



## BOROUGHMUIR HIGH SCHOOL

# R

### RESPECT others and the school

- Always be polite and considerate, avoid dropping litter
- Look after your environment

# E

### ENTER school prepared

- Wear dress code, bring proper equipment, arrive on time
- Mobile phone turned off

# S

### SETTLE quickly in class

- Empty your mouth, outdoor jacket off, books and pen/pencil out

# P

### PAY attention to staff

- Listen carefully, follow teachers' instructions, raise your hand if you don't understand

# E

### ENSURE homework is done

- Give your best effort and return homework in time

# C

### CONTROL your behaviour

- Work quietly and cooperatively to allow everyone to learn

# T

### TRY your best

- Work as hard as you can. You'll achieve your full potential if you do!

Registration	Period 1	Period 2	BREAK	Period 3	Period 4	LUNCH	Period 5	Period 6
8.32	8.45 – 9.40	9.40 – 10.35	10.35 – 10.55	10.55 – 11.50	11.50 – 12.50	12.50 – 1.35	1.35 – 2.30	2.30 – 3.30
Monday								
Tuesday								
Wednesday								
Thursday								
Friday						School Ends 12.50		

Cool to be Kind  
 Cool to be creative  
 Successful Learners  
 Confident Individuals  
 Getting it Right  
 Happy High School  
 Responsible Citizens  
 Success Proud to be Boroughmuir  
 Boroughmuir High School  
 Always trying our best  
 To be our best  
 Caring Community  
 Effective Contributors  
 Best in Edinburgh  
 Cool to be Clever  
 Best

## Our Values

At Boroughmuir High School, our values are...

**Respect**      **Integrity**  
**Empathy**    **Equality**    **Justice**

## Essential School Equipment

All pupils must come to school with essential equipment so they can participate in lessons fully. These include **pens, pencils, sharpener, eraser, ruler and calculator**. **PE kit** is also required for PE.

## Lateness

School begins at 8.32am. All pupils should be in registration class by 8.32am and they are marked late to registration if they arrive after 8.32 am.

Persistent latecomers are recorded and names are passed to DHTs.

DHTs arrange to meet with pupils to discuss punctuality and, if necessary, letters are sent to parents.

## Litter

At Boroughmuir we value and respect our environment. It is important that we all dispose of our litter responsibly. Recycling bins can be found in the atrium and pupils are encouraged to recycle their rubbish.

Keep chewing gum outside all school grounds.



## Dress code

### Daily Dress Code

- Formal black skirt/trousers
- Formal white shirt
- Black V neck jumper
- S1-4 Boroughmuir striped tie
- S5-6 Boroughmuir crested tie
- Formal black shoes
- Black blazer integral for S1-6



- ◇ Black jeans are not part of the dress code
- ◇ Black leggings are not part of the dress code
- ◇ Formal shirts should be buttoned up
- ◇ Shoes should be completely black—no coloured trim
- ◇ Coloured t-shirts should not be worn or be visible beneath shirts
- ◇ Ties should be worn properly
- ◇ Outdoor wear, **including school hoodies** must be removed in class.

Register Teachers monitor pupils' dress code each morning and speak to pupils who are not in proper dress code. Persistent offenders are recorded and names are passed to DHTs who will arrange to meet with the pupils and, if necessary, letters are sent to parents

## Corridors



Please **'Keep Left'** when moving around corridors or stairs.

First floor atrium and lower ground floor atrium are available for your social times as well as outside spaces.

Eating areas are: playground, atrium and lower atrium.

Help the flow around the building:

- Atrium staircase for staff only
- Servery staircase for downwards traffic only
- 4 corner staircases for moving between floors

## Mobile Phones

Mobile phones, if brought into school, should be put away and **switched off** at the start of registration. At this time headphones should also be removed and packed away. Mobile Phones and MP3 players should never be brought out at any time in the school buildings, except in the Atrium during morning break or lunchtime under supervision.

**The only exception to this is if the classroom teacher gives permission for the phone or device to be used in class for purposes at the direction of the class teacher.**

If a mobile phone, MP3 player or headphones are brought out anywhere else in the school building, pupils will be directed to return it to their bag and the teacher will give you a warning.

If a mobile phone, MP3 player or headphones are used (this include a phone ringing) in class, the phone/MP3 player will be confiscated and not returned to you until 3.30pm by the teacher.

If this happens for a second time or more, the mobile phone will be confiscated by the member of staff, put in an envelope and handed in with a discipline referral to the relevant CL or DHT.

