



Code of Behaviour

September 2024

1.0 INTRODUCTION

Our Code of Behaviour aims to promote and develop self-discipline among all students towards their fellow students, staff and the school environment. The staff contributes towards good discipline by creating a positive environment, which fosters feelings of acceptance and achievement, and which encourages good intrapersonal relations. The school's Code of Behaviour is primarily preventative and secondarily corrective. To be successful the Code of Behaviour will be applied consistently and firmly. Many people work together in our school each day and therefore a high level of courtesy and consideration for others is necessary. Behaviour/conduct which is ill mannered, annoying, dangerous or disruptive cannot be allowed. This code is one that is based on the recognition of the student as an individual with rights. It also focuses on the personal responsibilities of each student to ensure that we create an environment in which the welfare of all is protected.

This Code of Behaviour was formulated in accordance with the Education Act 1998 the Education (Welfare) Act 2000 and the Equal Status Act 2000. The following stakeholders were consulted during its development: the Principal, the Staff, The Parents' Association, the students, represented by the Student Council, The Board of Governors and The Board of Management.

2.0 SCOPE

This policy applies to all the students of The Royal School Cavan and relates to all school activities both during and outside of normal school hours: it applies both on and off the school grounds and anywhere students are clearly identified or identifiable as students of Royal School Cavan.

3.0 RELATIONSHIP TO MISSION STATEMENT

This policy has been developed in line with our Mission Statement, which states that Royal School Cavan endeavours to nurture students' gifts and talents in a learning community that is supportive, inclusive and creative. Everyone is encouraged to achieve their full academic and personal potential while developing habits that instil lifelong learning, guided by our Christian ethos.

4.0 RATIONALE

- To have a written Code of behaviour, in accordance with Section 23 of the Education (Welfare) Act 2000.
- To encourage students to develop self-discipline.
- To enable students to develop necessary skills and attitudes so they can play their part as responsible members of society.
- To create an environment in which the welfare of all is protected.
- To make parents and students aware of standards of behaviour that must be observed in our school.

5.0 RIGHTS AND RESPONSIBILITIES

Rights and responsibilities always complement each other.

5.1 Students Have the Right:

- To be treated fairly and with respect.
- To be safe from verbal and physical abuse, or actions and behaviour which impinge on their learning in school.
- To expect a positive learning environment in school always, so that all students can develop their potential to the full.
- To have the right to learn without hindrance.
- To expect that their property will be respected

Students must remember that teachers have a right to carry out their work in an atmosphere of cooperation and mutual respect.

5.2 Students Have the Responsibility:

- To treat others with compassion and with respect, accepting different points of view and appreciating diversity within our community, this adds to the richness of our environment.
- To accept the authority of members of the staff.
- To refrain from verbal and/or physical abuse of others in our school (see Anti Bullying policy).
- To respect all school property, property of other students and their own personal property.
- To take personal responsibility for their own learning in class by:
 - entering and leaving the classroom in an orderly manner
 - maintaining a neat and tidy environment in the classroom
 - sitting in their assigned seat by the teacher present and moving if asked to do so
 - being attentive and not to disturb other students
 - arrive on time and have the required materials
 - noting all homework in the student's journal

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- producing assignments and homework to the best of their ability, punctually in accordance with teachers' instructions.
 - having their student's journal in class each day to record homework, revision or assignments.

In addition to the general rules outlined above, individual teachers will collaboratively draw up and explain rules within their classroom with the students.

- To attend all in-house examinations.
- To wear the full school uniform as prescribed and have required wear for P.E. (see uniform policy).
- To remain on the school premises for the entire school day unless permitted to leave.
- To move throughout the school corridors in an orderly manner walking on the right hand side.
- To help to maintain all areas inside and outside the school litter free, disposing of all litter in the appropriate bins.
- To read school policies on behaviour, bullying, homework, CCTV, AUP, Fire Drill and Substance Use/Misuse and be informed on these issues. These policies are available on the school website: www.royalschoolcavan.ie

6. THE SCHOOL'S EXPECTATIONS

The school's principal expectations of conduct for students are as follows:

6.1 Attendance

Students are expected to be in attendance on all school days and to register their attendance daily with their form tutor in order that the school can fulfil its responsibilities under the Education (Welfare) Act, 2000.

6.1.1 Attendance Procedure

- Each student is required to register their attendance in school at 08:45 with their class teacher.
- All staff will keep their own attendance rolls in class and will report any deviations between these and the form tutors roll to the Deputy Principal as soon as possible for early investigation.
- Spot checks of attendance will be carried out at any time by management.
- All absences must be explained via the **VShare App** by parents/guardians.
- Regular absenteeism for no good reason is a very serious matter. The school reserves the right to contact home to check on the details of absences with parent(s)/guardian(s). In the context of the Education (Welfare) Act 2000 the relevant authorities will be notified when 20 days of absences have occurred.

6.1.2 Appointments during school hours

The following procedures must be followed by students leaving the school during the school day:

1. All correspondence for medical/dental appointments or leaving school early or arriving late must be carried out through the **VShare App**.
2. A student will be unable to leave the school premises without notification via the **VShare App**, and their parent/guardian signing them out at the time of collection from the office. **No student is permitted to leave the school without a parent/guardian.** This is to ensure the safety of your child during school times.
3. Students must sign back **IN** on return if applicable.
4. All students must leave the premises from the front hall (Red door).

6.1.3 Punctuality

All students are expected to be in attendance by 8.40 a.m. on each school day and to be punctual for every class throughout the day. The school will monitor punctuality daily and may impose sanctions for repeated breaches of this regulation. Students who arrive late for school are expected to go to their locker as soon as they arrive, then go to the office to sign in with their school journal and go straight to class. They **do not** return to the locker area after signing in.

6.2 Mobile Phones and Digital Recording & Playing Devices:

The school wishes to strike a fair balance between the convenience/safety advantages of mobile phones and the need to maintain an orderly classroom environment that is conducive to learning. Accordingly, Ipods/MP3's etc. should be turned off and put away at the start of the school day (8:40am) and should not be used during the school day.

- Mobile phones may only be used at the following times and in an appropriate manner: before 8.40 a.m. and after school. The Secretary's office phone will be available on request to a student who needs to contact his/her home/parent/guardian during the school day.
- At all other times, except at the teachers expressed permission for use as an educational tool in class, the phone must be switched off and stored in a locked locker. In the event of an emergency e.g. cancelled extracurricular activities, the school phone will be made available to students to contact home.
- Failure to comply with these rules regarding mobile phones will lead to confiscation of their mobile phone and SIM cards by a member of staff. Confiscated phones will be returned to a parent/guardian at the end of the school day. However, if a parent/guardian are unable to collect the phone within 3 school days of confiscation, the phone can be collected by a student from the Secretary's office at the end of the third school day of confiscation.
- Under no circumstances are mobile phones to be brought into examination centres.
- The inappropriate use of the camera/video/voice recording functions on a student's mobile phone or any recording device e.g. unauthorised recording, infringement of privacy, bullying or

threatening behaviour, will result in the confiscation of the phone or recording device as well as the possible imposition of more serious sanctions.

Please note that mobile phones cannot be used in the toilet or changing room areas.

6.3 Health and Safety

Students are required to follow all lawful instructions given by school management and teachers to more fully ensure their health and safety.

In the interests of health and safety, students should:

1. Show care for school property and will be required to report and make good any damage to such property.
2. Move around the school building in an orderly way. Walking on the RIGHT-HAND SIDE in corridors and on stairways.
3. Keep corridors neat and tidy at all times and dispose of all personal litter and rubbish appropriately.
4. Follow all special instructions that apply in the following areas: Science Laboratory, Home Economics room, Art room, D.C.G. and Technology rooms, Music rooms, Library, Sports areas, School room and the common room.
5. Follow Fire Drill and other safety procedures precisely and obey all arrangements and regulations which have been implemented to comply with Health, Safety and Welfare Act 1989.
6. Visit their locker during official breaks only, unless otherwise directed.
7. Refrain from wearing facial piercings (nose, eyebrow, tongue etc.)
8. If wearing earrings, only wear a small **single** stud earring in each ear lobe.
9. Please note that makeup, false tan, gel/acrylic/fake nails are deemed unsuitable in school and pose a health and safety risk, especially in practical subjects.
10. Not drive any mechanically propelled vehicle (including scooters) in the school grounds or park any such vehicle on school property.
11. Cyclists are strongly recommended to wear cycling helmets – at night, a light and reflectors should be used.
12. Not use liquid tippex and chewing-gum, as they are prohibited.
13. Not bring to school or have in their possession any weapon such as a knife etc.
14. Not bring to school or have in their possession fireworks.
15. Food may only be consumed in the school room or outside the school building.

The B.O.M. will take every reasonable measure to ensure that school buildings, fittings and equipment are maintained in proper order. This commitment is set out in more detail in the school's Health and Safety Statement that is available upon request from the Principal.

6.3.1 Restricted Areas

In the interest of student's privacy, boys are not allowed to enter the girl's boot room and girls are not allowed to enter the boy's boot room at any time.

Students are not allowed on the drive-way at any time, (except to and from school) and cannot pass over the hill at the tennis courts.

Students are not allowed in the staff carpark at the front of the school during school time, unless being dropped or collected by a Parent/Guardian or instructed by a member of staff.

7.0 Student Behaviour

We use **Restorative Practice** to encourage students and staff to look at behaviour and its effects on others and the wider school community based on the principles of **Restorative Practice**. Through this approach students will get the opportunity to learn more about their behaviour and how best to work through issues.

7.1 Promoting and Rewarding Good Behaviour

We believe that praise and helpful advice demonstrate support and care for the student and go far towards establishing good attitudes and behaviour. Below are some examples of how this support is demonstrated:

- Praise by teacher, Tutor, Year Head, Deputy Principal, Principal
- The Continuum of student support
- Recording a positive note in the school journal
- Reduced homework, night off homework
- Trips, outings, films
- Class prizes
- Work exhibited
- Recognition of achievement at school assemblies
- Opportunities to participate in school and public competitions
- The individual teacher may adopt an award system for his/her class
- An annual year group prize giving ceremony is held at the end of the school year
- The talents, achievements and efforts of students, across all aspects of school life, including attendance are acknowledged and rewarded.

7.2 Ladder of Support

- **The Subject Teacher** is responsible for good order and discipline in his/her own class. He/she will ensure that school rules and standards are always maintained.
- **The Tutor:** Each class has a tutor whose role is mainly a pastoral one. This teacher takes a special care and interest in all that concerns the student's well-being as a member of that class and as a member of the school community. If a student has any problem or difficulty, they should approach the tutor who will deal with the matter or refer it to the appropriate authority.
- **The Year Head** has overall responsibility for discipline in a year group. Repeated instances of misbehaviour or serious breaches of discipline are reported to the year head, who will deal with

them in a manner that he/she considers appropriate. The year heads meet regularly with the Principal and Deputy Principal and work closely with them.

- **The Deputy Principal** works in consultation with the year heads on discipline matters. In the absence of the Principal the Deputy Principal is responsible for the running of the school. In the absence of both Principal and Deputy Principal, this responsibility will be delegated to one of the Year Heads.
- **The Principal** has overall responsibility for the running of the school and is available, by appointment, for consultation with staff, parents and students.

7.3 Support for Students

Royal School Cavan recognises the need for intervention and support for students experiencing difficulties for whatever reason. Any of the following may be involved:

- Principal
- Deputy Principal
- Year Head
- Class Tutor
- Subject Teacher
- Ancillary Staff
- Guidance Counsellor
- Chaplain
- Student Council
- Student Care Support Team
- Liaison teacher for international students
- NEPS Psychologist (National Education Psychological Services)
- Critical Incident Team
- NEWB (National Education Welfare Board)
- HSE (Health Service Executive)
- Any other relevant support body

Intervention may take place at any stage with the support/knowledge of parent(s)/guardian(s).

7.4 Inappropriate Behaviour

Breaches of the Code of Behaviour cause disruption. It is the responsibility of the school authorities to provide an environment which is supportive of the learning of every student. Strategies for dealing with misconduct focus on the behaviour, not the person, as the problem. The strategies are used to help all students appreciate and benefit from a positive learning environment.

7.5 Serious Breaches of Discipline

Students are expected to behave in an appropriate manner both inside and outside the school. As the following forms of misbehaviour listed below, are deemed by the school to undermine its key values of

mutual respect and honesty, they will be dealt with by reference to more serious sanctions e.g. detention, suspension, expulsion:

- Theft or distribution of stolen goods
- Behaviour that is hurtful (including bullying, harassment, discrimination and victimisation)
- Unauthorised absence from school/class
- Smoking, using e-cigarettes or vaping on school property, while in school uniform or at a school related activity/trip
- Use/supply of alcohol/illegal substances
- Inappropriate/foul language
- Forging a parent's/guardian's signature
- Refusal to comply with clear instruction from staff
- Assault/possession of a weapon
- Defacement of school property
- Taking an image/video of a person or scene without permission
- Deliberately tampering with any Fire Safety equipment in the School
- Failure to attend detention
- Entering a restricted area
- Explicit demonstrations of a sexual nature between students

7.4 Other Breaches of Discipline

Minor breaches of school discipline include the following:

- Failure to present homework
- Copying of homework
- Failure to have correct books for class
- Late for class
- Chewing gum
- Going to lockers at restricted times
- Running on corridors
- Interrupting teaching & learning
- Failure to provide relevant notes promptly
- Failure to produce journal when asked or failure to have it signed
- Littering
- Use of bad language

Note: Persistent mis-conduct will be treated as a serious breach of school discipline.

7.5 Student Guide to Resolving Difficulties

All students, teachers and members of school staff have the right to be treated in a fair and reasonable manner. If a student feels they have been reprimanded in error, they should:

- Remain calm and interact in a positive manner

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- Raise their concern with a teacher/staff member in a reasonable manner
Speak to the teacher at the end of class to attempt to resolve the matter if the student has been reprimanded in the classroom
 - Discuss their concerns at home with parents/guardians
 - Speak to the relevant Tutor/Year Head

8.0 Sanctions

Sanctions are necessary to show disapproval of and discourage unacceptable behaviour. Every teacher is responsible for disciplinary procedures within their classroom. Sanctions will be graded according to the circumstances.

In the event of a breach of the Code of Behaviour or unacceptable behaviour the staff and Board of Management of Royal School Cavan reserve the right to implement discipline strategies and sanctions as appropriate.

Sanctions may range from:

- Reasoning with the student
- Reprimand, including advice on how to improve behaviour etc...
- Verbal warning
- Note to parent/guardian in the students' journal, for their signature
- Time-out (student is put in another classroom by arrangement with a colleague).
- Loss of privileges
- Prevented from going on school trips/outings/matches
- Detention at lunchtime and/or break time and/or after school where appropriate.
- Prescribing additional work: Penalty Sheet specific to subject area or repeat homework
- School community task such as cleaning duties, picking up litter, removal of graffiti
- Confiscation of mobile phone
- Assigning a designated seat to a student within a class
- Students may be put on 'Student Support'
- Students may be fined
- Individual Student Management Programme/ Behavioural Contract
- Referral to the Year Head/Deputy Principal/Principal
- Temporary exclusion from class(es)
- Suspension (see policy on Suspensions and Expulsions)
- Expulsion from school in the most extreme cases of gross misbehaviour (see policy on Suspensions and Expulsions)

Sanctions are applied with a view to encourage positive behaviour. Once a student has served their sanction they will have the opportunity to make a fresh start.

8.1 Procedures for Dealing with Misconduct

Outlined below are the procedures for dealing with misconduct. At any stage the Principal/Deputy Principal may be consulted and participate in the process.

1. Misconduct will be dealt with by the class teacher in the first instance – reasoning with student, reprimand (including advice on how to improve), subject-specific penalty sheet, extra homework.
2. A note to parents may be written in homework journal and/or recorded on VShare.
3. Repeated misbehaviour will result in referral to the Form teacher
4. Persistent or serious misbehaviour will be reported to the Year Head
5. A student may be put on report. This report is used to monitor closely the student's attendance, behaviour and/or work effort.
6. If a student is consistently disruptive in a particular class, the Year Head may suspend the student from that class for up to a week, to allow other students to progress with their work. The student involved will be supervised in another class.
7. When one major offence or five minor offences have been recorded the student will be assigned a detention.
8. Detention can take place Monday to Thursday from 16:00 to 17:00 and Friday afternoon from 13.15 – 14.45 p.m. Students are not permitted to leave the school after classes before detention. Parents will be informed of this via email, in advance to enable them to make any necessary travel arrangements.
9. After the second consecutive detention or otherwise on the third non-consecutive detention:
 - a. Principal or Deputy-Principal will be informed
 - b. Student will meet Deputy-Principal, Tutor and/or Year Head
 - c. Parents will be informed in writing
 - d. Parents and the student may be requested to meet school authorities, suspension may also occur at this stage at the discretion of the Principal.
10. In the event of a serious breach of discipline the process of sanctions may start at stage nine.
11. Suspension from school can be imposed at the discretion of the Principal/Board of Management.

9.0 Written Records

Written records of students' behaviour and school performance are kept as a matter of policy. Instances of laudable behaviour will also be placed on students' records e.g. photocopies of all school certificates presented to students.

All records will be kept in accordance with the Data Protection Act 1988 and the Data Protection (Amendment) Act 2003.

10.0 Home/School Contact

Royal School Cavan recognises that parent(s)/guardian(s) are the primary educators of their child. It is school policy to keep parent(s)/guardian(s) informed of any major disciplinary problems which their child may have.

Parents are involved in their child's academic achievements and behaviour through the following ways:

- The students' journal
- VShare
- Examination reports
- Communications from management and staff
- Annual Parent-Teacher-Student Meeting
- Availability of staff to meet with parents at any time during the school year on an appointment basis.
- Our school website: www.royalschoolcavan.ie

11.0 Miscellaneous Rules

- Charities can only be supported in the school with the express permission of the Principal.
- Tickets for social occasions or sponsorship of any kind may be sold in the school with prior permission of the Principal.
- The sale of raffle tickets or any item to do with gambling is against school policy.
- All students must be collected at the school at the end of any school event which finishes after the school day unless alternative arrangements have been made beforehand.

12.0 Criteria for Success

We will recognise that this Code is effective if:

- It encourages good conduct throughout the school and fosters an atmosphere that is conducive to learning and teaching.
- It promotes a happy, respectful and caring school environment.
- It is understood and accepted by the school community.

13.0 Review

This policy will be reviewed by the Board of Management or a committee set up by the Board of Management every two years or whenever the need arises.

A copy of the Code of Behaviour will be provided on enrolment. The student and his/her parent(s)/guardian(s) must read it carefully and sign in the space provided to indicate their acceptance of the same. Enrolment in the school is conditional upon acceptance of the Code of Behaviour.

The Code of Behaviour is available from the school on request and is on the school website www.royalschoolcavan.ie.

This policy was approved by the Board of Management of Royal School Cavan on 18th June 2019.

Signed: Mark Lidwill
Canon Mark Lidwill

Date: 18-06-2019

Appendix I – Code of Behaviour [Short Version]

This Code applies to all the students of Royal School Cavan and relates to all school activities both during and outside of normal school hours: it applies both on and off the school grounds and anywhere students are clearly identified or identifiable as students of Royal School Cavan.

Many people work together in our school each day and therefore a high level of courtesy and consideration for others is necessary. Behaviour/conduct which is ill mannered, annoying, dangerous or disruptive cannot be allowed. This code is one that is based on the recognition of the student as an individual with rights. It also focuses on the personal responsibilities of each student to ensure that we create an environment in which the welfare of all is protected.

PUPIL RIGHTS

Students have the Right:

- To be treated fairly and with respect.
- To be safe from verbal and physical abuse, or actions and behaviour which impinge on their learning in school.
- To expect a positive learning environment in school always, so that all students can develop their potentials to the full.
- To have the right to learn without hindrance.
- To expect that their property will be respected.
- Students must remember that teachers have a right to carry out their work in an atmosphere of cooperation and mutual respect

PUPIL RESPONSIBILITIES

Responsibility 1

Follow Procedures for Attendance, Appointments & Punctuality

(Because I want to maximise my learning at school)

Attendance at school:

Students are expected to be in attendance on all school days and to register their attendance daily with their form tutor in order that the school can fulfil its responsibilities under the Education (Welfare) Act, 2000.

1. You are required to register your attendance in school at 08:45 with your class teacher daily.
2. All absences must be explained by parents/guardians via VShare. In exceptional circumstances a parent may telephone the school to say that their child will be absent for a period of time.

Appointments during school hours:

The following procedures must be followed by students leaving the school during the school day:

1. All correspondence for medical/dental appointments or leaving school early or arriving late must be carried out through the **VShare App**.
2. A student will be unable to leave the school premises without notification via the **VShare App**, and their parent/guardian signing them out at the time of collection from the office. **No student is permitted to leave the school without a parent/guardian.** This is to ensure the safety of your child during school times.
3. Students must sign back **IN** on return if applicable.
4. All students must leave the premises from the front hall (Red door).

Punctuality:

All students are expected to be in attendance by 8.40 a.m. on each school day and to be punctual for every class throughout the day. Students who arrive late for school are expected to go to their locker as soon as they arrive, then go to the office to sign in with their school journal and go straight to class. They **do not** return to the locker area after signing in.

Responsibility 2

Be Respectful and Caring to Self, Other Students, Staff & Visitors

(Because by having consideration for the rights and feelings of others I help to create a better, more pleasant learning environment)

1. Get involved in all aspects of school life, including committees, trips and extra-curricular activities.
2. Don't interrupt others, listen to others, tidy up after yourself, hold the door for others, be respectful in your tone and language with others, do not engage in bullying behaviour, follow the instructions of staff members.
3. When conflict arises between you and a peer/peer's deal with it by:
 - talking it through with the other person
 - refer the matter to a teacher or tutor
 - tell your parents who will inform the school of the conflict so that it can be resolved.

Responsibility 3

Show Respect for your Own Property, Other People's Property and the School Environment

(Because I have the right to learn in a safe and clean environment)

1. All schoolbooks and uniform items should be clearly labelled.
2. Do not interfere with another person's property, their locker or school property.
3. Store your items in a locked locker. (This school cannot accept responsibility for lost or stolen property).
4. All breakages or damage to property must be reported immediately to the supervising teacher, Year Head/Deputy Principal/Principal.

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5. Help to maintain all areas inside and outside the school litter free, disposing of all litter in the appropriate bins.
 6. Chewing gum is forbidden in our school.
 7. Consume food in the school room, dining hall or outside the school building.

Responsibility 4

Wear the Full School Uniform Every Day to and from School

(Because it ensures equality among all students)

1. Arrive to school clean and neat in dress and appearance.
2. Refrain from wearing facial piercings (nose, eyebrow, tongue etc.) having inappropriate hairstyles, jewellery, slogans and badges.
3. If wearing earrings, only wear a small single stud earring in each ear.

Responsibility 5

Create a Positive Learning Atmosphere

(Because I am at school to learn in a happy and secure environment)

1. Enter and leave classrooms in an orderly manner.
2. To minimise disruption, you are expected to use the toilets before/after school and during break times. Toilets cannot be used during changeover of classes.
3. To minimise disruption, water bottles are only to be filled before/after school and during break times. Water bottles are not to be filled during changeover of classes.
4. Maintain a neat and tidy environment in the classroom.
5. Be attentive and do not disturb other students.
6. Sit in their assigned seat by the teacher present and move if asked to do so.
7. Arrive on time and have the required materials.
8. Note all homework in your journal.
9. Produce assignments and homework to the best of your ability, punctually in accordance with teachers' instructions.
10. Have your journal in class each day to record homework, revision or assignments.
11. Ensure that you get a parent/guardian to sign your journal each week.

In addition to the general rules outlined above, individual teachers will collaboratively draw up and explain rules within their classroom with the students.

Responsibility 6

Complete Homework to the Best of Your Ability & Include Study Time

(Because I am responsible for my own learning, homework & study reinforces my learning and helps me to reach my full potential)

1. Homework reinforces learning and affords you the opportunity to practise with new knowledge.
2. Homework should be completed neatly, to the best of your ability and submitted by the due date.
3. Make your own notes to study and look over these regularly.

Responsibility 7

Use Mobile Phones & Other Electronic Devices Correctly

(Because it causes unnecessary disruption and may impinge on the privacy of others)

1. Mobile phones, iPods/MP3's etc. should be turned off and put away at the start of the school day (08:40) and should not be used during the school day.
2. Mobile phones may only be used at the following times and in an appropriate manner: before 08.40 and after school.
3. The Secretary's office phone will be available on request to a student who needs to contact his/her home/parent/guardian during the school day.
4. Students should not use their device to record or photograph any person/thing related to school (including school trips and tours) without prior permission.

Responsibility 8

Act in a Safe Manner and Consider the Safety of Others

(Because I have the right to a safe environment)

1. Move throughout the school corridors in an orderly manner walking on the right-hand side.
2. Remain on the school premises for the entire school day unless permitted to leave.
3. Store your school bag on the rack.
4. Do not bring prohibited substances to school such as Tippex correction fluid, cigarettes, e-cigarettes, alcohol, illegal drugs, a weapon such as a knife or fireworks to school.
5. Follow all special instructions that apply in the subject specialist rooms.
6. Follow all Fire Drill procedures.
7. Never interfere with fire-fighting equipment, or alarm systems.
8. Always wear a seatbelt when travelling to and from school.

Responsibility 9

To Comply with all School Policies and Expectations

(Because I must be informed on the agreed procedures in place in this school)

1. Code of Behaviour
2. Anti-bullying Policy
3. Homework Policy
4. Uniform Policy
5. Fire drill Procedures
6. Acceptable Use Policy
7. Substance Use/Misuse Policy
8. Suspension & Expulsion Policy
9. Other school policies (all available on the school website)