



# **RAINEY ENDOWED SCHOOL**

## **PUPIL CODE OF CONDUCT**

Implementation Date – June 2024

The Code of Conduct is designed to ensure that the work of the school proceeds in an orderly and efficient manner, that pupils feel secure and that every member of the school community can work in a safe and pleasant environment. All pupils are expected to behave responsibly, to work hard, to display good manners and to show consideration for others at all times. No activity can be permitted which threatens the safety or well being of any person, could lead to the loss or damage of personal or school property, or which harms in any respect the reputation of the pupils, parents or school. Pupils should show respect for themselves and for other people, their property and opinions. Pupils are expected to display good behaviour while travelling to and from school, regardless of the mode of transportation.

## UNIFORM

Pupils

- must adhere, at all times, to the published regulations in the School Uniform Code
- are expected to be neat and tidy in appearance at all times while wearing the school uniform i.e. shirts/blouses tucked in, ties properly knotted and of an appropriate length, collars buttoned.

## PUNCTUALITY

Pupils

- are expected to arrive in school **by 8.50 am** and by 8.55 am should be in assembly or registration rooms as appropriate
- who arrive after 8.55 am will have their lateness recorded by a member of staff; persistent lateness will result in a detention
- who arrive after 9.15 am **must** report to the main office and sign the late book, stating reasons for lateness
- must only enter the school by the front pedestrian gate on Rainey Street or by the back lane entrance; **for Health and Safety reasons, pupils must not use the vehicular entrance.**
- are expected to be punctual for assembly, registration and all classes.

## ATTENDANCE

Pupils

- bring to your tutor, on the first day back after absence, a signed, dated Record of Absence (available in the Student Planner) from their parents/guardians for their registration tutor indicating reason(s) for absence with associated dates
- bring a signed, dated Record of Absence (available in the Student Planner) from their parents/guardians for their registration tutor for a planned absence during the school day
- must not leave the school grounds during the school day without permission. Any pupil who has permission to go out during school hours must sign out at the Office and sign in on return.
- who are unable to participate in games, PE or other such activities must bring a note from a parent/guardian and report to the teacher in charge.

## COURTESY AND RESPECT

Pupils must

- at all times be polite, courteous and co-operate fully with teachers, other staff and prefects on duty
- give way to members of staff and visitors in corridors and at doorways
- knock before entering a classroom when a class is in session
- not participate in any form of anti-social behavior such as bullying, fighting, use of foul language, writing graffiti, dropping litter, etc
- not engage in anti-social behavior when travelling by school transport. Pupils in breach of this regulation will be referred to the Education Authority (transport)). Withdrawal of transport assistance by EA may be an outcome
- not take possessions belonging to other people without their permission

- accept the right of others to hold views and express opinions that may differ from their own
- comply with all the school's policies, including the E-safety policies.

## DURING CLASS

Pupils should

- arrive punctually and have all the books/equipment required for each lesson
- enter the room quietly and sit down
- open books ready for work, without having to be told to do so
- remain seated during the lesson unless otherwise directed
- speak only with permission of the teacher
- record details of homework accurately in their homework diary
- not eat (except for specified medical purposes) or chew gum during class.
- put away books, tidy the room, and leave only when directed to do so by the member of staff.

## BREAK AND LUNCH

Pupils

- who take packed lunches should eat their lunch only in designated areas (Canteen & Johnston Hall) and ensure that the areas are left neat and tidy
- may go outside at break or remain in the designated areas
- are expected to remain outside when the weather is fine
- must not go onto the 1<sup>st</sup> XV pitch or beyond the pavilion.

## ILLNESS

Pupils

- who are unwell or injured should inform a member of staff
- cannot be permitted to go home until their Head of Year has been informed and has ensured that the pupils can be collected by a parent or other named person.
- **Pupils must not use their personal phone to contact home if they are feeling sick.** They must speak to their Head of Year who will inform Office Staff to contact a parent / guardian on their behalf.

## SCHOOL ENVIRONMENT

Pupils must not

- chew gum. The inappropriate disposal of chewing gum is a health hazard and therefore chewing gum is banned at all times
- bring peanuts or peanut products to school or on school trips, since some pupils may suffer a severe reaction to such products
- use liquid correction fluid
- drop litter, damage or deface property.

## SAFETY

Pupils

- are expected to walk on the left hand side of the corridor; there must be no running
- must line up quietly, in single file, outside classrooms
- must not sit on desks, windowsills or radiators or have their feet on chairs or tables
- must not behave in a way that puts themselves or others at risk
- must not carry hot beverages in the corridors
- with long hair must tie hair back during practical lessons



- are not permitted to consume drinks/food in corridors, computer suites, the Library, the Study Centre or the Careers Library
- must not bring alcohol, tobacco, e-cigarettes or any prohibited or illegal substances to school. Possession or use of such items within school, on school visits or when wearing school uniform is strictly forbidden and will be treated as a very serious offence
- must not bring into school any inflammable substances, fireworks or objects that could be construed as offensive weapons. The use of such articles or their threatened use by word or deed will be treated as a very serious offence
- must not interfere with the school fire alarm system or fire equipment such as extinguishers
- must not leave bags in such a way as to cause a hazard to others. Use bag racks provided.

## PROPERTY

### Pupils

- must ensure that all books, equipment and items of clothing are named
- must not leave money or valuables in bags or unattended
- must report lost property immediately to a member of staff
- who bring valuable goods or equipment to school do so at their own risk. During Games/PE or other activities valuables should not be left unattended but should be placed as directed by the supervising member of staff
- with mobile phones MUST ensure they are switched off during the normal school day. In an emergency they may be used only with the permission of a member of staff. Pupils who breach this rule will have their phone removed and placed in the school office. With the first offence the phone may be collected by the pupil. Subsequent to that the phone may only be collected by a parent/guardian
- must **not** use a camera/camera phone to take images of pupils or staff in school or while on school activities unless permission is granted by a member of staff
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- must not use personal music players (iPods, MP3 Players etc) during lessons or in the corridors and, in the interest of health and safety, must not share earphones
- must not leave school bags and PE or Games kits overnight in the bag rooms.

## ACTS OF VIOLENCE OR VERBAL ABUSE AGAINST THE PERSON OR PROPERTY OF A MEMBER OF STAFF

If a pupil engages in an act of violence or verbal abuse against the person or property of a member of the school staff, or to an immediate member of the member of staff's family at any time, whether inside or outside school, disciplinary action will be taken against the pupil which may include the consideration of the option to expel.

Disciplinary action will be taken in respect of any pupil reported for a breach of the school's Code of Conduct. The Code of Conduct also applies to all extra-curricular activities and visits. The school reserves the right to use disciplinary sanctions in response to a breach of the Code of Conduct including verbal warning, written imposition, lunchtime/after school detention, withdrawal from class, suspension (internal or external) and expulsion.

Parents will be notified of any serious breach of the Code of Conduct or persistent minor breaches and may be requested to attend an interview with the Year Head, Vice-Principal, Assistant Principal or Principal. All pupils are reminded that their acceptance into school and their continuance at the school is dependent on their observation of all school rules and policies.

The Code of Conduct is continually under review and alterations and additions may be made from time to time.

Review Table

DATE OF REVIEW	REVIEWER	NEXT REVIEW
JUNE 2025	MMC	FEBRUARY 2026