

SCHOOL RULES

'BE A GOOD AMBASSADOR FOR THE SCHOOL'

a PROCEDURES:

YOU MUST:

- be punctual.
- be in school each morning by 8.20 am at the latest.
- only enter and leave school by appropriate doors.
- attend Year Assembly and Full School Assembly.
- always walk quietly in the corridor on the right-hand side in single file.
- line up quietly outside your classroom in single file.
- wait for your teacher before entering a room.
- have written permission to leave school grounds.
- ensure you have the Vice-Principal's permission before leaving school for appointments etc and then sign out at Office, and on return to school sign back in.
- report to the nearest member of staff, any incident or accident.
- always tell a teacher if you are being bullied.

YOU MUST NOT:

- enter staffroom without permission.
- go into areas which are out of bounds, i.e. car parks, bus circle, the house, perimeter areas, stage, front foyer etc.
- run or play on sports pitches without permission.
- change settings on computers etc.
- log onto a computer using another pupil's password.

(i) Assembly:

- Enter quietly immediately the bell rings.
- Get a songbook and sit in your class row.
- Memorise the School Prayer and say it communally.
- Sing the hymn or song each morning.
- Pass songbooks to the end of each row in silence.
- Listen reverently to the 'Thought for the Day' and attentively to the announcements.
- Participate in Assembly, if requested.
- Stand in class row when told to by Principal/Vice-Principal.
- Leave quietly when dismissed by Form Teacher.

(ii) **Break and Lunch:**

- Remain in playground or canteen unless instructed otherwise.
- Line up at bottom of steps according to timetabled order for canteen.
- Keep noise to a minimum in the canteen.
- No more than 8 seats to a table.
- Leave your table clear by removing all rubbish and putting it in the appropriate bin.
- Scrape your plate and place neatly on trolley.
- Line up at appropriate place in playground (room number) when bells rings.

If there is wet weather at break or lunchtime, pupils must go to the designated area as instructed by lunch duty staff.

Pupils are reminded to sit quietly and chat to their friends.

(iii) **Bus circle and travel to and from school:**

- Remain in designated areas until Duty Teacher instructs you to move.
- Do not go onto hockey pitch, bank or grass areas or do anything that may be dangerous.
- While travelling to and from school on the bus, pupils must behave appropriately and not engage in any activity which might cause an accident.
- Pupils must wear SEATBELTS (where fitted) while on buses.

(iv) **Sickness:**

- If you feel sick or unwell, tell your class teacher. If it is break or lunchtime, tell the duty teacher.
- If necessary, your class teacher will send you to the office, with a permission 'sick' slip, for parents to be contacted.
- Follow their instructions but never use your mobile phone to ring home unless you have received permission to do so. The school office will contact home.

b **UNIFORM:**

YOU MUST:

- always wear full school uniform and be conspicuously neat in appearance. It must also be worn on other occasions when pupils are representing the school.
- always wear your shirt/blouse tucked in.
- skirts must be worn below the knee - NO ALTERATIONS ARE ALLOWED!
- ties must be worn at all times and the collar of the shirt/blouse buttoned at the top.
- always wear regulation PE Kit/school tracksuit/polo shirt or t-shirt.
- **mark clearly each item of clothing/equipment with your full name.**
- be responsible for your bag at all times.
- wear black shoes (low heels for girls). Trainers may only be worn during PE classes.

YOU MUST NOT:

- wear badges or emblems other than official school ones or one charity badge.
- deface or damage your own or anyone else's uniform.
- wear shoes with steel toecaps.

c **PERSONAL APPEARANCE:**

- Hairstyles must be tidy, unobtrusive and not extreme. Hair should be kept the **natural colour** at all times. We discourage and dissuade hair colouring, tints, dyes, highlights (boys and girls), knots or extreme shapes and boy's hair should not be cut shorter than a "Number 2" and should not be below the collar line. If you are in any doubt, ask your Form Teacher **before** you have your hair styled. The Principal reserves the right to send a pupil home or suspend a pupil for an unacceptable hairstyle.
- Make-up and nail varnish are **NOT** allowed.
- Jewellery - In the interests of Health and Safety, rings, bracelets, necklaces etc **must not** be worn in school. They will be confiscated by the class teacher and given to the Principal. Body piercing and tooth jewels are not permitted. Pupils are

permitted to wear a watch and girls may wear a single pair of small stud earrings in the earlobe.

- We expect all pupils to maintain a high standard of personal appearance and hygiene.

d **BEHAVIOUR:**

YOU MUST:

- be polite to everyone and well-behaved at all times.
- be helpful at every opportunity.
- always display good manners.
- be kind and considerate.
- always place litter in appropriate bin.
- tidy up after yourself – classroom/canteen etc.
- respect other people and their belongings.
- co-operate fully with **all** staff.
- be calm and quiet in school buildings.
- always endeavour to create a safe, caring and happy school environment.

YOU MUST NOT:

- smoke, consume alcohol, solvents or drugs in school or on the way to or from school.
- make sectarian, racist and sexist comments to anyone.
- use bad language, fight or instigate others to do so.
- bully, name call or mock other pupils.
- deface, graffiti or damage any school property or that of another pupil.
- take anything that does not belong to you.
- chew gum in school.
- bring dangerous items to school.
- play dangerous games at break or lunchtime.
- drink fizzy drinks during or between classes.

e **CONDUCT IN THE CLASSROOM:**

In class we expect all pupils to work to the best of their ability and to behave in an appropriate manner which would not discredit themselves or prevent other pupils from learning.

YOU MUST:

- arrive and enter quietly.
- sit in appointed seat.
- get ready for the lesson.
- follow procedures for setting up and tidying away.
- always work to the best of your ability.
- present work neatly according to teacher's instructions.
- give full co-operation and participation at all times.
- listen in silence when any one is speaking.
- raise your hand if you wish to speak and wait until asked.
- do homework and hand it in on time.
- respect books and equipment and use appropriately and only when given permission.
- be responsible for copying up work missed for whatever reason.
- accept punishment maturely, be responsible for handing in punishment promptly.
- stand up quietly behind chair and wait to be dismissed.

YOU MUST NOT:

- eat or drink in class.
- enter stores or rooms without permission.
- have mobile phones/digital devices switched on during or between classes.

At the end of each class, pupils should record any homework in their homework diaries. All homework, coursework and project work must be completed by the due date.

Classroom materials used during a lesson must be replaced in their proper place and the classroom left neat and tidy for the next class.

CODE OF CONDUCT

'BE A GOOD AMBASSADOR FOR THE SCHOOL'

The School Motto

'Care, Courtesy and Consideration'

Care:

- take pride in your possessions and personal appearance
- take care of all books and class equipment
- always treat other people's possessions carefully
- be careful when playing so as not to cause injury to yourself or others
- do classwork and homework carefully and neatly

Courtesy:

- be on time for class
- be courteous and give way to visitors and staff
- show good manners when you speak - 'please' and 'thank-you' are important words
- take pride in your work

Consideration:

- behave in a sensible manner when travelling to and from school
- keep the playground and school tidy. Use litter bins/recycling bins
- tell the truth at all times
- it is the responsibility of each pupil to keep up to date with school work