



The Centre for Young Musicians Hackney is based at Gayhurst Primary School. Gayhurst is a functioning school and we consider ourselves their guests. It is very important that the Headteacher and other school staff feel that we are treating their school with proper respect. With this in mind, we ask that you obey a few simple rules.

CODE OF CONDUCT

- everyone attending the Centre **must sign in and out** at the desk near the main entrance. For health and safety reasons this is important so please remember to do so. (This includes all students registered at the Centre as well as parents, carers, siblings and other visitors. Please see Bella if you are in any doubt about this procedure.);
- no-one may enter any of the teaching rooms without a CYM Hackney tutor being present. – this includes parents, carers, siblings and other visitors as well as registered students;
- no-one should touch or move any items in any classrooms unless expressly asked to do so by a member of CYM Hackney staff;
- please treat the property and belongings of the school with respect at all times and should be left as found.
- during break times students are not permitted to wander throughout the school and must wait in the ground floor hall or in the supervised area (the playground nearest the main entrance) until the start of their next activity
- all playground facilities should be used in an appropriate and safe manner;
- students will not be permitted in the playground area except during break times.
- all food and drink must be consumed either in the Ground Floor Hall or in the playground and may not be taken into any of the classrooms or upstairs. Please do not discard litter in the school except in waste bins or designated areas; if you spill something, please wipe it up, or ask for assistance;
- parents/carers of Early Years pupils are expected to be present during break times to supervise their children. Occasionally parents and carers wish to leave their children in the care of another adult. If such a situation occurs, you must ensure that Bella is made aware of who is the nominated adult responsible for your child(ren);
- parents/carers using the Centre's facilities whilst waiting for students **MUST** take responsibility for supervising any other children in their care (including students' siblings who have different timetables) and **NOT** allow them to wander around the building or behave in a disruptive or inappropriate manner. Occasionally parents and carers wish to



leave their children in the care of another adult. If such a situation occurs, you must ensure that Bella is made aware of who is the nominated adult responsible for your child(ren);

- anyone under sixteen using the Centre's facilities whilst waiting for pupils **MUST** be accompanied by an adult;
- siblings of registered students (and other young visitors) must be supervised at all times and may not go into any of the classrooms or upstairs;
- all those waiting for students at the Centre should remain in the main hall or, if they wish, in the play-ground.