewis, Bluewater.

Cyclists may wear on their way to school suitable protective clothing over their uniform, including fluorescent bands, but must, of course, wear their uniform into school buildings.

Scarves must be plain navy or black.

Dark coloured gloves.

Coats, gloves and scarves are **for outdoor wear only**.

White laboratory coat (not nylon). This can also be used for Design/Technology and Art. This is compulsory, and pupils will not be allowed to take part in Science practicals without one.

White woodwork apron (optional).

Art apron (optional).

### **Sixth Form Boys:**

Socks, shirts, shoes and pullovers as for years 7 – 11.

Sixth Formers may wear a plain navy blazer as an alternative to a dark grey, navy or black suit (N. B. **pin stripes** are not acceptable).

The blazers should be worn with **mid-grey** trousers and white shirts.

White laboratory coat (not nylon) for those studying Chemistry or Biology.

A Sixth Form or Colours tie may be worn instead of the House tie.

Outdoor wear as for Years 7 – 11.

No jewellery, no ear-rings, no studs or sleepers, no finger-rings.

Hair should not be dyed, highlighted or unnaturally coloured, and should be tidy and not unacceptably long (above the collar) or excessively short.

**Boys should be clean shaven at all times.**

### **Sixth Form Girls:**

Girls may wear a dark grey, navy or black plain suit (N. B. **pin stripes** are not acceptable) of any design with a skirt of any length between knee and mid-calf, or trousers (as part of the suit) with a plain white blouse. (Please note the skirt should not be too short or have a split, T-shirts are not allowed.) In cold weather a plain dark jumper may be worn under the jacket. The jacket must be worn around the school except in hot weather. The white blouse may be short-sleeved but not sleeveless.

Tights and stockings should be plain, and shoes should be plain black, brown or navy with sensible, safe heels. Socks are only permissible with trousers.

Jewellery is not allowed except plain ear studs. Make-up, if used, should be kept very discreet. Coloured nail varnish is not allowed; nor are finger rings. Hair should not be unnaturally coloured and should be tidy. Long hair should be tied back with a plain ribbon or hair slide.

A white laboratory coat (not nylon) is required for those girls studying Chemistry or Biology.

### **Sportswear**

T-shirt, track suit trousers or shorts, and footwear suitable for sport.

## **GAMES CLOTHING – SENIOR SCHOOL**

### **PE Lessons:**

Cotton Shorts (either plain navy or plain white)

Plain white polo-shirt

White socks

Training shoes or plimsolls with non-marking soles (basketball boots are not acceptable except for basketball)

Towel

Eltham College Tracksuit (available from P.E. Department)

House Vest (colour determined by House)

### **Swimming**

School regulation trunks

Towel

### **Games Lessons:**

#### **Rugby & Hockey**

Rugby jersey – reversible House colours and hoops

Cotton shorts (navy)

School rugby socks

Football (soccer) boots with low ankle (ie not rugby boots). Safety studs for rugby are available at the College

Eltham College tracksuits

Gumshield (for Rugby, Hockey and Water Polo)

Shinpads (for Hockey)

Towel

**Senior Games**

Pupils on senior games afternoons are expected to wear clothing appropriate for their chosen activity. Players chosen to represent the College will be expected to purchase the College kits. These are available from the PE Department and will be specified at the time.

**Cricket**

This is a Summer Term option. White PE kit is acceptable for Year games. Boys who are selected for College teams must wear cricket trousers and shirt for matches as well as cricket boots with studs. White footwear must be worn by all cricketers. College tracksuit trousers are recommended for practices.

**Tennis**

This is a Summer Term option. White PE kit or predominantly white collared tennis shirt and white shorts must be worn.

**Athletics**

This is a Summer Term option. White PE kit will be worn. An Eltham College tracksuit is also recommended. College vest is provided for matches.