



## REGISTRATION AND DAILY ROUTINE

### Registration

Each morning Tutors register their forms at 8.45am in the form room. Tutors should be in their Tutor Rooms by 8.40am at the latest. The Tutor must electronically register their Tutor Group and this will ensure that the school office is aware of any absentees. If electronic registration is not possible for any reason, then a paper register should be taken and a list of absentees including nil returns must reach the school office by 9.15am at the latest. At the end of lunchtime (1.55pm), the Period 6 teacher must electronically register his or her form; if electronic registration is not possible then the teacher must ensure that a list of absentees including nil returns reaches the school office by 2.15pm at the latest.

On Field Days registration is the responsibility of the person in charge of each activity who must give the school office a list of absentees by 9.30am on the day.

### Daily Routine

Students may enter school between 8.00 and 8.15am to make use of the Library, Study Area and the Breakout Spaces, to have breakfast or prior to that time for any *supervised* activity.

<b>Registration</b>	08:45
Assembly	08:55
Period 1	09:15
Period 2	09:50
<b>Break</b>	10:30
Period 3	10:50
Period 4	11:25
Period 5	12:05
<b>Lunch</b>	12:45
<b>Registration</b>	13:55
Period 6	14:00
Period 7	14:40
Period 8	15:20
<b>School Ends</b>	16:00

Special lunch arrangements for First Forms:

- Period 4 for the First Forms will run as for the school, finishing at 12.05pm.
- On arrival at the canteen, the 1st Forms will be supervised by extra duty staff until 12.30pm when they will go to their Period 5. This lasts from 12.30pm until 1.10pm.
- Staff teaching a First Form in Period 5 will be free to have lunch either at 12.05pm or after the lesson at 1.10pm.

Start lessons punctually. Be in your classroom with your class ready to begin Period 3 and Period 6 before the bell rings at 10.50am and at 2.00pm: do not allow your pupils to be unpunctual.

Release each class promptly at the end of a lesson but not before the bell. Before dismissing a class check that the room is tidy, that there is no litter that the board is clean, and that computers and projectors are on standby. At the end of the day screens, projectors and computers should be turned off and ensure that the lights and heating appliances are switched off.

Any damage or deficiency should be notified to the Buildings Manager on a job request form or via email on [estates@rgsg.co.uk](mailto:estates@rgsg.co.uk). The Estates Team should be notified immediately of any damaged furniture.

### **Pupil Absence**

A student is deemed to be absent if he is not at school or on a trip or event arranged by the school as per the Student Absence Policy. A university visit agreed by the school or a Field Trip arranged by the school does not count as an absence. Please remind pupils that a parent should ring the School Office on the first day of illness. Parental emails explaining absence should be checked by the Tutor. If the illness was of a more serious nature than the usual cough or cold and/or needs some follow-up treatment, please forward the letter or email to the School Nurse immediately.

Absences are registered by the school office staff on the database. However, the Form Tutor's register is considered to be the official record of attendance. It is the duty of all Form Tutors to ensure that the registers are accurate and up to date. Form Tutors must confirm with the School Office the reason for an absence once a parental correspondence has been received.

Emails requesting leave of absence to which the Headmaster has agreed should be forwarded to the school office.

The planned absence of pupils on official school business must be notified in advance to the School Office on the correct form available from the School Office.

The Deputy Heads should be notified of any absence unaccounted for one day after the return to school of the absentees.

On Field Days registration is the responsibility of the person in charge of each activity who must give the School Office a list of absentees by 8.30am on the following day.

### **Absence from lessons**

When a teacher wishes to organise an expedition or activity within or outside the school which necessitates students' absence from class, he/she:

- Obtains the approval of the Senior Deputy Head or Assistant Head (Co-Curricular) in principle, using a Trip Proposal Form on the Database (Evolve), (see “Trips Policy”).
- If seeking a grant to offset against any costs, consults the Bursar.
- Using the EXEAT form supplied by the School Office or online, publishes on the appropriate section of the Common Room notice board a list of the students likely to be absent. This must be done if possible, at least a week in advance.
- Gives to each boy a blank exeat slip which the boy must submit in good time for the signed approval of each teacher whose lessons he would miss.
- Collects all exeat slips three working days before the event. If a boy does not produce the exeat slip duly signed, he may not be allowed to take part in the proposed activity.
- Informs the School Office of the names of all students who will be absent, together with all relevant details of the expedition, on the form supplied to the Deputy Heads’ Office. Subject teachers retain the absolute right to refuse to release students whose work is unsatisfactory.

For full details of the school policy on trips, see the Trips Policy.

Students may be required during lessons for instrumental music tuition and will normally be released by subject teachers on production of a music lesson card at least 24 hours in advance.

**Reviewed by: Senior Deputy Head**

**Date of last review: 25 July 2024**

**Date of next review: Trinity 2025**