

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. Bad behaviour on buses may lead to the confiscation of the bus pass.
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. Pupils who have been absent must immediately, on their return, bring a note to the Form Teacher from their parents giving a clear explanation.
2. Pupils who wish to be absent for any foreseeable reason must bring, well in advance, a written request from their parents to the Form Teacher giving the specific reason for the anticipated absence.
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 after 9.05am must enter via the Lecture Theatre door and report immediately to G73 where a member of staff will be on duty. The reason for lateness will be noted. Pupils will remain in G73 until 9.15am.
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 as in the point below.
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. REMINDER: Pupils who wish to leave the school premises during the school day must bring a letter from their parents to the Form Teacher giving the specific reason for the requested absence. The Form Teacher will issue an exit pass, which the pupil will show at the office hatch before signing out. On his/her return to school, the pupil must sign in again at the hatch.
9. 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. Pupils should not bring items of value to school. The school accepts no responsibility for loss or damage to any valuable item brought into school.

14. **The school does not accept any responsibility for loss or damage to mobile phones. 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.**
15. All items of uniform and personal belongings should be clearly named.
16. 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.
17. Pupils are not permitted to bring motorcycles or cars into the school grounds without permission.
18. Pupils must walk on the left in corridors and on stairs. (Running and sliding are not permitted).
19. Pupils must not loiter on the stairs or on the balcony of the atrium or sit in corridors, except in designated areas.
20. Pupils must not undertake any unauthorised selling in school.
21. Pupils must not behave in such a way as to cause damage to school property or to cause injury to themselves or another pupil.
22. Pupils must not push or shove in the dinner queue. Hot food is not permitted to be taken out of the Dining Hall.
23. Pupils must not play on the school driveways or play ball games in or close to the buildings.
24. Pupils must not climb trees or buildings to retrieve footballs or any other object.
25. Pupils coming to and from school must use the footpaths within the school grounds.
26. Pupils must not push or shove in bus queues and must wait behind the barrier until permission is given to board a bus.
27. Pupils should report to their Form Teacher any over-crowding on buses or any other source of dissatisfaction with the bus service.

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 must change back into full school uniform or full school track suit after Games or team practices.
14. Pupils travelling to away matches must do so in full school uniform or full school track suit.
15. Pupils should only wear tracksuits at the following time. If pupils are wearing sports kit it must be a full school tracksuit (top & bottoms) – *senior team members may wear the specific senior top selected by their particular sport.*
 - a. Pupils using ‘off site’ facilities during games (Havelock Park, Leisure Centre) should change between 1.30pm- 1.45pm in the Sports Hall changing rooms.
 - b. Pupils should leave the Sports Hall once they have changed – pupils **MUST NOT** bring food into the changing rooms.
 - c. Pupils should only change at lunchtime for afternoon fixtures if they have been specifically told to do so by their teacher/coach.
 - d. All pupils should wear a school tracksuit or return to full school uniform at the end of games periods, after training or after fixtures.
 - e. Girls may only wear leggings during PE/Games activities. **Leggings must NOT be worn to/from school or during other lessons.**

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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