



Information for Parents Years 9 - 14

Promoting Partnership (ERST Charter)





St Mary's Christian Brothers' Grammar School
Scoil Mhuire na mBráithre Críostaí



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'Nurturing faith, promoting partnership, excelling in teaching and learning, creating a caring school community and inspiring transformational leadership.'

Dear Parents/ Guardians,

I would like to take this opportunity to welcome you and your son to the new academic year in St Mary's Christian Brothers' Grammar School. This information booklet outlines our procedures and it will provide you with a summary of the essential information and contacts you will need the coming year.

Thank you in advance for working together with staff to support your son in his learning.

I hope that your son will be happy and successful this year. The teachers and support staff in St Mary's are professional and dedicated and will help your son in all aspects of his learning. Be assured our staff will continue to be generous with their time.

This year, as usual there will be lots of opportunities for your son to participate in a wide range of extra-curricular activities. Please encourage him to get fully involved in school life.

Please contact us at any time if you are concerned about your son or need to discuss aspects of his education.

Yours sincerely

Mrs Siobhan Kelly
Principal



**O God, we thank you for the life of Blessed Edmund Rice.
He opened his heart to Christ present in those oppressed
by poverty and injustice.**

**May we follow his example of faith and generosity.
Grant us the courage and compassion of Blessed Edmund as
we seek to live lives of love and service.
*We ask this through Christ our Lord, Amen.***

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PARTNERSHIP

We are delighted that your son is a pupil in St Mary's Christian Brothers' Grammar School and that as his parent/guardian you have placed your trust in us.

We want to work in partnership with you and your son to ensure that the school is a positive experience. In any school year your son will face a number of changes: daily routines, transport arrangements to and from school, peer group, subject content, workload and teachers.

St Mary's is a large school with several different buildings. The school day is challenging. He will be studying many subjects so encourage him to embrace the opportunities to learn new things.

What can you do to help your son to be successful in St Mary's?

Regular routines will be essential in helping your son ease into life at St Mary's.

- Establishing a quiet place where he can complete homework/study is important.
- Get into the habit of checking his homework diary each day to ensure he completes all tasks for the correct day.
- Careful packing of his schoolbag each evening is important. Arriving at school with the correct materials and all homework completed will mean your son is ready to learn and this will relieve any unnecessary anxiety about the day ahead.
- Get your son to complete a copy of his timetable for you to pin up in a prominent place. This will remind you of what subjects he has each day and allows him to see you taking an interest in what he is learning.

THE SCHOOL DAY

Pupils should be in school at **8.55 am for Registration in their Form Rooms at 9.00 am sharp**. On one morning of the week pupils will attend an Assembly. On the morning of the Year Assembly registration will take place in the Assembly Hall.

Early arrivals should go to the school canteen where the 'Breakfast Club' is available for all students from 8.15 am each morning. The main school doors open at 8.40 am.

Your son will be given a copy of his individual timetable. He will be taught in his form class for several core subjects and will mix with other form classes for many practical subjects. You will see that each day can be very varied, so it is essential that he gets organised each evening for the next day. Different equipment and books will be needed on different days, so your son needs to become increasingly independent. Encourage your son to develop these self-management skills and establish and establish effective routines at home.

Break and Lunch Arrangements

At break, there is a Tuckshop in the Assembly Hall should your son wish to buy food. We operate a split lunch system. Your son will take his lunch during period 6. There is a designated area for Year 8 pupils only on the all-weather pitch. Both Tuckshop and Canteen facilities are available at lunch. **The current cost for a school dinner is £2.80.**

11.10 am to 11.25 am

12.45 pm to 1.25 pm

1.25 pm to 2.05 pm

Break time for the whole school

Lunch time for Years 8, 10 and 12

Lunch time for Years 9, 11, 13 and 14

EXPECTATIONS

Attendance

Good attendance is essential for your son to achieve his potential at St Mary's. If he is not in school, his learning is not progressing.

100 % Attendance	0 days missed	Excellent
95% Attendance	9 days of absence 1 week and 4 days of learning missed	Satisfactory
90% Attendance	19 days of absence 3 weeks and 4 days of learning missed	Poor
85% Attendance	28 days of absence 5 weeks and 3 days of learning missed	Very poor
80% Attendance	38 days of absence 7 weeks and 3 days of learning missed	Unacceptable
75% Attendance	46 days of absence 9 weeks and 1 day of learning missed	Unacceptable

Obviously, a pupil may be ill during the year. If this happens, please contact the school office on the morning of absence. In addition, your son should bring a note from you to explain his absence on the first day of his return to school.

Punctuality

Attending school on time is important. Pupils are expected to be outside their form room at 8.55 am as registration is taken at 9.00 am. Ensuring your son gets up early and leaves plenty of time for his journey to school, means he will arrive at school promptly and his day will start positively.

Pupils arriving late (i.e., after 9.00 am) must report to the 'lunchroom' to be marked 'present but late'. This late registration remains open until 10.30 am.

If a pupil attends school after 10.30 am e.g., because of a medical or orthodontic appointment, they should report to the office to be marked 'present but late'. Pupils will be asked to provide a reason for their lateness. All lateness is noted and recorded. Persistent lateness will be sanctioned.

EWO Involvement

At St Mary's, we monitor attendance figures very closely. The form teacher and Head of Year will make contact should there be patterns of absence this will be supported with meetings with the family and SLT. When a pupil's attendance figure continues to fall and goes below 85% then parents/guardians will be informed that a referral has been made to the EWO to help bring about improvement.

Illness

If your son is ill, then contact should be made with the school office. This can be done by telephone (02890 294000). This allows the school to code the absence accordingly.

Illness in School

If your son is unwell during the school day, then they should inform their class teacher who may send them to the office. If they are not well enough to continue in school, then parents/guardians will be contacted to take them home. Please ensure all emergency contacts are kept up to date. If any of your circumstances change then please do inform the office staff who will make the necessary arrangements. Your son must be signed out by an adult listed on the school contacts.

Leave of Absence

It is school policy that pupils should not normally be absent during term-time except in the case of illness or emergency. In exceptional circumstances your son missing school, a request can be made to the Principal in writing stating the reason for wanting to take your son out of school.

Medical Appointments

While we appreciate the difficulties in securing medical appointments, we request that all non-emergency appointments are outside of school hours. We understand that Hospital appointments cannot be changed. If your son needs to attend such appointments, please send a note in advance to his form teacher as well as a copy of the appointment card/letter. Pupils must return to school after all such appointments. Pupils must be collected from the school office by a parent/responsible adult and both pupil and parent must sign the book in the school office before leaving the school.

Medical Information

Parents have already provided relevant medical information to the school. This information is stored on a data base in school, and it is important that it is accurate and up to date. It is the responsibility of parents to inform the Head of Year in writing of any new information. If your child takes ill during the school, he will be sent home only after the school has contacted parents. If parents are at work, arrangements should be made with a relative or friend. It is useful to have several contacts listed with the school.

The school must always have a contact person and telephone number. Please ensure you notify us immediately of any change of number.

Administration of Medication

Although it is always preferable to take any medication at home, we are aware that during some medical treatments a student may be required to take medication during the school day.

As parents are responsible to the administration of medicine, we would suggest that, if a student must take medication at lunchtime, arrangements should be made for a parent or a responsible adult to come to school to administer the medication. If this is not feasible, the smallest dose required should be brought to school and given to Miss A McKeown in the school office.

Parent must accompany note indicating the following:

1. Student's Name and Class.
2. Name of Medication.
3. Instructions for Administration.

While it is hoped that the above procedure is an appropriate response to students' needs, parents are advised that:

WE WILL SYMPATHETICALLY ADDRESS EACH REQUEST FROM PARENTS FOR MEDICATION TO BE ADMINISTERED TO THEIR CHILD AT SCHOOL

Asthmatic pupils may carry a Ventolin inhaler or an EpiPen with them as required. Their parents' will have signed a form giving us permission to use a Spacer/Ventolin or an EpiPen in case of emergency. It is advised that no other form of medication should be carried in school. This applies to short term courses of medication such as antibiotics or pain killers. Where it is necessary for pupils to take medication throughout the school day for a short period of time this medication should also be left in the school office, following the instructions above.

Students can also become ill or injured during the school day. You will appreciate therefore that we need:

- 1. Home Telephone Number**
- 2. Work/Relative Telephone Number**

If a pupil becomes seriously ill or is seriously injured, be assured that we will make him as comfortable as possible while waiting for an ambulance. We will also contact parents/guardians so they can accompany their son to hospital or meet him on arrival at the hospital. If you are not immediately available a member of staff will accompany your son in the ambulance.

**A MEMBER OF STAFF MAY NOT DRIVE YOUR CHILD HOME NOR TO THE HOSPITAL
IN ANY CIRCUMSTANCES**

We assure you that concern for the welfare of each pupil will remain the over-riding factor in any eventuality.

Care of Property

At St Mary's we encourage pupils to take responsibility for all property given to them and to respect the property of others. During their time at school, pupils will be given textbooks, stationery and other items essential for their education. While some of these resources will remain the property of the pupils, others, primarily the textbooks, are issued on the understanding that they will be returned in good condition.

Disregard for these valuable items is unfair to the pupils who may have to use the materials the following year. If these resources then have to be replaced, the cost takes money out of the limited budget available to the school. Pupils should return all textbooks at the end of academic year. If textbooks are not returned, then parents will be asked to contribute to their replacement.

We value your support in ensuring that textbooks are backed. Some pupils also find it useful to back exercise books as this makes it easier to identify them for individual subjects.

All items of uniform, sports equipment and other personal property must be clearly named. The school cannot accept responsibility for lost property. This includes valuables such as laptops, personal stereos, mobile phones etc.

Days of Early Closure

Pupils will be dismissed early on some occasions and lunches will not be available except for those pupils who are entitled to free school meals.

Supervised study is available if parents do not wish pupils to be dismissed early. Requests should be made one week in advance in writing to the Head of Year.

- If pupils are to be dismissed early on other occasions parents will be informed**

- Parents will be advised separately of dismissal times during examinations

MANAGING FRIENDSHIPS AND PROMOTING RESILIENCE

During the school years, friendships can change on a regular basis. Reassure your son that this is a normal part of growing up and help him to build resilience to deal with such changes. Your son can speak to his Form Teacher if he is having any difficulties with this.



Getting Involved

Becoming involved in all aspects of school life is an important factor in supporting your son's post-primary life. This is a way to build new friendships, discover new interests and talents and to get the opportunity to represent the school at events. Your son's Year Head will update pupils about the extra-curricular life of the school through assemblies and Year Group notice board.



PARENT, TEACHER FRIENDS ASSOCIATION (PTFA)

We have a very active PTFA in St Mary's and we are always looking for new members. If you are interested in getting involved, please contact Mr Raymond Herron (Senior Teacher) by email rherron817@c2kni.net

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 always worn)

Plain black trousers

Grey shirt with school tie

School pullover (if required)

Black shoes – **no trainers (no black trainer, no black canvas shoes, no black shoes with white markings).**

The **only outdoor coat** for pupils in Year 8 to 12 is the **black school-crested coat.**

Years 13 and 14

School Blazer charcoal with school crest

Formal plain white shirt with collar

Formal plain black trousers

Black crested senior school tie

Black school-crested jumper

Black shoes – **no trainers (no black trainer, no black canvas shoes, no black shoes with white markings).**

The **only outdoor coat** for pupils in Year 13 to 14 is the **charcoal school-crested coat**

Suppliers

Truly Fare Unit 18 Kennedy Centre Falls Road BELFAST BT11 9AE	Chaplains Unit 36 The Park Centre Donegal Road BELFAST BT12 6HN	Monagh Fashions 8 Norglen Gardens BELFAST BT11 8EL	Louis Boyd Park Centre Donegall Road BELFAST BT12 6HN
TEL: 90614447	90312711/07834410381	90600851	90323451

PE Uniform: <https://www.oneills.com> or by visiting O'Neill's Shop at 45 Kennedy Centre, Falls Road, BELFAST, BT11 9AE TEL: 90629879

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, sport 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 acceptable 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 'number 1'.**
- All students (Year 8-12) must be clean shaven, Year 13-14 are permitted to have a neatly trimmed beard.
- 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.**
- Schoolbags should be strong enough to protect books. Badges may not be work on the schoolbag and pupils should not write over their schoolbags.
- Personal property is the responsibility of the student. The school does not provide insurance cover for any items mislaid or damaged.

We expect our pupils to wear uniform with pride and to remember that they are representing the school when they wear it. We expect the FULL school uniform to be always worn.

MOBILE PHONES

Whether we agree or not, young people today view their mobile phones as essential. Teach your son about the importance of thinking carefully about how he uses his phone. While in school, such devices are **not allowed to be used**. Should a pupil be seen with a mobile phone, MP3 Player, i Watch or iPod, he will have it confiscated immediately. The phone can only be collected by a parent or other responsible **adult the next day**. **Please impress on your son the need to adhere to the school's policy on mobile phones. Should either you or your son need to contact each other during the school day, this should be done via the school office.**

Mobile Phone Policy

For Health and Safety and Child Protection reasons, Mobile Phones, MP3 Players, i Watches and IPODS are not allowed to be used in school. While our recommendations are that pupils should not bring their mobile phones etc. to school if they choose to do so it is at their own risk. We do not accept liability for any loss or damage to these personal electronic devices. Pupils who do bring Mobile Phones, MP3 Players, i Watches and IPODS into school it is on the understanding that they are turned off and kept out of sight when on the school premises and whilst travelling in school transport.

Should a pupil be seen with a Mobile Phone, MP3 Player, i Watch or IPOD they will have it confiscated immediately by a member of staff who finds them with it, who will place it in the school safe to be collected by a parent or other responsible **adult the next day**.

This is a 24-hour sanction.

Refusal to hand over the mobile phone, MP3 Player, i Watch or IPOD could result in removal from class for a period or suspension.

For a parent to collect the phone, a letter must be collected by the pupil from the office. This letter must be presented by the parent at reception and the phone will be returned after 3.15 pm the following school day. **This is a 24-hour sanction.**

Pupils must not approach the office staff to have their phoned returned.

Should a parent/guardian wish to contact a pupil or vice versa during school, this must be done via reception.

TRANSPORT TO AND FROM SCHOOL

All pupils that live over three miles from the school may be entitled to a free travel pass for public transport. Applications must be made online at the following web address: <http://www.eani.org.uk/> (Click on the *I Want To...* dropdown menu at the top of the page, then select the third option: *Apply for School Transport* and follow the on-screen instructions).

Other than on the North Belfast route (see base of page), no *specific* St Mary's CBGS school buses are available in the morning.

Translink currently offer the following morning bus services:

A **106** service operates from Crumlin (Main Street), the **81, 81A, 82 & 82A** buses also serve the Glen Road and the **10J & K** services stops directly outside the school (the **10E** has now become a 'feeder' service, no longer serving the Glen Road). Please note that services have all been affected by the introduction of the Glider. See the Translink website for full details.

Blacks Road & Finaghy Bus (although a School Bus service, this is not a St Mary's specific service) Starts at 8.00 am opposite Ladybrook Park – Finaghy Road North – Lisburn Road – Blacks Road – Suffolk Road - School

Afternoon Services that are specifically for St Mary's CBGS students are as follows:

Blacks Road & Finaghy Road (*contact Translink for information to confirm current stops served*)

Bus 1: School Grounds > Suffolk Road > Blacks Road > Lisburn Road

Bus 2: School Grounds > Petrol Station on Blacks Rd > Hunterhouse College (2 stops only)

These buses are scheduled to leave the school grounds at 3:23pm. Please contact Translink for specific information on stops covered.

Crumlin/Glenavy

There is a St Mary's School Bus to Crumlin that leaves from the lay-by outside the school on the Glen Road. This **106** bus departs at 3.35pm and is exclusively for St Mary's pupils. There are no stops *en-route*. The service terminates at Main Street in Crumlin.

A new service was introduced in 2019 (**106A**) which leaves from the opposite side of the road outside of CBS at 3:40pm and stops at both Glenavy & Crumlin.

Translink contact details: W: www.translink.co.uk T: 028 9066 6630

Apart from the North Belfast Bus, all bus services are supplied and operated by Translink. The afternoon bus services, for use by St Mary's CBGS students, are managed by the Inspectors located at Great Victoria Street. Morning bus services from Crumlin operate out of the Antrim Depot.

NORTH BELFAST BUS – This service serves the **Antrim Road** (Zoo 07.45; Innisfayle Park 07.50), **North Circular Road** (Sunningdale Park North 07:55), **Cliftonville Circus/Old Park Road** (Blooms Florist 08:00; Ardilea St 08:02) and **Crumlin Road** (Holy Cross Chapel 08:20). This is a private bus service for which a charge is made (currently 50 pence each way). **Travel Passes are not valid for the North Belfast bus.**

Travelling by Car or Bicycle

- 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 Vice Principal.

Roles of Important People

Form Teacher

Students meet their form teacher for morning registration each day and during the form period on Wednesdays.

Year Head

Your Year Head is the person who is in charge of all the pupils in each year group. He/She will visit your form class on a regular basis and take a Year Group assembly one day per week in the Assembly Hall.

Head of School

Mrs Lewis is the Senior Teacher for Key Stage 3 (Years 8-10).

Mr Raymond Herron is a Senior Teacher for Key Stage 4 (Year 11-12)

Miss Oonagh Convery is a Senior Teacher for Key Stage 5 (Year 13-14)

Vice Principals

The Pastoral Vice Principal is Mrs Fiona Crookes. She is the teacher in charge of Child Protection.

The Curriculum Vice Principal is Mr Garvan O'Connor.

Designated teacher in charge of Child Protection

This is Mrs Fiona Crookes

Deputy designated teacher in charge of Child Protection

This is Mrs Amanda Barr. Mrs Barr is our school SENCo (Learning Support Manager).

Other deputy designated teachers:

Mrs Lewis (Senior Teacher in Charge of KS3)

Mr Herron (Senior Teacher in Charge of KS4)

Principal

Mrs Siobhan Kelly is the Principal of St. Mary's

How to Contact the school and who to contact:

If you need to contact the school to discuss any matters relating to your son, please phone the school office outlining the nature of the issue. Office staff will direct you to the correct person who will be able to deal with the issue. There are clear structures in place to ensure that your query is dealt with quickly. You may not be able to speak immediately to the appropriate person as teachers will be teaching, so please be patient. Staff will contact you as soon as possible.

For Pastoral Issues:

Form Teacher

Year Head

Head of School

Pastoral Vice-Principal

Principal

For Curriculum Issues:

Subject Teacher

Head of Department

Curriculum Vice-Principal

Principal

Most queries will be able to be dealt with in a phone call. However, if you wish to speak in person to a teacher, please contact the school office to make an appointment. Staff will not be available to speak to parents if they arrive without an appointment.

Text Messaging Service

From time to time, we will send information to parents via text messaging to your mobile phone. Therefore, it is important that your mobile contact number is up to date. If change your mobile number, please alert the school office.

Home School Agreement

At the beginning of each year, we will send home a copy of the Code of Conduct and the Home School Agreement. We request that the Home School Agreement is signed by both your son and his parent(s). One copy should be returned to your son's form teacher.

Behaviour

We expect our pupils to be polite to both staff and fellow pupils and to treat the school environment with respect. Pupils should be punctual to class, arrive with the correct materials, participate in a positive manner and aspire to realise their academic potential. In corridors, pupils should move quickly to lessons in a quiet manner. Good behaviour is expected on the journey to and from school, whether this is by foot, Black Taxi or via school or public transport.

Electronic Equipment

Mobile Phones, MP3 Players, i Watches and iPods are not allowed to be used in the school. Should a pupil be seen with any of these, the items 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.

For Health and Safety, the following areas of the school are out of bounds:

- Front of school including 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 we expect our pupils:

- To be ready to learn.
- To be on time for all classes.
- To enter and leave the classroom in an orderly manner
- To listen to and always follow instructions.
- To get permission before you speak – raise your hand do not call out.
- To 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 will follow our Behaviour Management Policy.

Summary of Various School Policies

Our full complement of policies is available on the school website.

ANTI-BULLYING POLICY

WHAT IS BULLYING? – working definitions

Bullying is the **repeated** use of power by one or more people **intentionally** to harm, hurt or adversely affect the rights and needs of another or others. (The Northern Ireland Anti-Bullying Forum – NIABF)

There are many definitions of bullying, but most have three things in common.

- It is deliberately hurtful behaviour
- It is repeated often over a period
- It is difficult for those being bullied to stop the process.

Bullying can take many forms including:

- **Physical:**
e.g., pushing, kicking, hitting, pinching and any other forms of violence, threats or damage to property or theft.
- **Verbal:**
e.g., name calling, sarcasm, spreading rumours, persistent teasing.
- **Emotional:**
e.g., excluding, tormenting, ridicule, humiliation.
- **Cyber Bullying:**
e.g., bullying that takes place using technology such as mobile phones and the Internet. This could include posting hurtful, embarrassing, or threatening material on social networking websites, sending nasty text messages or leaving rude voicemails on mobile phones, excluding someone from an online game, showing or threatening to show inappropriate photos or videos of someone and setting up fake profiles on a social network to make fun of others.

All forms of bullying are unacceptable in St. Mary's:

Bullying on grounds of body image/size/obesity; homophobic bullying; racist bullying; faith-based bullying; ageist bullying; disability bullying; and sexist bullying.

In terms of day-to-day school life, such behaviour undermines the ethos of St Mary's, a Catholic school concerned with the dignity and worth of the individual. It also hinders our aims to help each pupil develop intellectually, morally, emotionally, and spiritually.

Obviously, bullying in the forms of name-calling, teasing, rude gestures, malicious gossip, stealing and damaging property, isolation, intimidation, racial and sexual harassment, and physical attack are contrary to the aspirations of teachers, pupils and parents.

The school's policies and procedures emphasise the importance of positive discipline and a well-structured Pastoral Care which fosters a close, caring pupil/teacher relationship and pupil support systems. Bullying is addressed through a cross-curriculum approach, and the Personal Education programme and clearly defined Codes of Conduct (Our Rules) endeavour to motivate the pupils towards positive involvement in academic and non-academic areas of school life.

Teachers are constantly watchful, observing pupils' behaviour and general progress, mindful of concerns which parents, staff or others may have expressed.



St Mary's CB Grammar School, Belfast
CODE OF CONDUCT 2023 – 2024

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.
- All water bottles must be always kept in the pupils' school bag during the school day.
- **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 to send a pupil home immediately on medical grounds (see Positive Behaviour Management Policy) 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 lunchtime 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.
- Senior students driving themselves to school, must complete the permission documents with the Head of School, must arrive by 8.45am, park in the designated parking area and must not revisit the parking area until 3.30pm, when they are permitted to drive down the school lane abiding by the school campus speed limit of 5mph.
- The use of bicycles requires permission from the Pastoral VP.

Electronic Equipment

- The use of mobile phones or I Watches, MP3 Players and IPOD on the school premises is not permitted.
- You must switch your phone off when you enter the school gates.
- You should not be on your phone or iWatch at either break or lunch.
- If you need to contact your parent, you must go to the school office.
- If a teacher sees you with your mobile phone or iWatch, if you are using your phone or if your phone rings or bleeps in class, **it will be confiscated by the teacher. This will be left in the school office and can only be collected by your parent the next day after 3.15pm.**
- 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 the first bell at 8:55am 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 always.
- 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 will follow the Behaviour Management Policy. Pupils who choose to misbehave and refuse to follow the school rules will be sanctioned. This could mean that a student is excluded from school 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 black with crest (**to be always worn**).
- Formal plain black/charcoal trousers.
- Grey shirt
- School tie.
- School pullover.
- The **only outdoor** coat for pupils in Years 8-12 is the **black school-crested coat** (new September 2022)
- **Black shoes only** - **no** trainers / **no** trainer style shoes (no black canvas shoes, no black shoes with white markings).

Years 13 and 14:

- School blazer charcoal with school crest (**to be always worn**).
- Formal plain black /charcoal trousers.
- Formal white shirt with collar
- Black crested senior school tie
- Black school-crested jumper.
- The **only outdoor** coat for pupils in Years 13 & 14 is the charcoal **school-crested coat**.
- Black shoes only – **no** trainers / **no** trainer style shoes (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.

- 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 in KS3 and KS4 must be always clean shaven. KS5 students are permitted to have a neatly trimmed beard.

- No personal jewellery is to be worn, including piercings and prohibited articles will be confiscated.
- No nail varnish or makeup to be worn.
- 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. We operate a 'Shoe Bank' in school for those students who attend in the wrong footwear.
- 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.**

In the unfortunate event of bullying in school, definite procedures will be followed, involving pupils, parents and support agencies as necessary.

To prevent reoccurrence, the careful monitoring of such incidents will facilitate the review of policy and strategy.

We aim to:

- Create an atmosphere in which good relationships are fostered and in which all members of St. Mary's school community, including all staff, pupils and parents are committed to combating and eradicating bullying.
- Ensure understanding of what constitutes bullying.
- Make all pupils aware that bullying is never acceptable and that they should report any incident involving themselves or others immediately to a member of the Pastoral Team or to any member of staff whom they wish to approach.
- Ensure an appropriate, structured and consistent response to all reported incidents.

Responsibilities of pupils

- To refrain from being involved in any form of bullying.
- To intervene to protect the pupil who is being bullied unless it is unsafe to do so.
- To speak out if they are being bullied.
- To report to a member of staff any witnessed or suspected instances of bullying.

St Mary's CBGS Belfast
Home/School Agreement 2023-2024

In St. Mary's, we expect a high level of support from the parents of our pupils. By accepting a place in this School, parents and children implicitly agree to support the ethos and spirit of St. Mary's. It is our belief that parents, and teachers must work together if pupils are to enjoy school and maximise their full potential. This Home / School agreement has been drawn up to elicit your co-operation and support in the implementation of the Code of Conduct, which gives further details of our expectations.

Attendance

Schools are required by the Department of Education to record details of attendance in the following categories:

Present	Authorised Absence
In school all day	Bereavement
Medical/Dental appointment for part of the day	Under suspension
Educated off site	Ill or all-day medical/dental appointment
Approved sporting activity	Enforced closure
Educational Visit	
Work Experience	

Any other absence is recorded as unauthorised. These categories are recorded on the official register and appear on pupils' records.

The Department of Education requires a **written** 'Reason for Absence' following a period of non-attendance at school. If this is not provided, the School is obliged to record the absence as 'unauthorised', and this will appear on the pupil's attendance record. Parents may phone the school reception in the event of a pupil's absence, but this must be followed up with a written explanation.

The school does not approve absence for holidays during term time.

Procedures for pupils

Pupils should be in school at 8.50am. The bell for registration and assembly rings at 8.55. Registration takes place at 9.00am.

Pupils who arrive in school after 9.00am must sign the late register in the lunchroom on arrival. Otherwise, they will be registered as absent. **Sanctions will be strictly applied.**

Pupils must have a written explanation of any absence from the parent/guardian and this should be emailed to the form teacher on the day of the return to school.

Pupils must not leave school before 3.15pm except in unavoidable circumstances. In such cases a written request or email request must be made in advance 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.

Senior students driving themselves to school, must complete the permission documents with the Head of School, must arrive by **8.45am**, park in the designated parking area and must not revisit the parking area **until 3.30pm**, when they are permitted to drive down the school lane abiding by the school campus speed limit of 5mph.

Uniform

The School uniform is designed to foster a sense of identity, loyalty and pride in the pupils and the School and is compulsory for all.

All pupils from Year 8 – Year 14 inclusive are expected to attend school in the Regulation Uniform as stipulated below:

Years 8 to 12:

- School blazer black with crest (**to be always worn**).
- Formal plain black/charcoal trousers.
- Grey shirt
- School tie.
- School pullover.
- The **only outdoor** coat for pupils in Years 8-12 is the **black school-crested coat** (new September 2022)
- **Black shoes only** - **no** trainers / **no** trainer style shoes (no black canvas shoes, no black shoes with white markings).

Years 13 and 14:

- School blazer charcoal with school crest (**to be always worn**).
- Formal plain black /charcoal trousers.
- Formal white shirt with collar
- Black crested senior school tie
- Black school-crested jumper.
- The **only outdoor** coat for pupils in Years 13 & 14 is the charcoal **school-crested coat**.
- Black shoes only – **no** trainers / **no** trainer style shoes (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.

- 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 in KS3 and KS4 must be always clean shaven. KS5 students are permitted to have a neatly trimmed beard.
- **No** personal jewellery is to be worn, including piercings and prohibited articles will be confiscated.
- **No** nail varnish or makeup to be worn.
- 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. We operate a 'Shoe Bank' in school for those students who attend in the wrong footwear.
- 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.**

Please also note that:

Parents will be asked to come to school and collect their son if they do not conform. 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, on school provided transport and at school organised events.

Repeated infringements of the rules in relation to uniform and appearance may lead to suspension.

Academic Expectations

Pupils are expected to always work to the best of their ability in school and at home. Independent study is crucial for academic success. Getting into good habits early on will ensure that your son achieves his potential.

All homework tasks are expected to be completed to a high standard and submitted on time. If homework is not completed, then appropriate action will be taken. If there is evidence of a recurring problem relating to homework, this will be referred to the Form Teacher, Year Head, or parent/guardian.

All pupils will sit standardised class tests in all their subjects towards the end of each school term. Results from these tests will be analysed to determine each pupil's progress and identify any pupils who may also require additional support.

Mobile Phones (Including Smart Watches)

For Health & Safety and Child Protection reasons, Mobile Phones, I Watches, MP3 Players and IPOD **are not allowed to be used in school.** While our recommendation is that pupils should not bring their mobile phones etc. to school if they choose to do so it is at their own risk. We do not accept liability for any loss or damage to these personal electronic devices. Pupils who do bring Mobile Phones, I Watches, MP3 Players and IPOD into school it is on the **understanding that they are turned off and kept out of sight when on the school premises** and whilst travelling on school transport.

Should a pupil be **seen** with a Mobile Phone, iWatch, MP3 Player or IPOD they will have it confiscated immediately by a member of staff who finds them with it, who will place it in the school safe to be collected by a parent or other responsible **adult the next school day.**

This is a 24-hour sanction.

Refusal to hand over the mobile phone, iWatch, MP3 Player or IPOD could result in suspension.

To collect the phone or device, a letter must be collected by the pupil from the office. This letter must be presented at reception and the phone will be returned **after 3:15pm the following school day.**

Pupils must not approach the office staff to have their phones/devices returned.

Should a parent/guardian wish to contact a pupil or vice versa, this must be done via reception.

Social Networking

For the purpose of Child Protection / Safeguarding:

- Pupils are not permitted to engage with or access any social networking site while on school premises. This applies to all school-based facilities and personal technologies.
- Pupils should not make any derogatory, defamatory, rude, threatening, or inappropriate postings about the School, or anyone (e.g., other pupils, staff, governors, volunteers, visitors etc.) connected to the School. Note that 'postings' refer to ALL types of content on social media sites including (but not exclusively) text, photographs and video.

Behaviour

As we see the School as an extension of the home, we seek your full co-operation in helping us implement our standards of courtesy and behaviour, as outlined in the Code of Conduct.

It is the school's practice to involve parents when behaviour problems become evident. This is to enable you to fulfil your obligation and to accept responsibility for the behaviour of your son at school.

The School reserves the right to interview pupils about disciplinary matters and academic progress should it be considered necessary.

Parents/Guardians

An essential element of the Pastoral Care system is partnership with parents, whom the school recognises as the first educators of their children. To this end, regular contact, formal and informal, with parents is promoted throughout the child's school career.

Year groups have parent-teacher meetings which provide the opportunity to discuss a pupil's progress with all the subject teachers and to speak to the Form Teacher and Year Head if necessary.

Attendance at the annual Parent Teacher and relevant Induction meetings for Years 8/11/12 and 13 is essential.

In addition to the above formal or timetabled meetings, parents and guardians are encouraged to contact the school at any time if they have concerns about their son's progress and/or wellbeing.

If Parents/Guardians wish to speak to a teacher, they are asked to make an appointment. Staff will not be available to speak to parents if they arrive without an appointment.

PLEASE NOTE: Parents/Guardians are asked to always adopt a civil manner when speaking with staff in relation to issues concerning their son.

I have read and agree to abide by the School's Code of Conduct.

Name of pupil: _____

Class: _____

Signature of pupil: _____

I have read and will ensure that my son abides by the School's Code of Conduct

Signature of Parent/Guardian: _____

Date: _____

This Home/School Agreement is a working document, is subject to change and is updated on an annual basis.

PROMOTION POSITIVE BEHAVIOUR

Teachers in St Mary's will expect you to have the highest standards of behaviour within school. This is especially important in the classroom. Good behaviour is a pre-requisite to effective learning and teaching for all pupils and will benefit and support all pupils.

Expectations

- Teachers will ensure that pupils feel they are known and valued members of the class and school community.
- They will provide pupils with clear and coherent instructions to assist understanding and learning.
- Pupils will receive positive reinforcement in their classrooms. Pupils in return have a responsibility to be ready to learn in terms of behaviour, engagement and organisation for the lessons.

If a pupil behaves in a manner which is contrary to our agreed Code of Conduct, then appropriate sanctions will be applied.

DISCIPLINE

Good discipline is in the interests of the whole school community. It promotes character, respect for others and self. It ensures that the rights of all are respected and creates an environment that allows all to reach their potential. It is the responsibility of each member of the school community to ensure that good discipline always prevails. Sanctions are not simply punishments but rather aim to instruct and guide the pupil to positive self-discipline and self-respect.

Parents should be confident that their family standards are being upheld by the school and in turn it is necessary for parents to support the school in the implementation of the school's Positive Behaviour Management Policy.

The school recognises that parents and guardians have an invaluable role to play in relation to their children's education and aims always to work in close co-operation with parents.

Breach of the school rules will normally result in the following sanctions.

SANCTIONS

All staff have a responsibility to ensure that pupils adhere to the school's rules. This ensures a safe and healthy environment for everyone where learning can take place.

Sanctions should:

- be applied as soon after the offence as possible
- be fair and consistent
- be proportionate to the offence
- aim always to keep self-esteem intact.

Sanctions for minor breaches of discipline include:

- a warning and reminder of what is expected
- a change of seating arrangements
- a discreet conversation with the pupil at the end of class
- withdrawal of privilege
- additional work to complement or reinforce current work (signed by the parent/guardian)
- make a positive contribution to the school community e.g., picking up litter
- a note on SIMs.

MINOR BREACHES OF DISCIPLINE include the following:

- Lack of effort, attention, or application
- Non-doing of homework (on a one-off occasion)
- Under-achievement in class tests due to lack of effort.
- Forgetting books or materials needed for class
- Poor punctuality
- Minor lack of courtesy or respect (on a one-off occasion)
- Boisterous or unruly behaviour (on a one-off occasion)
- Lack of respect for the environment (e.g., dropping litter)
- Being out-of-bounds within the school building

This list is illustrative and not exhaustive

Sanctions for serious breaches of discipline include:

- Detention – this includes Saturday and Staff Day detention
- Withdrawal of privileges including involvement in extra-curricular activities, planned trips
- Detention or if deemed sufficiently serious, 'in school' suspensions or suspensions
- Failure to complete detention may lead to suspension (or expulsion)

SERIOUS BREACHES OF DISCIPLINE include:

- Persistent failure to bring books or materials needed for class
- Persistent failure to do homework
- Persistent poor punctuality
- Repeated unacceptable conduct including bad manners

- Repeated lack of effort/ poor work ethic in academic studies
- Repeated flouting of rules regarding school uniform, jewellery, hairstyle, hair colour and not shaving
- Repeated disruption of other pupils' progress
- Repeated lack of respect for the environment (e.g., dropping litter)
- Being in an Out of Bounds area (repeated offence)
- Being out of school grounds without the appropriate authorisation

This list is illustrative and not exhaustive

Examples of breaches of school discipline which incur detention

- Smoking e-cigarettes
- Leaving school without permission
- Failure to adhere to timetable and attend scheduled classes
- Forging signatures in the Homework Diary or Personal Logs.
- Truancy
- Use of mobile phone or other technologies (I Watches, MP3, IPODs) during school hours
- This list is illustrative and not exhaustive
-

Examples of breaches of discipline which incur detention or, if judged sufficiently serious, suspension or suspension leading to expulsion

- Serious lack of courtesy and /or respect
- Graffiti
- Stealing
- Vandalism / abuse of school property
- Misuse of a videophone / camera-phone
- Misuse of a digital camera, recording equipment / video /all other ICT equipment
- Committing of a criminal offence in school, on school trips or when wearing school uniform.
- Persistent disruption of other students' learning

This list is illustrative and not exhaustive

Examples of breaches of discipline which incur suspension:

- Swearing or abuse of any form directed at a member of staff or foul language used in response to something a member of staff has said or requested.
- Any action which compromises Health and Safety.
- Physical fighting (all parties involved) and verbal or electronic challenges to fight.
- Smoking
- Being in possession of a lighter, drugs or alcohol. (This behaviour could when investigated, lead to expulsion).
- Tampering with fire equipment.
- Failure to respond to a reasonable request made by a member of staff e.g., refusal to remove an item of non-uniform.
- Persistent flouting of school rules regarding school uniform, hairstyle, hair colour and not being clean shaven/failure to respond to request to
- Misuse of Social Media to bully, humiliate or intimidate any member of the school community
- Persistent serious disruption of other students' learning

This list is illustrative and not exhaustive

Sanctions for poor punctuality:

The count will be accumulative and not reset to zero at the beginning of each calendar month.

3 lates: Detention

6 lates: 2 DTs

9 lates: Staff Day or Saturday detention and parental interview with Year Head and Head of School

12 lates: Suspension

Bullying Incidents

Bullying incidents are dealt with in accordance with the school's Anti-Bullying Policy and the school will apply sanctions as considered appropriate by the school. Repeated incidents, or one-off incidents which are deemed very serious, will invoke a higher level of response and could incur **suspension or suspension leading to expulsion.**

Pupils should know and understand that no ICT user is permitted to harass, insult or attack others whilst in school or at home (reference Policy for Acceptable Use of All ICT (pupils)).

Referral

Initially, the class/subject teacher will deal with a breach of discipline. The subject teacher may refer the pupil to the Form Teacher or Year Head depending on the nature or frequency of the breach of discipline. The Form Teacher may refer the pupil to the Year Head. Depending on the nature or frequency of the breach of discipline, it may be necessary to refer the pupil to the Head of School/SLT link. Discretion will be used in relation to referring the pupil to the Vice-principal or Principal.

Detention is held on:

Monday and Wednesday 3.15 – 4.30pm

Friday 3.15 – 4.00pm

Missed Detention

If a pupil misses a detention, it will be re-scheduled once.

If a pupil refuses to complete a detention, his parents/guardian will be contacted. **Further failure to complete the detention will result in suspension. Pupils are expected to always follow St Mary's Code of Conduct. When pupils choose not to follow the school rules then sanctions will follow.**

CHILD PROTECTION POLICY

St. Mary's Christian Brothers' Grammar School has a primary responsibility for the care, welfare and safety of the pupils in its charge. The school will provide a safe environment, valuing all our pupils for their unique talents and abilities. One way in which we seek to protect our pupils is by helping them learn about the risks of possible abuse, helping them to recognise unwelcome behaviour in others and to acquire the confidence and skills they need to keep themselves safe. All teaching, support staff and others working in the school have a duty to protect children from abuse or the risk of abuse.

In St. Mary's the welfare of each child is our paramount consideration. Everyone who works in our school, teachers and non-teaching staff have clear guidance on the action which is required where the abuse or neglect of a child is suspected. The problem of child abuse will not be ignored in our school.

The School Safeguarding Team

- Mrs Fiona Crookes, Vice Principal, is the teacher designated to have specific responsibility for Child Protection.
- Mrs Amanda Barr, Mrs Michaela Lewis and Mr Raymond Herron, Senior Teachers, assumes the responsibility when the designated teacher is absent or unavailable.
- If both Mrs Crookes and Mrs Barr, Mrs Michaela Lewis and Mr Raymond Herron are absent the matter should then be referred to another member of the Senior Leadership Team.
- Mrs Siobhan Kelly, the Principal, is also a member of the Safeguarding Team
- Mrs Eileen Donnelly is the member of the Board of Governors with responsibility for Child Protection.
- Mr Sean Mahon is the chair of the Board of Governors

The Principal and Designated Teacher will be advised by the appropriate Education Authorities and will co-operate with other statutory agencies i.e., Social Services and the Police. If there are concerns that the child may be at risk the school is obliged to make a referral to Social Services.

The overall aim of this policy is to safeguard and promote the welfare of the children in our care. In situations where child abuse is suspected, our paramount responsibility is to the child.

- A proper balance must be struck between protecting children and respecting the rights and needs of parents and families but, where there is a conflict, the child's interest must always come first.
- In so far as legal requirements permit, the right is confidentiality for parents, careers, members of staff and students must be respected and information will only be shared in the interest of the student's welfare.

Partnership with Parents

In St. Mary's we have always stressed the importance of teachers working in partnership with parents and would seek to convey to parents how much we value their support and co-operation as part of our Child Protection Policy.

We would wish, through our induction procedures and parents' meetings, to emphasize to parents:

- Our responsibility for the welfare of all the children and young people in our charge.
- That we may be obliged to refer cases to the investigative agencies in the interests of the child
- How they may make a complaint should the occasion arise.

Responsibility of Parents

We ask our parents to support their son and the school by:

- Being alert to signs of distress or unusual behaviour in their sons which might be evidence of Bullying.
- Advising their children to avoid retaliation and to report any Bullying to their Form Teacher/Head of Year or any member of staff whom they feel comfortable to approach.
- Informing the school immediately of any concerns and supporting us in the resolution of bullying incidents whether they are the parents of the alleged bully or the victim.

St Mary's Grammar School CHILD PROTECTION

Alerting St Mary's to a potential child protection concern within the school

