

‘Unwritten rules’ or ‘Hidden codes’

- Avoid reserved parking spaces, staff room seating and coffee cups! These are ‘holy grails’ and must be respected at a new school.
- Make friends with the office staff. It is often said they run the school!
- Study the school timetable to understand the structure of the school day.
- Brush up on the school code of conduct.
- Attend assemblies to gain insight into the ethos and activities of the school.
- Follow the supervision/substitute timetable exactly.
- Understand the printing procedures, especially regarding copyright.
- Always follow the chain of command: find out when to consult with a peer, a subject or grade head, an HoD, the Deputy Principal, and so on.

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