



**St Mary's CB Grammar School, Belfast
CODE OF CONDUCT 2024 – 2025**

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.

Pupils are expected to be at school every day. Pupils must be punctual and should be in school by **8.50 am**. Parents/Guardians must contact their son's Form Teacher on the first day of absence to avoid a Truancy Call Alert.

- **In the case of absences, notes signed by a parent or email 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/email from a parent of the pupil must be presented to the Form Teacher.

IF REQUIRED TO LEAVE SCHOOL, ALL 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 textbooks 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 bags during the school day. We encourage reusable water bottles.
- **The selling of goods on school property is prohibited.**

- Smoking (this includes E-cigarettes and vapes) 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 all school activities and trips.

Stimulant drinks are banned. Pupils who are caught with stimulant drinks will have them confiscated and they will be disposed of.

- **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. Parents must request a lane pass if they are required to drop a pupil up the school lane due to injury/medical condition.
- Senior students driving themselves to school, must complete the permission documents with the Head of School. One permission is approved, students travelling by car must arrive by 8.45am, park in the designated parking area and must not revisit the parking area until 3.30pm. Senior pupils are not permitted to leave the school site by car at break and lunch. When they are permitted to drive down the school lane, students must abide 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, IPODs and air pods 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.
- Any pupil caught with a powered-on phone will have it confiscated until the end of that school day.
- Any pupil caught using their mobile phone to take pictures, record, or video anywhere on school premises will have their mobile phone confiscated for 24 hours. This should only be returned to a responsible parent/guardian. A phone/device confiscated on a Friday can be collected the following Monday.

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 at all times.
- 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 Positive Behaviour 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 worn at all times**).
- Formal plain black 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 worn at all times**).
- Formal plain black trousers

- Formal white shirt with collar
- Black crested senior school tie
- Black school-crested jumper.
- The **only outdoor** coat for pupils in Years 13 and 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.**

Detention

After school detention takes place every Tuesday and Friday. Parents will receive notification via the SIMS Parent App. Tuesday detention takes place in the library study from 3.15 – 4.30. **Any pupil who is in attendance and fails to register at an assigned Tuesday detention will automatically be rescheduled to attend Friday detention in the lunchroom from 3.15 – 17.00.**

SIMS APP/ Pupil Log

Every student has a right to high quality teaching and learning. **Any behaviours which impede the learning of others, will be challenged.** We welcome the support of parents in monitoring behaviour concerns and achievements recorded via SIMS. Records will initiate a response:

- 10 behaviour concerns = meeting with form teacher, student placed on Form Teacher log and extended Friday detention until 17.00.
- 20 behaviour concerns = meeting with Head of Year, student placed on Year Head log and placed on Saturday detention.
- 25 behaviour concerns = meeting with Head of School and student is referred to EA Post Primary Behaviour Support Service.
- 30 behaviour concerns = meeting with Vice-Principal and student is suspended for persistent instances of disruptive/ defiant/ disrespectful behaviour.

Parents are requested to ensure that they are registered with the SIMS APP. **All important school communication will take place via the SIMS APP.**

Suspensions and removal from class

Our school values of equality, respect and trust inform our expectations and interactions with pupils. When students are not committed to displaying values in action, the school may consider a period of suspension and/or removal from class. A student will be removed from lessons if:

- The behaviour of the student poses serious health and safety concerns.
- The behaviour of the student impedes the learning of others.
- The student displays defiant, aggressive or intimidatory behaviour towards school staff.
- The student is verbally abusive towards school staff.

A graduated system of suspensions will apply across each key Stage. The decision to suspend a student from school is a serious one and is determined by the Vice-principals, in consultation with the Principal. The school reserve the right to initiate suspension procedures which reflect the severity of the issue.

For the most part, the following procedures will apply:

Suspension 1 = parent and pupil meeting with form teacher and Year Head

Suspension 2 = parent and pupil meeting with Year Head and Head of School

Suspension 3 = parent and pupil meeting with Head of School and Vice-Principal

Suspension 4 = parent and pupil meeting with Vice-Principal and Principal

Suspension 5 = parent and pupil meeting with Principal and Board of Governors