



Equipment

Students MUST be equipped for learning. Please could you ensure that your son/daughter has the following equipment:

A bag large enough to carry an A4 folder. This should be a proper bag not a plastic bag.

A pencil case equipped with the following equipment

- Pens (several)
- Pencil and rubber
- Ruler
- Maths kit – compass and protractor
- Calculator (ideally a Scientific calculator)
- Coloured pens or pencils
- Pencil sharpener

Mobile phones are not allowed to be seen or heard in lessons or around corridors at any time. Where students break this rule it is our policy that the phone is confiscated. Students who cannot follow this rule without challenging staff will not be allowed mobile phones in college at all.

Personal Music Systems and earphones are only allowed at break and lunch time. Where students break this rule it is our policy that the personal music system and earphones are confiscated.

Appearance

Students' appearance should be smart and appropriate for **a formal work place**. Please can you ensure that your son/daughter follows the guidelines below:

- **The only jewellery allowed in college is one pair of small stud earrings and a watch.** Other jewellery is not allowed and will be confiscated if worn.
- **We would strongly encourage our students to wear watches** to ensure that they are punctual.
- **Hair** should be an appropriate colour and style for a formal work place. **If in doubt ask BEFORE having hair coloured.**
- **Nail polish** is not allowed and if make-up is worn it must be discreet – otherwise students will be asked to remove it.

