

# **Glenlola Collegiate School**

***“EXCELLENCE THROUGH COMMITMENT, CONTRIBUTION and CARING”***

## **School Rules and Procedures**



**All pupils should note that any transgressions of these School Rules and Procedures may result in disciplinary action.**

## **1. Attendance and Punctuality**

- 1.1 Pupils should be in school at 8.45am in time for Registration at 8.50am.
- 1.2 Pupils arriving to Registration after 8.50am will be marked 'late' by their Form Teacher.
- 1.3 Anyone arriving in school after Registration has closed should report directly to Reception (Y8-12). Senior School pupils (Y13&14) should sign the 'Late Book' located in their respective supervised study room.
- 1.4 Pupils who are late 3 times in any calendar month without good reason will be placed in after-school detention.
- 1.5 Pupils are expected to be punctual to class at all times.
- 1.6 Pupils **should not arrive in School before 8.15am.**
- 1.7 Pupils should **only** remain on the School premises after 3.45pm if they are participating in supervised activities e.g. hockey, library study, SU etc.

## **2. Absence**

- 2.1 Parents will be given appropriate notice of the dates of the School terms. Guidance from the Department of Education makes it clear that parents should not arrange holidays during term time. Consequently, **approval will not be given** for pupils to be absent from School during term time to go on holiday. Any such absence will be recorded on the attendance database as "unauthorised".
- 2.2 Other than in emergencies, medical, dental and similar appointments should be arranged **outside** the School day.
- 2.3 When a pupil is absent from School a text message will be sent to a parent/guardian using the Gateway app. The parent/guardian can then reply with the explanation for this absence via the Gateway "messages" function. If it is preferable an explanatory note can still be presented on the first day of return to school.  
NB. If this explanation is not received after 3 days, a Behaviour Management entry will be made.
- 2.4 If a pupil is absent for more than three days, their parents should telephone the School to indicate the reason for absence.
- 2.5 Pupil absence will be monitored by the Attendance Manager and discussed at fortnightly meetings with Heads of Section, SENCo, Head of Pastoral Care and the School VPs.

## **3. Personal Property**

- 3.1 Pupils should look after and take responsibility for their own belongings.

## *School Rules and Procedures*

- 3.2 All personal property should **be named** and secured in lockers. Any items that are too large to fit inside lockers should be kept with pupils throughout the day and not left on the floor of the locker rooms. However, hockey sticks and tennis rackets may be placed on the wall pegs at the pupils' own risk. School cannot be held responsible if an item goes missing. All items should be removed from the locker area at the end of the summer term.
- 3.3 Valuable personal property **should not** be brought into School. The School will not accept responsibility for any loss or damage to such items.
- 3.4 All lost property found by pupils should be **handed to a member of Staff**. Please note that at the end of the academic year, any unclaimed items of lost property will be put into a 'Lost Property' sale.

### **4. Accidents**

Any accident occurring in School should be reported immediately to the nearest member of Staff.

### **5. School Uniform and Behaviour**

- 5.1 A high standard of personal appearance is expected at all times and pupils should behave in a manner which enhances the reputation of the School **and at no time** bring the School into disrepute.
- 5.2 School uniform should be worn and uniform regulations adhered to during school hours, on the journey to and from school and on other occasions as directed by the staff, such as school trips, and when representing the School in sporting or other events.
- 5.3 The uniform worn should comply with the requirements set out in the official uniform list, a copy of which is available from the School Office and is on the School website ([www.glenlola.collegiate.net](http://www.glenlola.collegiate.net)). A neat appearance should be presented at all times. Failure to comply with the uniform requirements may result in the pupil being placed on Uniform Report.

### **6. Other**

- 6.1 Pupils should adhere to all above procedures and relevant School policies as specified in the appendices of this document.
- 6.2 Pupils should show respect for all members of the School community.
- 6.3 Pupils should show respect for the property and privacy of others.
- 6.4 Pupils are expected to keep the School and its precincts tidy and free of litter.
- 6.5 Pupils should **not** enter any part of the School grounds or buildings which are designated "out of bounds" without the permission of a member of the teaching staff.
- 6.6 Pupils (Yrs 8-12) are **not** permitted to leave the School grounds during the School day without permission from their Year Head.

## *School Rules and Procedures*

- 6.7 Pupils should **not** use the School as an address for personal mail.
- 6.8 Pupils should abide by the School's mobile phone policy.
- 6.9 Pupils should abide by the School's policy for the acceptable use of the Internet and email facility.
- 6.10 Pupils are required to keep all text-books, stationery and equipment provided by the School in good condition. Text books remain the property of the School and should be returned as directed by the appropriate teacher.
- 6.11 Pupils should **not** enter classrooms without the supervision of a member of staff, but should wait **quietly in double file** outside the room.
- 6.12 Pupils should follow the direction of teachers and support staff and should at no time behave in a manner which is disruptive, rude, defiant or inappropriate in any other way.
- 6.13 Pupils should behave in a way which reflects well on them as individuals and on the School when in School uniform.
- 6.14 The School is a designated non-smoking area. Smoking and vaping are strongly discouraged on health grounds and is forbidden at all times when girls are wearing School uniform. This includes when travelling to and from School.
- 6.15 Pupils should **not** bring to School or use such items as tobacco, aerosols, alcohol or illegal drugs. Pupils are forbidden from using, possessing or appearing to be under the influence of intoxicants, stimulants or drugs at any time when in school uniform or participating in School organised activities.
- 6.16 Pupils should **not** bring to School or use dangerous or anti-social articles. This includes using a mobile phone or digital device in a manner that causes harm or distress to another member of the School community.
- 6.17 Pupils should **only** eat and drink in the designated areas e.g. dining and snack rooms.:
- Dining areas
  - Snack rooms
- 6.18 Pupils may refill their water bottles from the water dispensers only during break and lunch time and not when moving between classes. Pupils are only permitted to leave class to refill their water bottles in exceptional circumstances at the discretion of the teacher.
- 6.19 Chewing gum is **banned** on the School premises (automatic detention imposed for breach of this rule).
- 6.20 Pupils should at all times follow the instructions of staff and observe safety precautions in practical work, activities and road safety.
- 6.21 On grounds of Health & Safety, parents should **not** bring cars into the School grounds when collecting or dropping off pupils.
- 6.22 Pupils should not ask to leave the classroom except in exceptional circumstances. Staff should record the exact time when a pupil leaves and returns to class and request that the pupil's mobile phone is left on the teachers' desk for safe keeping.

**7. Senior School Pupils**

- 7.1 Senior School pupils are permitted to leave School at lunchtime but should **sign out and sign back in** again at Reception.
- 7.2 Senior School pupils are **not** permitted to drive into or park in the School grounds during school hours without permission from the School. This applies to all forms of motorised vehicles, including motorbikes or scooters.
- 7.3 Any car parked outside the School grounds should not block or restrict access to local residents. Any car parked illegally may result in the PSNI being informed.

**Both pupils and parents are required to comply with the School Rules, by signing an agreement at the beginning of each academic year.**