

IMPORTANT INFORMATION REGARDING PUPIL CONDUCT AND RESPONSIBILITIES

Security and the School Day

All visitors to the College should report immediately to Reception and 'sign-in'. Staff and pupils are asked to be alert for any intruders in the College grounds and buildings at any time, and to notify the General Office immediately if they have any concerns. There is a security point at the right-hand side of the inner gates when entering the main school grounds. This security point will be staffed between 9.25am and 3.10pm each day. When entering and leaving the school grounds all visitors - including parents/guardians/carers and pupils must stop at the security point.

The College officially opens for pupils at 8.30 a.m. At 9.00 a.m. pupils are asked to proceed to Registration rooms. Teachers take AM Registration at 9.10 a.m. and PM Registration at 1.45 p.m. Class ends at 3.30 p.m. After-school activities begin at 3.30 p.m. A late bus leaves the College grounds at 4.45 p.m. The school officially closes for pupils at 5.00 p.m. After this time, any pupils found in the building are asked to move immediately to the main foyer area. Evening/night/weekend activities or meetings are arranged formally with the Bursar.

Attendance

Parent(s)/guardian(s)/carer(s) and pupils are advised not to make dental, medical or other types of appointments for pupils during school hours or to arrange family holidays during term time. If leaving for an appointment pupil should present a note to their Form Tutor in the form of a signed note in the pupil's Daybook. Form Tutors should complete an Authorised Absence Pass (AAP), during registration upon, receiving the permission of a parent/guardian/carers. Pupils may not leave the College grounds from 8.30 a.m. until 3.30 p.m. without showing an Authorised Absence Pass (AAP) at Reception. The Office will stamp the Pass. When leaving the school grounds, pupils must do so via the security point/main front gate. Pupils should show the note to their Form Tutor at registration and he/she will write an Authorised Absence Pass to get out. The back gate will not be open. Pupils must then hand the stamped Pass to the staff member at the security point where it will be retained. The College accepts no responsibility for pupils who leave school, with or without permission. Pupils should report to their Form Tutor to be signed in if they arrive after 9.10 a.m.

Health and Safety

- Pupils should not run or become involved in horseplay on the corridors at any time and should walk on the right hand side of corridors and stairwells to avoid congestion.
- When faced with any possible congestion, pupils should seek the nearest alternative route. Pupils should keep good order when arriving at and departing from Assemblies and all other large gatherings.
- Pupils are to carry bags in a safe manner, and should not abandon bags or leave bags at their feet when lining up on busy corridors. In the interests of health and safety, abandoned bags may be removed.
- When inside classrooms or other class areas, pupils should not be standing around but should be seated on chairs. They may not sit on window sills, classroom tables or benches. Pupils are reminded that they should not become involved in horseplay at any time. They must not interfere with blinds, school equipment (e.g. computers, audio equipment or classroom displays etc.). They must conduct themselves as they would be expected to when a teacher is in the room.
- Pupils are not to congregate in any prohibited area at any time (these include the areas at the side of/behind the school building from the Canteen round to the outside basketball court/the area between the PE changing rooms and the Sports Hall).
- Pupils should use the litter bins provided throughout the College buildings and grounds.
- Bullying of any kind will be viewed most seriously and dealt with in accordance with the school Bullying Prevention Policy.
- Physical or verbal assault will be viewed most seriously.
- Pupils must not be in possession of a knife or any other offensive weapon.
- Pupils must not bring cigarettes, e-cigarettes, lighters or matches to school. They must not smoke/vape nor be in the company of a pupil who is smoking/vaping or drinking alcohol, either at school or on the way to and from school.
- Pupils must not bring alcohol, solvents or drugs into the school at any time. Possession of, use of or trafficking in illegal drugs will be viewed most seriously in accordance with the school Policy on Drugs.
- Tampering with security equipment, fire alarms, fire equipment or other safety equipment is strictly forbidden.
- A pupil who becomes concerned about the safety or well-being of a fellow pupil should let a member of staff know immediately.

The school's designated teacher for Child Protection issues is Mrs Marie-Louise O'Kane. Her assistants are, Mrs Catherine Browne, Miss Elaine Kerr, Mrs Lorraine Hegarty and Mrs Ann-Louise Kirby (or Mrs Caroline McLaughlin (VP) or Mr Brian Keys (VP) in their absence).

School Uniform

The school uniform consists of:

- Black blazer with College crest;

- Black trousers of conventional cut and full length (no cords, denim or tracksuit bottoms). Trousers must be worn in a conventional manner at the waist;
- White shirt, fully tucked in, with the top button fastened and with the appropriate Key Stage tie worn to the top;
- The appropriate Year badge which must be visible at all times. This badge remains the property of the school and must be replaced immediately if lost or mislaid;
- Grey v-necked pullover (if worn);
- Black or dark grey socks (at least ankle length);
- Any **conventional** style of shoe or boot which must be wholly black (trainers are not acceptable);
- In winter months the school coat is permitted (no hoodies or non-uniform coats are allowed).

In addition:

- Badges or emblems which are not school-related are not permitted on school clothing;
- Belts (if worn) must be wholly black and with a conventional buckle;
- Pupils are expected to be clean shaven. Any student not clean shaven will be given the opportunity to shave in school. If this opportunity is not availed of the student will be placed in the Study;
- Outlandish hairstyles, colours (including streaks, braided extensions) tramlines or shaven patterns are not permitted. This includes hair that has been shaven at different lengths, Mohican style haircuts or any unblended shaved patterns. Hair must be neat and presentable. For health and safety reasons long hair must be tied back at all times. The Principal will have the final judgement to deem the hairstyle appropriate or inappropriate to school policy.
- Ear-rings, studs or other visible piercings etc. must not be worn (Sixth Form students are permitted to wear a ring on one finger);
- Only the approved school uniform should be worn inside the school building between 8.30 a.m. and 5.00 p.m. and when representing St Columb's at events outside the school.

P.E. Uniform

Key Stage 3 pupils are requested to equip themselves with the official school rig-out.

Books and Equipment

School books/equipment must be returned in good condition at the end of the school year or earlier if requested.

The school computer system or other specialist equipment must be used in accordance with school guidelines.

Each pupil is expected to be in possession of his own Smartcard, for purposes of identification. This Smartcard remains the property of the school and must not be defaced or tampered with in any way. The Smartcard must be replaced immediately if defaced, tampered with, lost or mislaid.

Valuables (Mobile Phones/Personal Music Players etc.)

Pupils are advised not to bring valuables (personal music players, mobile phones, other electronic devices not required for school work) to school. St Columb's College will not be responsible for the loss of cash or valuables belonging to pupils.

Pupils are not permitted to use mobile phones on the school premises or grounds or during any school activity, ***unless under teacher supervision***. It is forbidden to bring mobile phones or any other unauthorised electronic device into examination centres. A pupil found to be using his mobile phone will have it confiscated for the duration of the school day. If it is being confiscated for the first time, the phone can be retrieved at 3.30 p.m. from the Year Heads' Office on production of a Smartcard. If a pupil has his mobile phone confiscated on more than one occasion, his parent(s)/guardian(s)/carer(s) will have to come to the school to collect the phone.

Pupils are not permitted to use personal music players during any class or other organised activity in the school. Personal music players may not at any time be used on the school corridors or be plugged into school computers/equipment except on the explicit instruction of a teacher to complete an activity relating to the lesson.

Car and Bicycle Parking

If bringing a bicycle to school, pupils must park and secure it at the bicycle port. If bringing a car or a motor bike, pupils must park same in the designated area for students, after completing the necessary forms. Pupils are not to park cars in the staff car park or loiter in that area. Cars, motor bikes and bicycles are parked in the school grounds at the owner's risk.

Eating/Drinking

Designated Areas:

- Canteen and Sixth Form Dining Area;
- Link Area;
- Seating areas in the Senior Building;
- Classrooms during break time only;
- Outside the College buildings (apart from the steps area along the main front/visitors' entrance to the College).

Designated Times: Break time and lunch time, before 9.10 a.m. or after 3.30 p.m.

Eating and drinking is forbidden on the College corridors at any time. *All rubbish should be disposed of in a litter bin. Pupils should not take food or drink out of the canteen to consume elsewhere.*

Locker Areas

Locker areas are out of bounds except at the following permitted times. A pupil may go to his own locker:

- Before Registration Period;
- During morning break time;
- At the start and end of the lunch period;
- Before and after P.E.;
- After last period.

It is a condition of enrolment to St Columb's College that parent(s)/guardian(s)/carer(s) and pupils agree to our Code of Conduct and to the interpretation placed upon it by the school Principal. Pupils who contravene the Code of Conduct will be subject to the school's disciplinary procedures.