

School has to be an ordered community where certain norms of discipline have to be set down and observed. This is necessary not merely to provide a proper environment for learning but also to secure an essential part of the educational process.

Safety

1. Movement between classes must be orderly and quiet. Keep to the **left** and walk in single file in the corridors and on the stairwells.
2. Form a single line outside the classroom door. Wait for permission to enter.
3. During break and lunchtime movement around the school should be orderly and quiet.
4. Bags and personal belongings **MUST** be stored in lockers. If left in the corridors, they will be confiscated.
5. Keep well clear of "Out of Bounds" areas which include
 - school car parks
 - steep banks
 - areas beyond the regulation fences
 - roofs of buildings and covered walkways
 - Education Authority Headquarters
 - and any other area identified as out of bounds by a member of staff.
6. No pupil should leave school without permission.
7. Entrance to school by the door at the front of the school only. (Start of school day)
8. Aerosol deodorants are **NOT** permitted. Pupils may bring 'roll on' deodorants to school however these must be kept in lockers except during Games periods – to be used in the changing rooms only.
9. A member of staff may check the pupil's schoolbag/s and request that the pupil remove their blazer/coat before the blazer/coat is checked for items which should not be in school. Pupils may also be asked to turn out their pockets or have their lockers checked. These checks may be conducted at any time deemed necessary for health and safety or safeguarding reasons.

Hygiene

10. Toilets - keep the toilets clean and tidy. Only **ONE** pupil may occupy a toilet cubicle at any time. Mobile phones **MUST NOT** be used in the toilet blocks.
11. Smoking or the use of e cigs or vapes is not allowed in school and/or while wearing school uniform. Pupils are not permitted to have cigarettes / e cigs / vapes / lighters / matches/products not permitted under 18 years of age in their possession while in school uniform. It is also forbidden for pupils to supply these to other pupils. Pupils must not request that others carry such items for them or store these items in another pupil's locker or schoolbag.
12. Litter - all litter must be placed in the bins provided.

13. Food - all food should be consumed in the dining hall. Drinks bought in the dining hall should be consumed before leaving the dining hall.
14. Drinks - only unflavoured still water **IN A CLEAR PLASTIC BOTTLE** is permitted on the school premises.
15. Food should not be left in the lockers overnight.
16. No form of anti-social behaviour will be tolerated e.g. spitting, inappropriate disposal of litter.
17. Chewing gum is banned from the school buildings and grounds.

Respect

18. Obscene language and verbal abuse will not be tolerated.
19. All pupils must wear school uniform.
20. Absence notes must be produced on return to school and given to the house teacher.
21. "Notes Out" should be brought to the house teacher on the day before the absence or on the morning before the start of the school day. Before leaving for the appointment the pupil must sign out at Reception and if returning to school after an appointment, must sign in again on their return.
22. Homework diaries must be brought to school daily and signed once per week by house teacher and parent/guardian.
23. Good manners and punctuality are expected from all pupils at all times.
24. Pupils must show respect for each other and all staff at all times.
25. No petting is permitted.
26. Each pupil must show adequate respect for the property of other pupils, staff and the school - both on and off-site.
27. Lockers may only be used before and after school, for PE/Games classes, break and lunchtime. Lockers **MUST NOT** be shared by pupils.
28. Fighting and bullying will not be tolerated.
29. **MOBILE PHONES MUST NOT BE USED ON THE SCHOOL PREMISES.** Pupils who need to contact home may do so via the school office. Phones should be switched off and stored in lockers on arrival to school. **Any pupil observed in possession of a mobile phone or similar technical device, for example, smart watches etc., until the pupil leaves school, will have it confiscated and it will only be returned to a parent/guardian between the hours of 08.30 and 16.00 (Mon – Thurs) and 08.30 and 15.30 (Fri). There can be no exception made to this rule.**
If a pupil forgets their locker key, then mobile phones should be left in Reception on arrival at school and collected by the pupil at the end of the school day.

30. Only Post 16 pupils are permitted to bring approved electronic devices to school e.g. laptop.
31. Pupils should go directly to their 'Arrival Zones' once mobile phones have been placed into their lockers and immediately upon arrival.
32. Pupils should not be on the school premises after 3.25 p.m. unless with permission / supervision of school staff.

Advice to Pupils and Parents

1. All belongings should have your name clearly marked.
2. Valuables should not be brought to school.
3. You should be courteous and show respect for everyone in school.
4. Be polite and helpful to visitors.
5. Remember to say 'please', 'thank you' and 'excuse me' as required.
6. On entering a room, knock on the door, proceed and wait quietly for the teacher to speak to you.
7. Basic standards of hygiene should be observed at all times.
8. Coats should not be worn in class. Coats and scarves should not be worn inside the school building. A grey school pullover is available and should be worn in colder weather.
Hoodies are NOT permitted underneath / on top of the school uniform when walking to and from school. A black outdoor coat should be purchased for poor or cold weather. Non-uniform items will be confiscated and will ONLY be returned to a parent/guardian during office hours. No other family member will be permitted to collect them. There can be no exception made to this rule.
9. Transport: Pupils travelling by bus are expected to enter and leave the vehicle in a sensible, orderly way. On board the bus no one has the right to interfere with the comfort of other travellers.
10. Because the school site is hilly, bicycles should not be ridden inside the grounds. The road is dangerous and great care should be taken when leaving the premises.
11. All pupils are encouraged to stay on the school site at lunch time. This is compulsory for Year 8 - Year 12 pupils.
12. In exceptional circumstances a pupil who does not have prior permission to leave school must be collected by a parent or guardian in person from the school office who will then be required to sign the pupil out of school.
13. The school reserves the right to refuse permission for any pupil to participate in a school visit/trip on the grounds of health and safety. Pupil behaviour and attendance record will be taken into account when selecting pupils for trips.

14. Office hours – 8.30 a.m. – 4.00 p.m. (Monday to Thursday) and 8.30 a.m. – 3.30 p.m. (Friday).
15. Parent / Guardian Communication with Staff

Meetings with Staff

Parents who wish to meet with a member of staff, the House Teacher, Pastoral Leader, Senior Leader, Vice Principals or Principal regarding a school matter should make an appointment via the school secretary (tel: 028 82242656). Given the nature of a school day, 'walk in' appointments cannot be facilitated. When at all possible, appointments will be arranged within 24 hours.

Telephone Calls

Staff will also endeavour to return phone calls within 24 hours.

Emails

Emails must be sent to the Omagh High School info account – details on the front of the Home Study Diary – from where they will be directed to the relevant member of staff. Again, staff will endeavour to respond to emails within 24 hours.

Inability to make Home Contact

Where there is a disciplinary matter to be addressed requiring a meeting or telephone call with parents and parents cannot be contacted, then the pupil will be accommodated in the Inclusion Room pending contact with parents.

16. Parents are reminded that ALL communication with staff in school should be respectful and courteous. Abusive language during meetings or phone calls will be reason for the conversation to be terminated.