

SACRED HEART GRAMMAR SCHOOL



School Rules & Information Booklet 2016 - 2017



Sacred Heart Grammar School aims to transmit to students the spirit of St. Francis and St. Clare by fostering a friendly and caring atmosphere in the school. Good discipline practices help to develop in students caring and responsible attitudes and values for life.

The school rules reflect our genuine and deep concern to encourage students to respect the dignity of the human person, to protect the safety of one another and to care for their school environment. A strong teacher-student relationship based on mutual respect and concern for each other is central to the establishment of good discipline.

Since every student has a duty to contribute to the well being of the school, teachers consistently encourage high standards of behaviour within the school and beyond in the interests both of the student and society. The school appreciates the support received from parents in maintaining these high standards.

Since this is a Catholic School, great emphasis is put on prayer, especially at Assembly. Students are therefore expected to be punctual for each Assembly.

Students are encouraged to visit the Oratory when possible and to realize that at each moment of the day they are living out their "Morning Offering".

Their conduct should be at all times worthy of a Christian.

SCHOOL RULES

Students are advised that any inappropriate or offensive behaviour may have legal implications beyond the school's control. Serious breach of rules may therefore require the intervention of outside agencies.

SCHOOL UNIFORM

Checklist:

- ▲ Green Blazer
- ▲ Regulation, knee length, green skirt with two pleats and no slits
- ▲ Light green shirt and clip-on school tie
- ▲ Bottle green school jumper (optional)
- ▲ Approved plain, black leather, flat- heeled shoes. Heels may not be more than 4 cm high. All types of platform shoes are unacceptable. Very light pumps are inappropriate
- ▲ Dark green tights or knee socks
- ▲ School waterproof jacket (optional) is available for purchase from *O'Neill's, The Quays, Newry*. No other coat or jacket should be worn with the uniform at any time
- ▲ School scarf (optional). No other scarf should be worn with the uniform at any time

For P.E.

Green school tracksuit, white polo shirt with collar (*available from O'Neill's, The Quays, Newry*), trainers that can be securely laced.

Regulation items of uniform may be obtained from:
Saints & Scholars, 23 Mill Street, Newry, BT34 1E or
E. O'Hare, 17 Church Street, Warrenpoint.

UNIFORM REGULATIONS

- ▲ Shirts are worn inside the skirt at all times.
- ▲ Blazers are an essential part of the uniform and should be worn at all times outside the classroom environment.
- ▲ Students may wear a wristwatch and one pair of small stud earrings only. No other jewellery may be worn. This includes rings, bracelets, nose, eyebrow, mouth and other body piercing.
- ▲ The only badges to be worn on the school uniform are official school badges.
- ▲ Full school uniform should be worn on the journey to and from school. Students are reminded that while wearing the school uniform in public they represent the school and their conduct should at all times reflect school standards.
- ▲ Each item of uniform must be clearly marked with the student's full name. The school is not responsible for articles lost.
- ▲ Hair should be of a natural colour.
- ▲ Students are expected to take pride in their appearance and to be neat, tidy and appropriately presented at all times.

ARRIVAL/DEPARTURE FROM SCHOOL BY CAR

- ▲ Students arriving by car should be dropped off in the bus park only. In the afternoon they should be collected in the middle school car park on the left. Parents/guardians can exit this car park in the afternoon via the staff gate.
- ▲ Year 14 students intending to bring a car to school **must first seek the permission of the Principal by completing the appropriate form (available from Reception)**. The form must be signed by parents/guardians and the student will receive a *Parking Permit*. Students should park in the designated car park and *must* display their permit. Students must take extreme care when driving in the school grounds. Students are discouraged from using cars to transport other students. Cars **must** remain on the school premises between **9.00 a.m.** and **3.20 p.m.** The Staff **entrance** is reserved for staff and should only be used by parents/guardians or students **as an exit** after 3.20 p.m.

Permission to use the school grounds for parking will be withdrawn by the Principal if students fail to comply with these rules.

TRAVELLING ON SCHOOL BUSES

- ▲ Students boarding buses, whether in school grounds or elsewhere, should do so in an orderly manner. Unruly behaviour is not acceptable. Students must follow the instructions of the bus driver and the Prefects when travelling on school buses.
- ▲ Since students are required to wear the school uniform on the journey to and from school, they should behave in an acceptable manner at all times.
- ▲ Whenever a member of staff supervises students boarding buses in the bus park students should follow instructions given by that staff member.

DAILY REGISTRATION PROCEDURES

- ▲ Students are expected to be in school at 8.55a.m. for Registration/Assembly at 9.00a.m. Registers are taken between 9.00a.m. - 9.15a.m. It is the responsibility of parents/guardians to ensure that their daughter is punctual. Lateness is recorded on the student's attendance record.
- ▲ Students who arrive after Registration/Assembly must report to Reception immediately to sign the Late Attendance Book, recording their reason for being late. If a student has a planned late-coming, the Form Teacher/Year Head should be informed in advance and a *Note to/from Parent/Guardian form completed.
- ▲ Morning registration closes at 10.40a.m. Arrival after 9.15a.m. but before 10.40a.m. will be denoted as Attendance Code L (late) on the register – this does not affect the student's percentage attendance for the year.
- ▲ Students who arrive after 10.40a.m. (i.e. after the close of registration) will be officially absent for the morning session and this will be denoted with the appropriate absence code on the register - this will affect a student's percentage attendance for the year.
- ▲ Students should remain on the school premises until the end of the school day at 3.20 p.m.

**(The 'Note to/from Parent/Guardian' forms can be found at the back of the Student Planner).*

ABSENCE PROCEDURES

- ▲ Parents/guardians are requested to inform the school of the reason for a student's absence on the **first** day of absence, indicating why the student is absent and the expected date of return.

- ▲ When the student returns to school, an ****Explanations for Absence form** completed by the parent/guardian should be given to the Form Teacher explaining the absence and stating the date(s) of absence. These forms are held by school as part of the student's educational records.
- ▲ If a student's absence is likely to be prolonged, this information should be provided by the parent/guardian to enable the school to assist with homework or any other necessary arrangements which may be required.

*** (The 'Explanations for Absence' forms can be found at the back of the Student Planner).*

APPOINTMENTS PROCEDURES

- ▲ Students are not permitted to leave the school premises during the school day without permission.
- ▲ Requests by parents/guardians for students to leave the school premises during the school day should only be made in very exceptional circumstances. Routine medical/dental appointments should be arranged, where possible, outside school hours.
- ▲ Permission for a student to leave the school premises during the school day at the request of a parent/guardian will only be given when a completed ***Note to/from Parent/Guardian** form is presented to and signed by the Form Teacher/Year Head. Parents/guardians may receive a phone call from the school to verify that the request for their daughter to leave school is genuine.
- ▲ Parents/guardians must notify the school of any planned medical/dental appointments at least one day prior to the appointment. This will ensure that the student will be marked present for the session (morning or afternoon) in which they are attending the appointment. If the school is not informed in advance, the student will be marked absent for the appropriate session.
- ▲ Students leaving the school premises during the school day must sign out and leave the detachable part of the form* at Reception. If they return on the same day, they must sign in again at Reception on returning to school.
- ▲ Sacred Heart Grammar School reserves the right to decline to release students before school finishes at 3.20pm.

** (The 'Note to/from Parent/Guardian' forms can be found at the back of the Student Planner).*

ILLNESS (WHILE IN SCHOOL) PROCEDURES

- ▲ A student who is ill should report immediately to any member of the school staff or to Reception.
- ▲ If a student is ill, she should not contact parents/guardians directly by mobile phone.
- ▲ If the nature of the illness is serious or it appears that the student would be better at home, parents/guardians will be contacted and asked to collect their daughter from school.
- ▲ Parents/guardians are asked to ensure that contact details are accurate and that there is always someone who can be contacted by telephone in an emergency. The school should be informed of any change to contact details throughout the year.

FAMILY HOLIDAYS DURING TERM TIME

- ▲ Due to the impact they have on students' learning, Sacred Heart Grammar School strongly discourages holidays during term time. Family holidays taken during term time may be categorised as an unauthorised absence.

PROCEDURES FOR MANAGING NON-ATTENDANCE

- ▲ Student attendance will be recorded and monitored through SIMS Lesson Monitor.
- ▲ Student attendance will be recorded during Registration period by the Form Teacher and at the start of every period by the subject teacher.
- ▲ The 'End of Term Report' will report the student's attendance record to parents/guardians.
- ▲ If the school is concerned about an absence or pattern of absence of a student, contact will be made with home. This can take the form of a phone call or letter. Parents/guardians may be asked to make an appointment to speak to the Form Teacher, Year Head or Vice Principal.
- ▲ At the end of each term letters will be sent by the School Attendance Officer to the parents/guardians of students whose attendance falls below 90% or is causing concern.

TECHNOLOGY BUILDINGS

Students should go to the Technology building only when timetabled for class in these rooms. They may not remain there during break or lunch time, or after school, unless they have been given specific permission by a teacher.

OTHER SPECIALIST ROOMS

Students must observe the regulations laid down by the teacher in charge in specialist rooms.

Specialist Rooms are classrooms such as the Science Laboratories, Library, Art Rooms, Study Hall etc., and are indicated by a notice on the classroom door. Class teachers will provide students with a set of instructions, which must be observed in these rooms.

SCHOOL TRIPS

The school standards of courtesy and discipline expected in the classroom also apply when students are travelling in a bus/minibus on school trips.

SCHOOL LIBRARY

When using the school library students will be expected to obey the Library regulations and co-operate with checks made by the librarian or teacher in charge.

- ▲ Students are not permitted in the Library unless a member of staff is present.
- ▲ Any books/magazines/audio visual material damaged or lost while in the possession of a student must be replaced or paid for by the student.
- ▲ All fiction/non fiction books may be borrowed for a period of twelve days. Consultation books may only be borrowed overnight. Reference books may not be borrowed from the Library.
- ▲ Failure to return borrowed items to the Library on time may result in students being suspended from using the Library resources.
- ▲ Anyone found in breach of the Library security system will be reported to the Principal.

YEAR 13 AND YEAR 14 STUDY

In order to create and maintain an atmosphere conducive to effective study, students are asked to study in silence and to obey the instructions of the study supervisor or teacher in charge. Year 13 students go to St Francis' Hall and Year 14 students go to the library during their timetabled study periods. When a subject teacher is absent, Year 13 and 14 students will be instructed to go to these study areas.

SCHOOL MEALS

- ▲ Food and drinks, including those purchased in the Dining Hall, should only be consumed in designated areas.
- ▲ Students may not eat or drink in classrooms or on the corridors en route to class.
- ▲ Students should obey the lunchtime supervisors who are on duty in the school buildings and in the Dining Hall.
- ▲ Year 14 students may use the Year 14 Centre during lunch hour but are asked to ensure that this room is left clean and tidy.
- ▲ Students who wish to go home for lunch on a regular basis must bring a letter from their parents when registering in August. This letter will be

retained in the school office. The Form Teacher must be informed, in writing, about any changes that may arise in this arrangement.

- ▲ Students are encouraged to make use of litter bins and recycling facilities at break and lunch times.

SCHOOL PROPERTY

- ▲ Students should take pride in their school and its surroundings.
- ▲ Students must exercise due care and concern at all times to ensure that school property is not abused or damaged. Such concern requires students to dispose of all litter properly.
- ▲ Any damage to school property should be reported immediately. Students will be expected to pay the cost of the repairs.
- ▲ Students are not permitted to use the school grounds out of school hours or during holidays.
- ▲ All textbooks, library books and multimedia resources belong to the school. If a student loses a textbook or resource she may be asked to pay for it or replace it.
- ▲ Students may also be required to pay reasonable costs for books/resources, which have been damaged. At the end of the year these textbooks/resources must be returned to the school in accordance with the instructions given by the class teacher/librarian.

USE OF SCHOOL COMPUTER FACILITIES

Computers are valuable resources provided for the use of students. The school expects all students to co-operate with staff when using these machines by following instructions given to them or displayed in each area.

1. Signing in/logging off procedures must be followed and students should respect any restrictions placed on use of CDs, DVDs and memory pens.
2. Students should only use the school's Internet facilities to obtain information that is of educational value and has direct relevance to their academic studies. They must follow instructions given by staff if they use the school's internet facilities.
3. All students should be aware that their use of the Internet and email is monitored by C2k, and that any use deemed to be inappropriate will be reported to the school authorities.

4. Monitoring of use is based on unique C2k usernames and passwords. It is essential that students understand this and do not share their password with others.
5. Users should be aware that they are likely to be held accountable for any inappropriate use of the Internet or the email provision made through their usernames and passwords.
6. Students who do not act in a considerate and responsible manner will have their access to computers withdrawn.

All students are required to follow the guidelines set out in the school's "Internet and Digital Technologies Policy".

A Guide for Parents/Guardians on "Safe and Acceptable Use of the Internet and Digital Technology" is available from the school on request.

USE OF MOBILE PHONES

1. Mobile phones **must not be used to send/receive text messages/images or make/receive calls** during the school day.
2. Students are forbidden to use mobile phones to record or to produce still or moving digital images during a school activity without permission.
3. Inappropriate use of mobile phones will lead to the phone being confiscated for the remainder of the school day.
4. If a mobile phone has been confiscated 3 times parents will be required to collect it from the school at their earliest convenience.
5. Students who repeatedly fail to follow the guidelines on the use of mobile phones may be asked to leave their phone at Reception during the school day.
6. **Parents/Guardians should not contact students by mobile phone during the school day.** Receiving texts during lessons leads to a break in concentration and focus and should be avoided. Parents/Guardians may contact Reception to leave a message for their daughter if necessary.

ADDITIONAL RULES

1. Students are advised not to bring valuable articles to school.
2. Mobile phones, MP3 players and iPods may be used only in the Library and St Francis' Hall or with the permission of the class teacher.
3. Students must not remove equipment such as CD players from classrooms without the permission of the class teacher.
4. Money may be left at Reception for a short period but should never be left in schoolbags, in the cloakrooms or changing rooms.
5. Students are reminded that they are responsible for the care of their own personal property.
6. The school is not responsible for lost or stolen property. The cloakrooms will be cleared on the last Friday of each month.
7. Students may not chew gum at any time during the school day.
8. School bags should not be brought into the Dining Hall. They should be left outside, or in other designated areas.
9. Students should not use the corridor leading to the Staff Room as a means of access to classrooms.
10. The use of correcting fluids is forbidden in school.
11. Form Teachers check Student Planners regularly and use the planner as a means of communication with parents/guardians.
12. Student Planners must be in the possession of students at all times. Lost planners must be replaced immediately at a cost of £10.
13. Students must comply with examination regulations (both internal and external exams), as a breach of regulations may result in cancellation of the student's exam paper. *Rules for Public Examinations* are outlined below.
14. Students must comply with the dates set by subject teachers for Controlled Assessments and the submission of coursework. *The Appeals Procedure for Internal Assessment* is as follows:

APPEALS AGAINST INTERNAL ASSESSMENTS

The main points are:

- ▲ Appeals will only be entertained if they apply to the process leading to an assessment. There is no appeal against the mark or grade awarded.
- ▲ Candidates may appeal if they feel their coursework has been assessed unfairly, inconsistently or not in accordance with the specification for the qualification.
- ▲ Appeals should be made in writing to the school's Examinations Officer stating the details of the complaint and the reasons for the appeal.
- ▲ Appeals should normally be made within one week of a candidate receiving her mark, and must be made at least two weeks before the date of the last externally assessed paper in the examination series.

A separate procedure on this subject is available from the school's Examinations Officer.

RULES FOR PUBLIC EXAMINATIONS

1. You **must** be on time for all your examinations. You **must** remain under supervision until at least one hour (or a period equal to the duration of the examination if this is less than one hour) after the published starting time for each examination.
2. Remember: you **must not** become involved in any unfair or dishonest practice in any part of the examination.
 - ▲ Sitting an examination in the name of another candidate or allowing another person to sit an examination in your name, is gross misconduct and may constitute a criminal offence.
 - ▲ You **must not** take into the examination room any unauthorised material or equipment which might give you an unfair advantage such as notes, calculator cases, instruction leaflets, bags, personal TVs/stereos, electronic or radio communication devices, including mobile telephones, iPods and MP3 players. Any pencil cases taken into the examination room must be see-through. Bottles of water are permitted but the label must be removed.
 - ▲ Possession of unauthorised material is breaking the rules, even if you do not intend to use it, and you will be subject to penalty and possible disqualification.

- ▲ You **must not** talk or otherwise communicate with or disturb other candidates once the examination has started.
- 3. The head of your centre **must** report to the awarding body all cases of irregularity or misconduct connected with the submission of coursework or with occurrences in the examination room.

If the awarding body is satisfied that you are involved in any irregularity, misconduct or dishonesty, your results may be cancelled. For involvement in serious offences, you may also be disqualified from the current examination and debarred from future examinations of all the awarding bodies.

HEALTH AND SAFETY

All students have a responsibility to ensure that high levels of safety are maintained in the school.

They should:

1. Use the footpaths provided and be careful when walking to and from the bus area and when getting on and off the bus.
2. Use extra care at the main gate, especially when crossing Ashgrove Avenue.
3. Walk at all times in single file on the left hand side of the stairs and corridors.
4. Always keep fire exits clear and keep all fire doors closed.
5. Keep school bags in a safe place and ensure that straps are not left hanging where they may be a danger to others. To minimise the potential risk of strain injuries, all students in the Junior school must use a school bag with two shoulder straps, which should be worn correctly on both shoulders.
6. Always obey safety regulations in specialist areas, rooms etc.
7. Conduct themselves with concern for their own safety and the safety of other students at break time and lunch time.
8. Not have in their possession any offensive weapon or potentially harmful instruments while on school premises. This rule also applies to playing fields, playgrounds or when students are taking part in any off site activity organised by the school.
9. Not bring into school cigarettes, alcohol, solvents or any illegal substances.
10. Not smoke or become involved in any form of substance misuse in any part of the school building, school grounds, or on the journey to or from school.

ALARM SIGNALS

There are two different alarm signals in the school:

1. A Fire Alarm Hooter.
2. An Intruder Bell.

1. THE FIRE ALARM HOOTER

Primary Exits are indicated on the back of classroom doors. Students should familiarise themselves with these. Anyone discovering a fire should operate the nearest fire alarm point.

When the alarm sounds:

1. Assemble in an orderly manner in the classroom.
2. Walk in silence and single file to an Exit-Route away from the fire.
3. From the Exit go immediately to your class assembly point on the all-weather pitch.
4. There must be no rushing, pushing or overtaking en route to the assembly point.
5. Line up at the assembly point in Form Class and in alphabetical order. Then wait for further instructions.
6. Do not go back inside the school until you are given permission to do so.
7. Anyone not actually in class when the alarm sounds should go straight to the assembly point.

Anyone who operates the Fire Alarm as a prank will be dealt with severely.

2. THE INTRUDER BELL

A continuous bell lasting 30 seconds warns that an intruder is on the premises. Students hearing this signal should remain indoors, lock the classroom door and wait for a second signal of a continuous bell lasting 30 seconds, which indicates that danger has passed.

VISITORS TO THE SCHOOL

In the interests of student safety, visitors to the school are required to wear an Identification Badge. If a student encounters a stranger without this means of identification, she should report the matter immediately to any member of the school staff or at Reception.

SOCIAL EVENTS

If students wish to organise any social event or to attend an event organised by other Sacred Heart students, they must first obtain the permission of the Principal.

BREACH OF SCHOOL RULES

Sanctions may be applied when a student is found to be in breach of school rules.

Serious or persistent misconduct will be dealt with through the school's Referral System and may lead to suspension or expulsion.

BEHAVIOUR MANAGEMENT

Rules are important to the school and parental support is needed in the maintenance of dress standards and behaviour. When students break the school rules there is a series of sanctions which may be imposed. When serious misconduct arises, or for repeated misbehaviour, absenteeism, late-coming, lack of application or failure to present work, teachers may use the Referral System, which is described below.

SCHOOL REFERRAL SYSTEM

STAGE 1

The problem or incident is reported by the class teacher to the form teacher, who conducts an interview with the student.

STAGE 2

If further incidents occur with the same student the matter is reported to the Year Head, who interviews the student and records the reported misdemeanour. Action taken to resolve the problem may be: withdrawal of privileges, other appropriate sanctions, or, to put the student on Report for a period of one week.

STAGE 3

If a student is reported to the Year Head a second time this incident is recorded and the student may be put on Report for two weeks. A letter is sent to the parents/guardians inviting them to meet the Year Head and informing them that one further report to the Year Head could lead to suspension.

STAGE 4

A third report to the Year Head is referred to the Vice Principal or Principal. Parents/Guardians are interviewed regarding the student's behaviour/progress, and a period of suspension may be imposed (not exceeding 5 days).

STAGE 5

Only the Board of Governors can expel a student from school and no student shall be expelled unless she has first served two periods of suspension.

In the event of a serious breach of discipline the referral procedures will not operate but the matter will be dealt with directly by the Principal and the Board of Governors.

It may be necessary to make changes in some rules during the course of the school year. Students will be notified of these changes accordingly.

Parents/guardians and students should read the above information (p1-18) and sign below.

**I have read and accepted the rules contained in this School Planner.
I will do all I can to help the school to enforce these rules.**

SCHOOL YEAR 2016– 2017

Student's Signature: _____

Form Class: _____ **Date:** _____

Parent's/Guardian's Signature:

Thank you.

WHAT TO DO...

PROBLEM	WHO AND WHERE
If I am late?	Sign in at Reception.
If I am being bullied or know someone who is?	Tell someone – your Form Teacher or a friend.
If I need to leave school e.g. I have a dental/medical appointment?	Get your parent/guardian to complete a blue form. Your Form Teacher will sign it. Sign out at Reception before leaving school.
If I have lost something?	Tell your Form Teacher. Lost property is kept by the Housekeeper, Mrs Quinn. All property should be marked with your name.
If I don't understand my homework?	See your Subject Teacher, your Form Teacher or a friend.
If I have forgotten my Homework/P.E. kit?	Explain to your Subject Teacher before the lesson.
If I don't feel well?	Go to Reception.

REMEMBER...

- ▲ If you have something you need to talk about
- ▲ If you are worried about something that is happening to you, or to someone you know
- ▲ If you need help, or if you need to know how to get help

The staff and school Counsellor are here to listen and to help – they will try to do what they can.

- ▲ If you are worried about telling things in confidence:

Tell the staff – they will understand. If they are concerned about your safety, they may need to share this with others, but they will always tell you first.

The designated teachers for **Child Protection** are:

Mrs Curtis, Mr Kane, Mrs McCaffery and Mrs Rankin-Sands

- If you are still unsure about talking to a member of staff, you can telephone:

Childline	0800 1111
CURA	0035316710598
NSPCC	0808 800 5000
Samaritans	(028) 3026 6366

These calls are free, and they will not show up on your telephone bill.

They will help you work out what to do next.

Further leaflets and notices are on the Notice Board on the ground floor of the H. Area and in the Library.