

SCHOOL RULES

2022 - 2023

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 stair wells.
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.

Hygiene

9. Toilets - keep the toilets clean and tidy.
10. Smoking or the use of e-cigs is not allowed in school and/or while wearing school uniform. Pupils are not permitted to have cigarettes/e-cigs in their possession while in school uniform.
11. Litter - all litter must be placed in the bins provided.
12. Food - all food should be consumed in the dining hall.
13. Drinks - only unflavoured still water **IN A CLEAR PLASTIC BOTTLE** is permitted on the school premises.
14. Food should not be left in the lockers overnight.

15. No form of anti-social behaviour will be tolerated e.g. spitting, inappropriate disposal of litter.
16. Chewing gum is banned from the school buildings and grounds.

Respect

17. Obscene language and verbal abuse will not be tolerated.
18. All pupils must wear school uniform.
19. Absence notes must be produced on return to school and given to the house teacher.
20. "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.
21. Homework diaries must be brought to school daily and signed once per week by house teacher and parent/guardian.
22. Good manners and punctuality are expected from all pupils at all times.
23. Pupils must show respect for each other and all staff at all times.
24. No petting is permitted.
25. Each pupil must show adequate respect for the property of other pupils, staff and the school - both on and off-site.
26. Lockers may only be used before and after school, for PE/Games classes, break and lunchtime.
27. Fighting and bullying will not be tolerated.
28. **MOBILE PHONES MUST NOT BE USED ON THE SCHOOL PREMISES.** Pupils who need to contact home may do so via the school office/reception. 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** during office hours. There can be no exception made to this rule.
29. Only Post 16 pupils are permitted to bring approved electronic devices to school e.g. laptop.
30. 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.
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 will be taken into account when selecting pupils for trips.
14. Office hours – 8.30 am – 4.00 pm