

St Mary's CBGS Belfast

Home/School Agreement 2024-2025

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 AM/PM Registration	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' which can include an email**, 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 first day of absence.

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.

