



## GUIDELINES FOR OUR NEW PUPILS

### Welcome to St Mary's Christian Brothers' Grammar School

#### **To ensure the smooth running of the school, our pupils are expected:**

- To treat all staff and fellow pupils with respect
- To be out of class only with a teacher's pass
- To follow break and lunch time regulations
- To walk on the left side of corridors and stairs
- To avoid out of bounds areas
- To have a completed release form in order to leave school early.

#### **To create a suitable atmosphere for learning, our pupils are expected:**

- To be on time for all classes
- To enter and leave the classroom in an orderly manner
- To listen to, and follow, instructions at all times
- To get permission before you speak - raise your hand .... do not call out
- To put away books and materials only when told to do so.

#### **To give our pupils a sense of identity, loyalty and a pride in themselves and in their school, school uniform is compulsory:**

- School blazer with crest (to be worn at all times)
- Plain charcoal / black trousers
- Grey shirt with school tie
- School pullover
- **Black shoes - no trainers (no black trainers/no black canvas shoes/no black shoes with white markings)**
- If an overcoat is worn, it must be the green school overcoat.



- 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 unless the Principal's permission has been obtained.**
- The School doors open each morning at 8.40 am and students are supervised from that time. A school breakfast is available in our canteen from 8.15 am.
- Students are responsible, at all times, for their own possessions and should not bring to school anything unrelated to school activities.
- All pupils must be present in their classroom for Registration at 9.00 am.
- Good attendance and punctuality are essential.
- **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 sign the book in the school office before leaving. PUPILS MUST BE COLLECTED AND SIGNED OUT BY A PARENT/RESPONSIBLE ADULT.**
- The school dress code must be observed both on the school premises and on the way to and from school; non-uniform items will be temporarily confiscated.
- Denim, khaki, studded leather, baseball caps, sweat shirts and so on are not permitted at any time on the school premises or on the way to and from school.
- No personal jewellery is to be worn and prohibited articles will be confiscated.
- Hair must be neat, clean and tidy and acceptably cut and **not less than a 'Number 1'**. Dyed, shaved, stepped hair and unconventional styles are not allowed.
- The Year Head is the arbiter of what is acceptable and of what is within the provisions of the dress code.
- Students may be sent home for not conforming to the school dress code.
- We would encourage your son to become involved in some aspect of the extra-curricular life of the school.
- Contact with your son's Form Teacher or subject teacher to discuss concerns or share information is welcome at any time. However, teachers cannot talk with you about your child when they are supervising students or teaching lessons. If you arrive without an appointment you will **not** normally be able to meet with teachers. **You must call the school and the office staff will inform the teacher of your call who will contact you by phone to discuss your concern(s) and arrange an appointment if necessary.**
- We would ask parents / guardians **not** to request school permission for holidays outside term times.