

BANBRIDGE ACADEMY CODE OF CONDUCT FOR PUPILS

As a pupil of Banbridge Academy I will:

- Be courteous, considerate and well-mannered
- Obey instructions given by members of staff
- Show respect for others
- Work hard and aim to achieve my potential
- Wear my uniform properly and with pride
- Obey all rules on safety
- Be punctual for all school activities
- Treat the school buildings, property, facilities and the surrounding grounds with respect and consideration
- Be actively involved in the life of the school

Behaviour and Good Manners

1. Pupils must observe high standards of courtesy and show respect, consideration and good manners in school, public places and on school trips.
2. Pupils must maintain quiet and orderly behaviour in school corridors and stairways.
3. Pupils must be punctual for each class and Assembly and other school events. Those who are late must provide an apology and an explanation.
4. Fighting, any form of bullying and the use of offensive language are forbidden at all times.
5. Pupils must not engage in actions inside or outside school which are offensive to any member of staff, pupils or the school.
6. Pupils must behave properly on buses.
7. Acceptable eating habits are required in the Dining Hall and lunch areas and pupils must clear up properly after their meal.
8. Chewing gum is banned in school.

Attendance

1. Pupil absence must be explained immediately upon return by an email to the Form Teacher from parents giving a clear explanation. Emails should be sent to 'attendance200@c2ken.net'.
2. An email from parents to the Form Teacher, giving the specific reason for the anticipated absence, must be given for any pupils who wish to be absent for any foreseeable reason.
3. The school day begins at 9.00am. Pupils should arrive at school before this time. Those who persistently arrive late for Form Assembly will be reported to the Year Head.
4. Pupils who arrive between 9.05-9.15am must enter via the Atrium door and report immediately to their Form Room after using the sanitising facilities provided. The reason for lateness will be noted by the Form Teacher.
5. All latecomers must bring a letter from their parents explaining the late arrival. Pupils with a valid note of explanation from their parents (e.g. sickness, medical appointment) will not be penalised.
6. Pupils who arrive or leave school from 9.15am onwards must report to the office hatch.
7. Any pupil with 2 or more unauthorised late arrivals per week will be given a Friday afternoon detention.
8. Pupils who take ill during the school day and need to go home must report to the School Nurse, who will make contact with a parent. Under no circumstances are pupils allowed to make their own transport arrangements.

Safety and Security

1. Pupils must not interfere with fire extinguishers, fire buckets, alarms or school bells.
2. Pupils must follow strictly and promptly the instructions for emergency evacuation.
3. Pupils must obey all instructions of their teachers in all practical subjects, including PE and games
4. Pupils must summon a teacher or the school nurse immediately when another pupil is injured and pupils who are ill must report to the school nurse or another member of staff.
5. Pupils must report any safety hazard to a teacher.
6. Pupils must not leave the school premises between 9.00am and 3.25pm except with the written permission of their Form Teacher, Year Head or senior member of staff. Where permission has been granted pupils must sign the exit book at the office and sign in again immediately on return to school. Pupils who are ill must report to the school nurse or another member of staff. Pupils who go home for lunch must have a Lunch Pass and may go only to their own homes.
7. The Lecture/Drama Theatre is to be used only under the supervision of a teacher.
8. Pupils are to go to their lockers only before school, at break, lunchtime and after school and not during or between classes.
9. Pupils are not allowed to be on the school premises after 3.30pm each day except when supervised by a member of staff.
10. Pupils are not allowed to smoke tobacco, e-cigarettes, drink alcohol or take noxious substances in school or on school related activities. Neither must they be in possession of such substances in school or on school related activities, in line with our Misuse of Substances/Controlled Drugs Education policy.
11. Pupils are not allowed to bring to school or be in the possession of dangerous items, such as knives or laser pens.
12. Deodorant sprays and aerosols must not be brought to school or on school trips.

13. The school accepts no responsibility for loss or damage to any valuable item brought into school.
14. Personal devices, such as laptops and tablets are permitted in school, but should only be used for learning and at the request of a teacher.
15. **If brought to school mobile phones must be neither used nor produced during the school day (except with the permission of a member of staff during class time only). Phones which are produced in school, during class or at break or lunchtime will be confiscated and will only be available for collection by the pupil on the following Friday afternoon or will be returned to a parent who must collect it in person from the School Office. In addition, an appropriate sanction will be applied.**
16. All items of uniform and personal belongings should be clearly named.
17. Money and articles of value should be kept personally or placed in the care of a teacher; such items should not be left in lockers, cloakrooms, changing rooms or schoolbags.
18. Pupils are not permitted to bring motorcycles or cars into the school grounds.
19. Pupils must walk on the left in corridors and on stairs. (Running and sliding are not permitted).
20. Pupils must not loiter on the stairs or on the balcony of the atrium or sit in corridors, except in designated areas.
21. Pupils must not undertake any unauthorised selling in school.
22. Pupils must not behave in such a way as to cause damage to school property or to cause injury to themselves or another pupil.
23. Pupils must not push or shove in the dinner queue. Hot food is not permitted to be taken out of the Dining Hall.
24. Pupils must not play on the school driveways or play ball games in or close to the buildings.
25. Pupils must not climb trees or buildings to retrieve footballs or any other object.
26. Pupils coming to and from school must use the footpaths within the school grounds.
27. Pupils must not push or shove in bus queues and must wait behind the barrier until permission is given to board a bus.
28. Pupils should report to their Form Teacher any over-crowding on buses or any other source of dissatisfaction with the bus service.
29. Photographs must not be taken by pupils in school, either using a conventional camera or one combined with an electronic device, unless required to as part of a lesson.
30. Pupils should not bring products containing nuts to school.

School Property, Personal Property and the Property of Others

1. Pupils are expected to keep the school buildings and grounds free of litter.
2. To assist the cleaners, chairs must be put on tables at the end of last period.
3. Pupils must not interfere with or damage school property. Damage to school property should be reported to a member of staff. Repair of damage and removal of graffiti must be paid for by the perpetrator.
4. Pupils must not interfere with or damage the property of members of staff whether inside or outside school.
5. Pupils are expected to take good care of their textbooks and to return them to their teachers at the end of the course. Pupils who fail to do so will be required to compensate the school.
6. Pupils playing on grass or all weather surfaces before school and at break or lunchtime must wear trainers and change into their normal shoes before re-entering the buildings.

Out of Bounds

Areas of the school which are 'out of bounds' for pupils at break and lunch times are as follows:

1. Inside the school building
 - Basement area
 - On the ground floor left of the Reprographics Office, except for the use of the library and toilets
 - On the first floor left of F80, towards the Art corridor
 - Gym and sports hall

In addition, pupils must not loiter in the stairwells.

NB: The doors beside reprographics/interview rooms are only to be used as fire exits and not to move around the building.

2. Outside the school building
 - Outside the school grounds
 - Behind/beside the Science/Technology/HE departments
 - Behind the Sports Hall
 - Between the Sports Hall and the top pitches
 - Top pitches
 - Around Edenderry Primary and Banbridge Nursery School
 - Back gate area including the drive and car park
 - Path leading to the Side gate/ Side gate

Uniform and Personal Appearance

1. Pupils are expected to take pride in their uniform and personal appearance through strict observance of the school regulations.
2. School uniform must be worn correctly and tidily (e.g. shirts and blouses tucked in; top button of shirt or blouse fastened; ties properly tied). The school blazer must be worn to and from school.
3. Coloured or patterned T-shirts must not be worn under shirts or blouses.
4. Only approved school coats may be worn.
5. Shoes not boots must be worn. Shoes that mark school floors are not permitted.
6. Skirts should be knee length.
7. All hair styles should be tidy and unobtrusive. Extremes of colour and style will not be permitted.
8. Boys must be clean shaven.
9. No jewellery may be worn except a watch. Pupils should not have any body piercing.
10. No make-up or nail varnish may be worn.
11. Only school badges may be worn. School charity badges may only be worn during the week following the collection.
12. Full and proper kit is required for PE and Games.
13. Pupils travelling to away matches must do so in full school uniform or full school track suit.
14. Pupils should come to school dressed in their PE kit on days when they have PE/games.

COVID-19 Additional Rules and Procedures

This policy addendum is informed by the Department of Education guidance regarding the reopening of schools. It is specifically intended to

- Ensure the safety and well-being of every member of the school community
- Encourage young people to take responsibility for their behaviour during this time
- Allow all members of the school community to feel safe and supported
- Foster an environment where all members of the school community respect and adhere to the governmental advice

Should a pupil refuse to follow the routines outlined below and explained by school staff the Positive Behaviour Policy will be instigated, and sanctions will be applied.

If a child's behaviour is considered high risk e.g. refusing to adhere to safety measures or deliberately putting themselves or others at risk e.g. deliberately coughing at others, playing close contact sports etc sanctions will be applied in line with the Positive Behaviour Policy. Contact with parents will be made and pupil may be sent home for the safety and protection of other pupils and staff.

Arrival/leaving school

1. Pupils should arrive at school at the normal time, entering through the designated door outlined below. They should use the sanitising facilities provided and proceed to their designated room as quickly as possible. Pupils must not congregate in other groups within the school building or gather near the entrance doors.
Entry doors:
Years 8, 9, 10- enter through the Atrium doors
Year 11- wait in the Sports Hall until 8.55am and enter the school through the Music Department door
Year 12- enter through the Atrium doors and wait in the Assembly Hall until 8.55
Year 13-14- wait in the Dining Hall until 8.55am and enter the school through the Lecture Theatre door
2. On departure, pupils are expected to leave the building immediately.
3. No pupil cars will be allowed on site.

Movement around the school building

1. Pupils will be expected to move around the school building following the arrangements given and to stay within their protective bubble.
2. Movement around school will be limited to designated areas.
 - a. Years 8-10 must stay in their Form room during the school day.
 - b. Year 11-14- may move to their timetables classes but must stay with their own year group at all times.
3. Pupils should move around school only at the allocated times to reduce congestion in the corridors
4. Pupils must follow the one-way system.

Hygiene

1. Pupils will be expected to follow all hand washing and hygiene routines while in school.
 - a. Pupils will wash their hands immediately on entering the school building, after using the toilet or returning from outside, before and after eating and at regular intervals during the day.
 - b. Pupils are discouraged from touching their eyes, face, nose and mouth
2. Year groups will be allocated the use of specific toilets and must not use other facilities across the school.
3. We ask pupils to follow the 'catch it, bin it, kill it' mantra when in school. If they need to cough or sneeze, they should use a tissue or crook of their arm.

Break and lunch times

Pupils will have designated areas where their bubble group is allowed during these times. Pupils must stay in their designated areas and not move to other places in school.

PE/Games

1. Close contact sports or activities are not permitted at this time.
2. Pupils should come to school in their school sports kit on days when they are timetabled for PE/Games

Other responsibilities

1. Pupils will be expected to bring their own equipment to school, to reduce the need to share with others.
2. Pupils are expected to maintain as much distance between themselves and others and possible and ensure their time in close proximity with others is limited.
3. Pupils should remember to keep the appropriate social distance from adults in school where possible.

Pupils with Special Educational Needs

Pupils with special educational needs are recognised as being particularly vulnerable. Banbridge Academy will work closely with parents to implement supportive strategies that will inform an appropriate response to issues that arise. If necessary, individual risk assessments will be completed or external support sought.

Pupils experiencing symptoms of COVID-19

1. Pupils should not be sent to school if they or anyone else in the household shows COVID-19 symptoms. Instead Government Guidance in relation to testing and isolation should be followed, and the school notified.
2. Any pupil who develops symptoms at school must report to the school nurse as soon as possible, in order to be sent home.
3. Pupils who have been advised to self-isolate at school whilst waiting to go home must follow all infection control and social distancing measures and must not leave the area used until their parent/carer collects them. Government guidance around testing must be followed.
4. Any bullying or harassment towards pupils who have had, or currently have or suspected to have COVID-19 will not be tolerated- this behaviour will be addressed in line with the Anti-Bullying Policy.

Parents/Visitors to school

1. Parental cars must not use the school drive or park in the bus bays.
2. No parent or visitor should enter the school building without an appointment.
3. Parents should not gather near the entrance doors to the school.
4. When entering the school building parents must follow the hygiene measures outlined by the school

Form Teachers will explain these rules to their Form classes annually and display the rules in the Form room.

PUPILS ENTER THE SCHOOL ON THE UNDERSTANDING THAT THEY ACKNOWLEDGE AND FOLLOW THESE RULES. SANCTIONS WILL BE APPLIED FOR ANY BREACHES OF THE RULES. PARENTS ARE EXPECTED TO GIVE THEIR CO-OPERATION AND SUPPORT IN THE ENFORCEMENT OF THE RULES AND OF DISCIPLINE IN GENERAL.

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