

**Cill Chluana Parish Nursery and St Mary’s**

**Primary School**

**Code of Conduct for Pupils and Parents**

**September 2022**

**Code of Conduct for Pupils and Parents**

**1. Arriving at school**

* School begins at 9.15am
* Parents should ensure children arrive punctually;
* Supervision begins at 8.45am;
* Parents wishing to leave children before this time are asked to use the breakfast club;
* 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;
* When the bell rings children are expected to line up quietly in the playground and will be escorted to class by teachers;
* No child should enter a classroom in the morning, at break or lunch, without permission.
* 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 9.15am

**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 if no improvement is shown.

**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;
* 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 secretary’s office if their lift has been delayed;
* Pupils attending after school activities must remain with the adult responsible for the activity until collected.

**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 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 PS 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;
* Payment for the week should be made through the school app.
* 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;

**11. Mobile Phones/Electronic Equipment**

Children are discouraged from bringing mobile phones and other technological devices such as iPads or cameras to school.

Mobile phones must only be used by parents outside the school grounds.

**12. Uniform**

All pupils are expected to wear the school uniform.

***Daily Uniform***

Navy jumper with school logo

Navy trousers/ navy skirt

White shirt and school tie

Black shoes

**PE Uniform:**

Green t-shirt with school crest

Navy hoodie with school crest

Navy tracksuit bottoms

Trainers

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

Hair accessories should be of simple design: navy or black.

Long hair should be tied back.

Pupils taking sports-related after school activities can wear PE gear to school.

**ALL PERSONAL ITEMS MUST BE CLEARLY LABELLED.**

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

***Review Date: 2023/24***