



SCOIL MHUIRE

CODE OF EXCELLENCE – CODE OF BEHAVIOUR

This code has been developed in partnership with the Board of Management, Staff, Students and Parents. It is hoped that adherence to this code will allow each student to achieve to their full potential during their time in Scoil Mhuire.

We, in Scoil Mhuire, would like each girl to be happy at school and to benefit fully from her post-primary education. High standards of behaviour are expected to protect the values we seek to uphold. Each pupil can make a positive contribution towards building up the Christian atmosphere in our school by observing those high standards.

ATTENDANCE AND PUNCTUALITY

- Regular attendance is essential. Full and half day absences must be explained to the Class Teacher/Form Teacher by a note from the parent in the Student Journal and presented at the beginning of class. Attendance is recorded each morning and evening in compliance with the Education Act, 2000. The **National Education Welfare Board – TUSLA** must be informed of any student who has missed 20 days or more. This includes half days and must always be complied with even if there is a genuine reason for the absence, for example, illness. Parents will also be notified by letter should this arise.
- **Punctuality** is essential. Late-comers are required to sign the Late-comers register in the office before proceeding to class. Appropriate sanctions will be imposed on students whose punctuality is unsatisfactory.

LEAVING SCHOOL PREMISES DURING SCHOOL HOURS

- In every instance where a student wishes to leave the school premises (doctor/dentist appointment, etc.), the parent must furnish a note and permission must be sought from Year Head/Deputy Principal/Principal at the beginning of the school day between **8.25am – 8.45am**. The student is required to sign out in the office when she is collected by parent/guardian.
- Students may not leave the school grounds during school hours. A special **lunch-time permit** may be issued only in response to the appropriate application from the student. This permit only entitles the bearer to go **home**. Any abuse of this privilege may result in the withdrawal of the permit. Only final year students may leave the school grounds at lunch-time. The granting of this permission is at the discretion of school authorities

Illness

- If a student is ill, they must remain in class where possible.
- If a student is very unwell and needs to go home, they must report to the Principal/Deputy Principal and seek permission to contact home.
- The student's parent/guardian will then be contacted and it will be arranged for the student to be collected where possible. The student will then be signed out in the office.
- Students should **not contact home without permission of Principal/Deputy Principal**

EXPECTED BEHAVIOUR IN SCHOOL BUILDING AND ON SCHOOL GROUNDS.

- We seek to maintain a safe environment for all in Scoil Mhuire. Any behaviour that threatens this safe environment will not be tolerated. Bullying will be dealt with decisively, in accordance with our **Anti-bullying Policy**. We actively encourage any student who considers that she is being harassed to report the matter immediately to any member of staff.
- Students should come directly into the school in the morning. This is very important, as there is heavy traffic on the road outside the school at this time.
- It is important that people should be able to move around the school easily. Students should not cause obstruction by congregating on corridors or stairs. This is essential in ensuring that Scoil Mhuire remains a "Wheelchair Friendly School".
- Students should ensure that their property does not cause an obstruction.
- All movement to and from classes should be conducted in a mannerly way without excessive noise and running. Students are asked to keep to the left on corridors and stairs to avoid congestion.
- Students who need to use the lift in the event of injury or disability must seek permission from their Form Teacher/Year Head/Deputy Principal/Principal
- Each student is expected to take her turn in the **weekly rota** for keeping her **classroom clean** and to tidy her desk and its surrounds at the end of each class period. Those students assigned to lunch time cleaning must have this task completed 10 minutes prior to the commencement of the afternoon classes.
- **Chewing gum** is not permitted anywhere on the school premises. Any student caught chewing gum will be subject to a fine of €3.00. Payment of this fine must be recorded in the journal.

Mobile Phones *The following guidelines were drawn up in order to ensure the quality of teaching and learning in Scoil Mhuire is not interfered with by the use of mobile phones and other electronic devices.*

- The Scoil Mhuire Policy on Mobile Phones is given to each student who enrolls in this school. Mobile Phones must be switched off and kept out of sight while on school campus, unless specifically authorised by a teacher for educational purposes.
- Parents who need to contact students in the case of **emergency** must do so through the school office at 046 94 31439
- **Personal audio devices e.g. I-pods, MP3 players** are not to be used on the school premises during school hours.
- Scoil Mhuire cannot accept responsibility for the loss or theft of mobile phones or personal audio devices.
- Please note that a confiscated phone/ personal audio device is kept for a minimum of 24 hours and must be collected by a Parent or Guardian from the school office.

- **Smoking** is prohibited in the school building and school grounds in accordance with government legislation. (See Smoking Policy)
- The **possession and or consumption of alcohol** and **the possession and or use of drugs** by students on the school premises, in school uniform or while representing the school is absolutely forbidden. Breach of this regulation will normally be referred to the Board of Management and/or Gardaí and may possibly lead to expulsion from the school. The school will follow the procedures laid out in its Policy on Substance Abuse.

USE OF LOCKERS

Lockers are provided for the convenience of students to help them organise on a day-to-day basis. They can be used to minimise the weight of schoolbags. It is expected that students will use the lockers responsibly and take good care of them.

1. It is the student's responsibility to be prepared for every class.
2. Students are permitted to visit their locker at the following times:
 - Before the start of the school day
 - During break-time
 - During lunch-time
 - At the conclusion of the final class of the day.
3. Students who misplace a locker key should report to the office to the Deputy Principal to arrange for the Caretaker to have the lock cut.
4. Lockers should be cleared of any edibles or drinks at the end of each school day.
5. Non-school materials may not be kept in lockers.
6. The school authorities reserve the right to inspect all lockers at their discretion.
7. Each student is responsible for the locker that has been assigned to her. Any damage to the locker must be reported by the end of the day. Students may be asked to pay the cost of repairing their locker if it is damaged.
8. It is each student's responsibility to ensure her locker is locked at all times.
9. Students are encouraged to buy a good quality lock (35-38ml)
10. A student may never under any circumstances interfere with another student's locker.

Personal Appearance

School Uniform

In the interest of overall appearance of students, both as individuals and as a group, full school uniform is to be worn on school premises at all times and at all school functions and on school trips. This also includes in-house and state examinations.

Uniform List

- V Neck Navy Jumper for Juniors
- V Neck Kingfisher Jumper for Seniors
- White Blouse with open revers collar.
- Pleated Plaid Uniform Skirt (Ann Fahy by Skippy)
or Pinstripe Navy Trousers.
- Navy or Black polishable school shoes. The following types of shoes: runners, ballet, canvas/converse or boots are not acceptable.
- Black or Navy plain socks or tights must be worn
- School Jacket with Crest
- P.E. Uniform consists of navy tracksuit bottoms, red crested polo shirt and supportive runners. P.E. uniform must not be worn to or from school.

All items of uniform listed are compulsory.

Please note that students should ensure their name is on all items of uniform eg. jumper & jacket.

For practical classes students must wear protective clothing (eg apron, protective glasses etc) as directed by the teacher.

The school uniform is available from Nina's of Market Street and Ted Murtagh's of Haggard Street Peter Canning Clothing Emmet street Trim.

Please note:

- Students are required to pay particular attention to personal appearance and cleanliness and to the neatness of their uniform, books, lockers and schoolbags.
- If a pupil comes to school without her correct uniform a **note of explanation must be provided** from home.
- Items of uniform must be replaced when outgrown or worn out. Substitution of non-uniform items, or the wearing of worn out or ill-fitting uniform will not be accepted.
- The school skirt must be below knee length.
- A white t-shirt may be worn beneath the school blouse.
- School blouse/t-shirt must not be visible below the jumper.
- Items of clothing which do not form part of the uniform will be confiscated.
- Students are expected to come to school and return home in school uniform, obeying all the uniform rules including the wearing of school shoes.

HOMEWORK/STUDY/CLASSROOM BEHAVIOUR

- Co-operation with staff, prefects and fellow students is essential in creating a positive classroom environment. Behaviour which is disrespectful and un-cooperative will not be tolerated.
- Students must have the necessary text-books and materials for class.
- Homework assignments should be recorded in the journal at the end of each class.
- Students should complete their class work and homework, both oral and written to the best of their ability. Parents/Guardians will be contacted if a student is not considered to be working to their potential.
- Students are expected to adhere to the guidelines for the completion of projects and work assigned by the teacher.
- A student must use the desk and chair allocated by the teacher.

HOME/SCHOOL COMMUNICATION

- The School Journal is an important source of communication between school and home and parents/guardians are asked to check and sign the journal on a weekly basis.
- End of term and other reports as well as the annual Parent/Teacher meeting inform parents of general progress.
- Parents are always welcome to visit the school **by appointment only** to discuss their daughter's progress or to notify the school of any changes in their family circumstances.
- Parents will be notified by text or in writing of any upcoming school events and/or changes to school calendar caused by inclement weather etc.
- We encourage parents to inform the school of instances of **Infectious Illness** (we assure all parents of absolute confidentiality regarding disclosure of sensitive health information). Parents will be informed of any outbreak of serious infections within the school.

Jewellery

- Pupils are asked to minimise the wearing of jewellery.
- No loud, colourful items allowed.
- No expensive jewellery should be worn to school as students will be asked to remove items of jewellery for P.E. and Home Economics for Health and Safety reasons.
- Only small stud style earrings are allowed. Inappropriate items of jewellery will be confiscated and returned to the student at the end of term. All types of body piercing other than stud earrings are not allowed for Health and Safety reasons. Home will be notified immediately in the event of breach of this rule.

Make-up / Hair

- Students are expected to be neat and well groomed in appearance.
- The wearing of make-up of any kind is not permissible while in school uniform.
Items of makeup should not be brought into school.
Students will be asked to remove make-up using cleansing wipes provided by the school authorities.
- Hairstyles should be neat and tidy. Extreme hairstyles are forbidden. This includes shaved hairstyles and loud or garish hair colouring. School management reserves the right to decide whether a particular hairstyle is acceptable or not. Home will be notified immediately in the event of breach of this rule.
- Bandanas are not permitted. Head coverings on religious grounds must be plain navy blue or black. Hair accessories must be discreet.

The school expects full co-operation from parents/guardians in ensuring their daughter is in correct uniform at all times.

Please note that: **The school is the final arbiter with regard to personal appearance**

BREACH OF EXPECTED STANDARDS

Sanctions

If a student disregards school regulations, the school will impose "in-house" sanctions.

In-House Sanctions

These can include extra homework, detention, fines etc. If there are no improvements parents will be consulted and students may be put on report.

The school reserves the right to withdraw school privileges from any student with a poor disciplinary record i.e. school tours, school concerts, sports competitions etc.

Suspensions

Students who disregard school regulations despite interventions may be placed on **Internal Suspension**. This will involve the student being removed from normal timetabled classes and supervised with work for the period of the suspension (including break and lunch time).

Major violations may be punished by immediate suspension by Principal, either internal or external depending on the nature of the violation.

External Suspension involves the student being out of school for the period of the suspension. Parents/Guardians have a right to appeal an external suspension.

Major Violations Include:

- Violent behaviour
- Aggressive behaviour
- Intimidation
- Malicious damage to property
- Stealing
- Verbal abuse
- Inappropriate use of technology
- Direct refusal to obey instructions
- Possession and or consumption of alcohol
- Possession and or use of illegal substances
- Smoking in the school building or school grounds

- Abusive or disparaging comments about Scoil Mhuire, its staff on Social Media or otherwise.

This list is not comprehensive and the school reserves the right to impose sanctions for other violations which it considers serious.

Students returning from external suspension must report with Parent/Guardian to the Principal/Deputy Principals before 8.50am on the day of return and the student must give a firm commitment in writing to the person/s affected by the incident that such an incident will not re-occur.

In cases of extreme indiscipline or where other sanctions appear to have failed the matter will be referred to the Board of Management, which has the power to exclude a pupil. In such a case parents will be informed of their right of appeal to the Board.

Note: Parents/Guardians and students are asked to note that it is not possible to detail every regulation governing one's behaviour at school. Each student is accepted into the school on the understanding that she comply with the school regulations as detailed in the journal and school policies.

The above school regulations apply when students are in school uniform and/or representing the school

By sending your daughter to Scoil Mhuire Trim, your daughter, and you as parent(s)/legal guardian(s) automatically accept the schools ethos and with implicit agreement to observe the rules and regulations as set out in tht schools Code of Excellence.

Please bring this journal to the Parent/Teacher Meeting

For Review: Academic Year 2017/2018