

*St. Francis' Primary School  
Drummaroad*



*Code of Conduct*

## Guidance for Parents and Pupils

### 1. Arriving to School Safely and Punctually

- School starts at 9.20am for all pupils in P1 to P7.
- Parents should ensure that all children arrive punctually.
- Supervision begins at 9.05am when pupils can begin arriving.
- Parents are asked not to drop children off before 8.30 unless they enrolled and escorted in to the Breakfast Club.
- Pupils in P1-P7 go directly into the front playground and will line up at 9.20am when the school bell rings.
- When the bell rings, children are expected to line up quietly outside their classroom where they will be collected by their teachers.
- On wet days children go straight to a designated classroom on arrival from 9.05am onwards where supervision will take place until 9.20am by a class teacher and classroom assistants.
- No child should enter a class in the morning, break or lunch without permission.

### Children arriving late

Children arriving late must not be left unaccompanied in the school grounds. Parents are advised to escort their children to their class and explain reason for lateness.

### 2. Attendance

- Full attendance is expected from all children.
- If a child is ill and unable to attend please inform the school on the **first day** by phone, letter or in person giving reason for absence and or an idea, if possible, of the period of absence.
- Holidays should not be booked during school term time. Unauthorised holidays will be coded 'g'.
- If it is anticipated that absence will be beyond a week please liaise closely with your child's teacher.

If attendance or punctuality is a concern, parents will be invited to attend a meeting with the school Principal. Where no improvement is

shown, the school will be obliged to make a referral to the Education Welfare Officer who reviews attendance termly with the principal.

### **3. Leaving the School**

Children must not leave the school grounds at any time during the school day

#### **(i) Leaving early for an urgent appointment or unforeseen matter**

- If a child is to leave school early due to a medical appointment or for another urgent reason, a note is required in advance to inform the class teacher.
- Parents/childminders are asked to call at reception where their child can be collected and signed out.
- If a note has not been forwarded to the class teacher in advance, parents should go to the reception. The administration staff will log your details and inform your child's teacher.
- In the best interest of your child's education, medical or dental appointments should be made after school or during holidays where possible.
- Taking children out of school early on a regular basis, not only disrupts a child's education, but also disrupts the routine of the classroom.

#### **(ii) Leaving school safely at the end of the school day**

- Parents, guardians and childminders are asked to collect children in P1 and P2 promptly at 2.00pm from the designated point.
- Parents are reminded to be punctual as P1 to P2 teachers have teaching and planning commitments between 2pm and 3pm.
- Teachers in P1, 2 and 3 must be informed directly by parents if someone new is collecting a child.
- Parents, guardians and childminders of pupils in P3,P4, P5, P6 and P7 are asked to collect their child(ren) from the school gates. No pupils will be allowed to cross the parish car park unattended.
- Only pupils who have written consent from their parents to walk home should leave the school grounds at the end of the school day.
- Parents must ensure their children have a safe route home.

- All pupils must stay with their teacher or assistant and come back in to the school if their lift is delayed. Children must not leave the school grounds.
- Parents should ensure their children know who is collecting them at the end of each day.

**Children attending any activity after school must stay under the safe supervision of the adult taking the activity. Children must remain with this adult until they are safely handed over to their parents/child minder at the end of the activity.**

#### **4. Behaviour and Courtesy**

In St. Francis' Primary School we expect all children to behave with courtesy and good manners and show at all times that they respect themselves and others by:

- Using 'Please,' 'Thank You' and 'Excuse Me' appropriately;
- Not using bad and unacceptable language;
- Not being aggressive and unpleasant to others by word or actions;
- Not playing rough or dangerous games and staying within the designated play areas;
- Avoiding interrupting adults or their peers who are talking;
- Greeting staff or visitors entering their school or classroom by saying "Good Morning" or "Good Afternoon" and standing back to let visitors enter a door first or holding a door open;
- Entering other classrooms in a polite manner- knock, enter and wait until the teacher is free;
- Walking quietly throughout the school at all times;
- Respecting and following the instructions and directions of all staff such as teachers, lunch time supervisors, classroom assistants and building supervisor.
- Children must remember that when they are coming to school and going home they are still representing the school and as such, behaviour must reflect this.

**Any form of physical violence, bullying, threats, bad language or destruction of property is strictly forbidden in St. Francis' Primary School.**

## **5. School Property**

- Children are expected to respect all school property and the property of other children.
- Children must not write or scribble on school books or rip pages from books.
- In the best interest of all the children in St Francis', parents will be expected to replace any lost or damaged school property.
- Children are expected to follow the instructions of staff on the safe use of all school equipment.

## **6. Use of school toilets**

- Children must use the toilets in a respectful manner. All pupils must wash their hands with soap and warm water and put the hand towel in the bin provided.
- Children are asked to let their teacher, assistant, or supervisor know if any item runs out e.g. toilet roll, soap or hand towel.

### **\*\*Child Protection Matter\*\***

**Parents or visitors are not permitted in the pupils' toilets.  
Parents and young toddlers must use the disabled toilets in either  
mobile or main classroom.**

## **7. Healthy Break**

St Francis' Primary School is a Health Promoting School that provides a safe, secure and stimulating environment which encourages pupils to be Health & Safety conscious, both in and out of school.

Our children are encouraged to have a healthy break in accordance with our Healthy Break Policy.

The children can have any of the following for break:

- Milk, water, smoothie, natural yoghurt (fruit yoghurt eg Petit Filous, Frubes contain a lot of sugar), breadsticks or fruit.

**Glass bottles are not permitted in school.  
Hard sweets, chewing gum and hard or sticky lollipops or sweets are not permitted and should not be sent in as birthday treats.**

## **8. School Lunches and Dinners**

- Parents are asked to provide healthy lunches in line with our school dinners which follow the EA's Nutritional Standards Guidelines.
- Parents are asked not to send glass bottles into school and to clearly label their child's lunch box.
- All pupils are expected to eat their food in a polite manner and display good manners and respect and care for others at all times.
- Pupils are expected to carefully follow the instructions of the canteen staff and lunch time supervisors
- Children taking lunches should be provided with their own drink and cutlery

## **9. Educational Visits**

- Children must have written permission from a parent or guardian to attend educational visits outside school.
- Full uniform is expected on school trips unless otherwise directed by class teachers.
- A code of conduct will be given for all residential which will be signed and agreed with parents and pupils in advance of the trip.
- Children are expected to carefully follow all directions given.
- Good manners and respect for other people's property is expected on all educational visits. Parents will be required to pay for any damage caused.
- Children who do not show good manners or who put themselves or others at risk, may be prohibited from attending future educational visits outside of school.
- Children must adhere to the rules and regulations set by the organisation they are visiting.

## 10. Mobile Phone Policy

The pupils of St Francis' Primary School are not permitted to have a mobile phone in their possession. All urgent phone calls can be made or received through the school office.

If mobile phones are brought in without permission the child will be asked to hand the mobile phone into the office and parents will be contacted and asked to collect the mobile phone at the end of the school day. When advice on mobile phones is ignored by pupils, sanctions will be applied.

### Exception

If a parent deems that their child needs a mobile phone due to the health and safety reasons of walking to school and walking home again, a request to bring a phone must be put in writing to the school Principal. If permission is granted for a child to bring a mobile phone into school, the phone must be turned off and handed into the office. It is the child's responsibility at the end of the school day to collect the phone from the office.

**The mobile phone must only be used outside the school grounds.**

Where an exception is granted and the above procedures are not followed, permission to use a mobile phone will be declined.

## 11. School Uniform and Personal Presentation

Pupils enrolled in St. Francis' Primary School are required to wear the school uniform.

This is available from O'Hare's in Castlewellan.

The school uniform consists of:

- White polo shirt
- Green school jumper with logo
- **Girls:** grey/charcoal skirt/pinafore, grey socks/tights
- **Boys:** Grey/charcoal trousers/shorts, grey/black socks
- Black shoes/trainers

During the summer months a green and white gingham summer dress may be worn with the school jumper/sweatshirt. Boys may wear grey/charcoal shorts and white polo shirt with the school sweatshirt.

All items of uniform and personal property must be clearly labelled.

Hair accessories must be very simple in navy or black. Summer gingham hair accessories are also acceptable with summer dresses.

### **P.E Uniform**

P.E uniform must only be worn on P.E days.

- Grey/black tracksuit bottoms or leggings
- White polo shirt
- School jumper
- Trainers
- No jewellery is permitted in school. Girls with pierced ears can wear one simple stud in each ear.

### **Our School Rules**

#### **Safety and Movement**

- We never leave the school grounds unless permission is given.
- We wait in a safe place within the school grounds for our parents/childminders at the end of the school day.
- We return to our teacher or the school reception at the end of the school day if our parent or childminder is late arriving.
- We walk quietly in school
- We never open outside doors to anyone. All visitors must use the main reception.
- We use our equipment safely and follow the instructions of the staff.
- We use the toilets properly and safely; we are encouraged to visit the toilet facilities at break and before we come down for lunch.
- We play safely in the designated areas.
- We will follow the school's fire drill procedures.
- We do not bring glass bottles or any dangerous items to school.

## **Respect and Care for Others**

- We treat pupils, staff and visitors with respect and will not hurt anyone by our words or actions.
- We show good manners at all times.
- We will speak respectfully to adults and peers alike.
- We always tell the truth.
- We welcome visitors to our school and classroom in a mannerly way.
- We show respect to staff or visitors by standing back and holding doors.
- We continue to work productively if our teacher is speaking to a visitor.
- We listen to and respect the views and opinions of others.
- We report any form of bullying.

### **We do not accept:**

- **BULLYING**
- **STEALING**
- **BAD OR INAPPROPRIATE LANGUAGE**
- **FIGHTING**
- **DESTRUCTION OF PROPERTY**

## **Respecting Property**

- We take care of our books and our equipment and will replace any damaged or lost property.
- We respect the property of others and care for our school environment.
- We wear the correct school uniform every day.
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## **Learning**

- We come to school prepared each day with our homework completed and fully equipped for work.
- We will always work to the best of our ability.
- We take turns to speak and we listen carefully to the teacher and to other children when they are speaking.
- We will ask for help when it is needed by putting our hand up.

- We will co-operate with others on shared tasks.

### **Mobile Phones**

- We only bring a mobile phone to school if our parents have sought permission for us to do so.
- With agreed permission, mobile phones are handed into the office each morning and collected at the end of the school day.
- We only use our phones when off the school site.
- We can ask for help in the office if we need to get a message to a parent or child minder.

### **Classroom Rules**

Each classroom has their own set of rules developed by the teacher and the pupils at the start of each year. These rules also relate to the main titles above of Safety and Movement, Learning, Respect and Treatment of Others. The rules are set alongside rewards and consequences which have been agreed with staff and pupils.

### **Our Rules for Good Behaviour in our Dining Hall**

**We will all do our best to eat a healthy lunch or dinner and enjoy our meal together**

- We will respect the lunchtime supervisors and the staff who cook our food.
- We will say 'Please' and 'Thank You'.
- We will always walk in the dining hall and walk as we move into the playground at the end of lunch.
- We will talk quietly and put our hand up if we need help.
- We will eat our food in a polite manner and not cause damage to any property in the dining hall.
- We will not touch the light switches or fire extinguisher.
- We will not push other children when lining up.
- We will put our litter in the bin.
- We will do our best to finish our dinner or lunch and not waste our food.
- We will take home food not eaten in lunch boxes.

- When taking a packed lunch, we will bring in our own drinks and cutlery.