

After School Study Rules
(Monday to Thursday 3.55pm – 5.55pm, Friday 1.30pm – 3.25pm)

1. Students must have all study fees paid in advance of attending study.
2. Students must be **punctual**.
3. Students must wear **full school uniform**.
4. Attendance will be recorded on VSWare by the supervisor every evening. It is proof of a student's attendance or non-attendance for parental information. **All parents are asked to check VSWare regularly**. Detailed instructions can be found on the school website. Students must also bring their **school diary**. It will be stamped every evening that the student is in attendance.
5. Students must study in **strict silence**.
6. **Students must cooperate with the instructions of the supervisor at all times**. Any student who does not comply with instructions from the supervisor will be asked to leave the centre.
7. Students must remain in the study hall at all times. It is not permitted to go to lockers or to the bathroom.
8. Students who are not actively studying (sleeping, reading magazines etc.) will be required to give up their place.
9. **Students are not permitted to have a mobile phone on their person during study**. Students must leave their mobile phones in their lockers or switched off and placed in the box provided at the top of the centre. Any breach of this rule and students will be asked to leave the hall immediately.
10. Eating and drinking is not allowed, although an allowance will be made for a small bottle of water.
11. Students are **not allowed to borrow books or copies** from other students.
12. On receipt of any **two complaints from supervisors, students will be asked to give up their place in study**. Parents will be notified after the first complaint.
13. Students not attending study must be collected at 3.45 (1.15 on Friday) by a parent or guardian. Under no circumstances are students to remain on the premises unsupervised.
14. A student will be allowed to leave study early only on presentation of a request written in the students diary. This request must be **signed and dated by a parent/guardian**. This also extends to students being permitted to arrive late due to training etc. A text message from a parent to the student is not acceptable.
15. **The general rules of the school apply to the study hall at all times**.

- 16.** Should a student be asked to leave the centre, they will be required to phone home to arrange immediate collection. A text to this effect will be sent to parents/guardians by the supervisor. Should a student be asked to leave on two separate occasions, their place will be immediately terminated and no refunds will be given.