



Code of Conduct for Pupils and Parents

1. Arriving at school

- School begins at 9am;
- Parents should ensure children arrive punctually;
- Supervision begins at 8.45am;
- The children will go straight to their classrooms each day where supervision will take place;
- Parents wishing to leave children before this time are asked to use the breakfast club;
- P1 and P2 pupils should be escorted to the infant playground;
- Parents may use the 'drop off zone' in the car park (cars should not be parked in this area);
- Children must alight the vehicle from the passenger side;
- No child is permitted to leave the playground/school grounds.

2. Children arriving late

- Parents should accompany their child to the office as all doors are locked from 9.00am. School staff will accompany P1 and P2 children to their classes, pupils in P3-7 can walk to their own classroom.

3. Attendance

- Full attendance is expected from all pupils. If your child is unable to attend please inform the school on the first day of absence by phone, note or in person;
- Holidays should only be taken during school holidays;
- Attendance is monitored regularly, should it cause a concern, parents will be invited to attend a meeting with the Principal/Vice-Principal. We are obliged to make a referral to the education welfare officer when attendance falls below 85%.

4. Leaving the School

- All classes are escorted to the appointed exit by school staff;
- Parents, guardians and childminders are asked to collect children promptly at the end of the school day;
- Those children attending the late class, Sleepy Hollow Wraparound Care, Breakfast Club or after school activity must proceed to agreed area;
- Pupils should be aware of who is collecting them each day;
- Parents should inform the school if someone new is collecting their child;
- All children should remain with their teacher and come back to the main building if their lift has been delayed;
- Pupils attending after school activities must remain with the adult responsible for the activity until collected.
- Dogs should not be on school grounds when collecting children.

5. Leaving School Early

- Parents intending to collect their child early from school for an urgent reason, should report to the office where they will be required to sign their child out;
- In the interest of their child's education parents are encouraged to make medical appointments outside normal school hours;
- Removing your child from school early on a regular basis not only disrupts your child's education but the classroom routine.

6. Behaviour/Manners

In St Mary's on the Hill Primary School we expect all children to behave in accordance with our school rules and show that they respect themselves and others.

- Use please, thank you, excuse me;
- Not use bad language;
- Entering classrooms in a polite manner, knock, enter and approach the teacher;
- Greet staff or visitors who enter their classroom.

7. Property

- Children are expected to respect all school property;
- Children must follow instructions of staff on the safe use of school equipment;
- The school grounds and car parks are *No Smoking* areas;
- No dogs are permitted on the school premises.

8. School Toilets

- As with all school equipment, pupils should use the facilities in a respectful way;
- Staff members should be notified if soap, toilet paper or paper towels are missing;
- Parents and visitors are not permitted to use the pupil toilets.

9. Healthy Break/Lunch

We in St Mary's on the Hill employ a healthy eating policy.

- For break pupils are encouraged to bring a piece of fruit and water or milk to drink;
- Food items containing nuts are not permitted in the school;**
- Children may choose to have a packed lunch or school dinner;
- We would ask that payment for school dinners for the week be made on a Monday;
- We encourage parents to provide pupils with a healthy school lunch in line with EA Nutritional Standards Guidelines.
- Chewing gum is not permitted in the school grounds

10. Educational Visits

Teachers organise visits to various locations to enhance classroom work. If attending educational visits, pupils must:

- Have written permission from parents/guardian;
- Wear school uniform, unless otherwise directed by class teacher;
- Exhibit manners, respect and follow instructions given;
- Adhere to rules and regulations set by the organisation they are visiting;
- In the case of residential trips a code of conduct will be issued, agreed and signed by parents and children.

11. Mobile Phones/Electronic Equipment

Children are discouraged from bringing mobile phones and other technological devices such as iPads, cameras or smart watches to school. If it is essential for a child to have their phone for the journey to and from school, they must leave it in the mobile phone box in each class and collect it on dismissal.

Mobile phones must only be used outside the school grounds.

12. Uniform

All pupils are expected to wear the school uniform. It may be purchased from The Jeanery and consists of:

Daily Uniform

Blue polo shirt with school logo
Grey trousers/ Grey pinafore or skirt
School sweatshirt with logo
Black shoes

PE Uniform:

Plain white polo shirt
Navy tracksuit bottoms
Plain black plimsolls/trainers

PE uniform should be worn to school on designated PE days.

During the summer months, girls may wear a blue and white gingham dress and boys grey short trousers. Hair accessories should be of simple design: navy or black. Long hair should be tied back.

Those pupils taking sports related after school activities must wear their PE uniform.

ALL PERSONAL ITEMS MUST BE CLEARLY LABELLED.

No jewelry, with the exception of a watch and stud earrings, is permitted.

Review Date: 2023/2024