



WESGREEN INTERNATIONAL SCHOOL

Policy: Movement of Students around the School Buildings

Policy No. W008

1. Purpose

The intent of this policy is to give clear guidelines to students on the procedures to be followed when moving around the school buildings during the school day.

2. Scope

This policy applies to all Wesgreen Students.

3. Policy

- 3.1.** The school expects all students to comply with the following whilst moving around the building:
 - 3.1.1.** At the beginning of the school day, no students should be inside the school building unless with the express permission of a member of staff, recorded in the student planner.
 - 3.1.2.** Upon entering the building at the beginning of the school day, all students will move directly, quietly and in an orderly fashion, to their classrooms.
 - 3.1.3.** Students should not gather in the corridors on their way to classrooms, anyone doing so will be given a note in their planner and moved along. Persistent behaviour will result in an immediate detention.
 - 3.1.4.** Students should be in the correct classroom during lessons.
 - 3.1.5.** In an emergency, a student will be allowed out of a classroom during lessons, only with a signed note from their current teacher, stating where they are going and what time they left the classroom.
 - 3.1.6.** Any student seen out of class without a signed note from their current teacher in their planner will face an immediate detention for truancy from lessons.
 - 3.1.7.** Form teachers will check planners weekly to ensure no one is abusing the system. Anyone found to be out of class on a regular basis or for extended periods of time, will have a letter sent home to parents explaining that the privilege has been withdrawn. This student will no longer be allowed out of class without the permission of the Head of School.
 - 3.1.8.** At the end of the day, all students should have vacated the school buildings, including the playing area, within fifteen minutes of the sounding of the bell, unless they have an activity or an appointment with a member of staff.
 - 3.1.9.** Any student found in the building or the playing area after this time, without permission, will be given an immediate detention.