



**ROOKS HEATH**  
COLLEGE  
*opportunity through learning*

May 2019

Headteacher  
Dr. J. Reavley B.A. M.A. Ed.D.

Dear Parent or Carer

### **Focus on College Uniform, Equipment and Punctuality**

As you are aware, all Rooks Heath College students are required to arrive to school on time, wear complete and correct uniform and have with them their Link Books and all equipment required for the school day.

We are currently focusing on this in assemblies. Each Year Group has been reminded of the College regulations and the sanctions that they will incur should they fail to abide by them:

**UNIFORM:** Students are expected to wear full uniform at all times  
Top buttons must be done up  
Shirts must be tucked in  
Appropriate shoes must be worn (no trainers)  
No skinny trousers allowed  
Only natural hair colours are allowed  
Only one set of stud earrings allowed

Please refer to the Link Book for a detailed explanation of uniform guidelines.

**Any uniform infringement will incur a 30 minute U2 detention.**

Parents/carers of any student unable to attend in full uniform due to an unforeseen situation must email or write to the Head of Year detailing when the infringement will be resolved.

### **PUNCTUALITY:**

Morning Registration is at **8.45am** and students should aim to be through the front gate by 8.40am. **All** students are expected to attend punctually to be registered. Morning Registration is also the only opportunity for the Personal Tutor to distribute important information.

**Any student who arrives after 8.50am will be marked in as 'late to school' and will receive a 30 minute detention the following day.**

### **EQUIPMENT AND LINK BOOKS:**

Students must have their Link Books and a fully stocked pencil case with them every day. Special equipment for other lessons include PE kit, calculator/protractor for maths, colouring equipment for DT and ingredients for cooking lessons.

**Failure to bring in equipment will result in a 30 minute C2 detention.**

Please continue to check my My Child at School to monitor your child's punctuality, behaviour and also for other essential information from school. If you have misplaced your login details, please email [contactus@rooksheath.harrow.sch.uk](mailto:contactus@rooksheath.harrow.sch.uk) to request a new one. We would like to take this opportunity to thank you for your continued support.

Ms J Logan  
Deputy Headteacher, Head of Lower School

Ms J Haddow  
Deputy Headteacher, Head of Upper School

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