



St. Mary's CB Grammar School, Belfast  
**CODE OF CONDUCT 2019-20**



Good relationships and a co-operative atmosphere will thrive where there is mutual respect and a healthy self-discipline. Pupils, parents and school staff will find the following guidelines helpful when observed fully in a spirit of personal responsibility and accountability. Not all school procedures are reflected in these guidelines.

- Full attendance is the ambition of a good student. Pupils must be punctual. All should be in school by **8.50 am**.
- **In the case of absences, notes signed by a parent must be provided for the Form Teacher on the day of return to school.**
- **Unauthorised absence from school is a serious breach of discipline.**

Pupils must not leave school before 3.15 pm except in unavoidable circumstances. Medical, dental and other appointments should be made outside school hours. Where unavoidable, a letter from a parent of the pupil, together with the appointment card (if appropriate), must be presented to the Form Teacher.

**PUPILS MUST BE COLLECTED BY A PARENT/RESPONSIBLE ADULT and both pupils and parents must sign the book in the school office before leaving.**

- **The school does not approve absence for holidays during term-time.**
- Pupils are responsible for their own property. Money or valuables should not be left in the changing rooms, lockers or classrooms. No responsibility can be accepted by the school for lost property. Pupils are advised not to bring any electronic possessions to school.
- Respect for school property is essential. This includes furniture, equipment and textbooks.
- Pupils and their parents will be held responsible for making restitution for wilful damage to school or fellow pupil's property.
- All books are the property of the school and must be returned at the conclusion of each course or module (usually in June each year). Parents and pupils will, therefore, ensure that they are properly cared for. Pupils will be charged for the replacement cost of books not returned or returned damaged.
- All pupils should be conscious of the need for a clean and green environment. Litter should always be placed by each pupil in the bins provided.
- **The selling of goods on school property is prohibited.**
- Smoking (this includes E-cigarettes) and the use of alcohol and the taking in school (or possession) of non-prescription drugs is illegal. Our normal response will be suspension. This policy applies to every pupil and to all school activities and trips.
- **Stimulant drinks are banned.**
- **Pupils will treat all staff and fellow pupils with respect and courtesy. This will be expressed in politeness, good manners and in co-operation.**
- Pupils should move around the school in a calm and respectful manner and avoid all out of bounds areas. Pupils should walk on the left hand side of the corridors in single file.
- Year 13 and Year 14 pupils may leave the school at lunch-time but must return promptly before the beginning of afternoon class.
- No pupil should be eating/drinking in the corridors at any time – designated areas are provided.
- All safety precautions set by the school must be followed. Pupils should obey teachers' instructions, especially in practical lessons. In the event of an emergency, everybody must move quickly and quietly out of school by the set route and take their places at the assembly points.
- Pupils are to take pride in their work and ensure it is completed on time and to a high standard. Written work must be carefully completed and properly presented.
- Pupils must have a corridor pass when out of class.

- Pupils who are driven to school in the morning should be left off at the school gates - not driven up the driveway. All parents are specifically requested, whatever the weather, **not** to bring cars onto the school avenue.
- The use of bicycles requires permission from the Pastoral VP.

### Electronic Equipment

- Mobile Phones, MP3 Players and iPods are not allowed to be used in school. Should a pupil be seen with any of these, the item will be confiscated and only **returned to a parent the next school day**.
- If devices are used to record pupils or staff, the item will only be returned to a parent when all school images/recordings are deleted.

### Out of Bounds Areas at all times include:

- Front of school including the grass areas.
- Springfield Road entrance and driveway (access is allowed coming to and leaving school).
- School buildings before 8.40 am and at lunchtime, or after school unless supervised by a teacher.
- Areas around the gymnasium, swimming pool, the car parks and the back of the ER building.
- Grass banks leading to the pitches.
- Any unsupervised area at lunchtime, including the school lane.

### In the Classroom pupils must:

- Be on time for all classes.
- Enter and leave the classroom in an orderly manner.
- Listen to, and follow, instructions at all times.
- Get permission before you speak - raise your hand ... do not call out.
- Only put away books and materials when told to do so.

In cases of serious violation of this Code of Conduct, or any School Rule or Regulation, the school reserves the right to discipline pupils, even to the point of exclusion on a temporary or permanent basis.

## School Uniform

**While wearing our school uniform pupils represent their school and will behave accordingly. Pupils must bear this in mind on the way to and from school.**

### Years 8 to 12:

- School blazer with crest (**to be worn at all times**). Plain charcoal/black trousers.
- Grey shirt with school tie. School pullover (if required).
- Black shoes - **no** trainers (**no black trainers, no black canvas shoes, no black shoes with white markings**).
- The **only outdoor** coat for pupils in Years 8-12 is the **green school-crested fleece**.

### Years 13 and 14:

- Formal plain white shirt with collar. Black school-crested jumper.
- Black crested senior school tie. Black school-crested coat (**the only acceptable coat**).
- Formal plain black/charcoal trousers.
- Black shoes – **no** trainers (**no black trainers, no black canvas shoes, no black shoes with white markings**).

### Please also note that:

The school Dress Code must be observed both on the school premises and on the way to and from school.

- **No** personal jewellery is to be worn and prohibited articles will be confiscated.
- Hoodies, sports tops, sweatshirts or jackets are not acceptable as a substitute for the school overcoat and may not be worn.
- Hair must be neat, clean and tidy and acceptably cut. Dyed, shaved, unconventional styles etc. are not allowed. If worn to and beyond shoulder-length, hair must be tied back. **We do not accept a haircut below a 'number1'**.
- **All** students must be clean shaven at all times.
- Political emblems are not permitted.
- Where trainers need to be worn instead of shoes, a medical certificate is required if the problem persists for more than a few days. Otherwise a note from home is required on the first day.
- Our expectation of good behaviour extends to pupils in uniform coming to and returning home from school.
- The Year Heads and the Senior Teachers in charge of each Key Stage are the arbiters of what is acceptable and within the provisions of the Dress Code. **Students may be sent home for not conforming.**