

## **CODE OF CONDUCT**

Mission Statement of Tullow Community School

*“To nurture the wellbeing of all  
So that they may grow in knowledge,  
conscience and compassion”.*

### Aims of Education

The general aim of education is to contribute towards the development of all aspects of the individual, including aesthetic, creative, cultural, emotional, intellectual, moral, physical, political social and spiritual development for personal and family life, for working life, for living in the community and for leisure.

It is in the interest of pupils, parents and teachers that harmonious relations should prevail between school and home. Ideally the school is an extension of the home and as such, it should reflect the characteristics of a good home. This implies those pupils and teachers should work in an atmosphere that is conducive to learning and where discipline, order and mutual respect are fostered.

All pupils, irrespective of their abilities, must be given an opportunity to learn and to ensure that this is not disturbed, there must be rules and regulations. These rules should be reasonable and fair and must be supported by all in the school community. In drawing up these rules, the School Authorities must be cognisant of the needs of the safety and development of all students and staff within the school.

## **Health and Safety Regulations**

Students must not behave in any way that might endanger the Health and Safety of any person in the school.

In particular:

- Students should take reasonable care to ensure their own safety and the safety of others.
- Students should familiarise themselves with emergency exit routes for each room that they use.
- Students should obey all safety instructions given by staff.
- Students must not interfere with any safety equipment such as fire extinguishers, alarm bells or fire hose reels.
- Students must not litter the school. Litter can be a serious health hazard.

## **SUBSTANCE MISUSE**

Tullow Community School does not accept the possession, use or supply of drugs in the school, on school trips or on any school business by any student. Exceptions will be made for medical reasons.

(Extract from Substance Misuse Policy)

Once a pupil is enrolled in the school, s/he is subject to the discipline of the school and is entitled to remain as a pupil in the school only as long as s/he accepts and obeys the discipline and rules of the school.

Pupils must respect the school premises, furniture and equipment and where a pupil does cause damage or loss in the school, s/he will be responsible for making good the loss.

Pupils must be respectful and obedient to their teachers and other members of the school staff.

All pupils have the right to learn and to enjoy a classroom atmosphere that is conducive to learning. No pupil shall have the right to undermine the teacher's authority in the classroom or to take any action, which tends to undermine or destroy it.

Pupils must respect the rights and property of other persons in the school and must never take any action, which would injure or deprive another of any of his/her legitimate possessions or entitlements.

Teachers must respect the religious beliefs of their pupils.

Teachers must treat pupils at all times with care, consideration and respect.

Parents should familiarise themselves with the school's code of conduct and co-operate with the school in the administration of rules and regulations.

**It is most important that parents should ensure that pupils:-**

Attend regularly and punctually

Keep the school rules

Give adequate time and attention to homework

Wear the full school uniform at all times in school

The school authorities cannot accept any responsibility for pupils who leave the school grounds without permission and any such occurrence will be regarded as a serious breach of the school's code of conduct.

**Pupils' Behaviour**

1. Pupils are expected to be honest, courteous, respectful and helpful to one another and to the staff at all times.
2. Rough or boisterous behaviour/play is strictly forbidden inside the school. This is particularly applicable to toilets, assembly areas and corridors, workshops and laboratories.
3. Smoking is illegal inside the school grounds or premises.
4. Gum chewing and Tippex are forbidden in school.

**Attendance and Punctuality**

5. Pupils must register on the Biometric system and be registered before 9.00 a.m. in the morning and before 1.20 p.m. in the afternoon. Late arrivals must register in the main office on arrival.
6. All absences and unpunctuality must be explained in writing in the school journal by parents.
7. Pupils must remain in school or school grounds during the school day. Unauthorised absence from school will be regarded as a serious offence.
8. All requests for permission to leave school during school hours must be accompanied by a note from the parent/s to the Year Head in the school journal. All students must sign out and sign back in to school in the main office. **NO STUDENT SHOULD LEAVE SCHOOL WITHOUT SIGNING OUT UNLESS ACCOMPANIED BY A MEMBER OF STAFF.**

9. All pupils are expected to remain in school during lunch hour, except those whose parents have completed a “lunch hour indemnity form”.
10. In exceptional circumstances, permission to leave school at lunch hour may be given, if a request is made in writing by parent; on such occasions, a “Pass” will be issued by the class teacher.

### **Property**

11. All pupils' property – coats, bags, books, etc. – should carry his/her name.
12. The management of the school cannot accept any responsibility for lost or stolen property. Large sums of money and other valuables should not be brought to the school unless absolutely necessary. In such cases the money or valuables should be handed in to the office for safe custody and a receipt obtained.
13. Pupils are expected to show respect for school property – no writing on desks or walls. Property deliberately damaged or broken will have to be replaced by the person concerned.

### **Movement within the School**

14. Inside the school, pupils should walk and never run. They must keep to the left whenever possible and at all times on the corridors (one-way system in canteen and social areas).
15. Pupils should assemble quietly outside the classroom door until the teacher allows them to enter.
16. Each pupil must use the desk and chair assigned to him/her in each particular room.

### **UNIFORM**

17. Pupils must wear the school uniform at all times during school hours and when representing the school. It is not optional.

#### **Junior Classes (First, Second and Third Years)**

Girls Navy trousers or knee length skirt;

Blue and white check blouse;

Navy pullover with crest knitted in;

Plain navy tie.

Boys Navy Virginian Style trousers;

Blue and white check shirt;

Navy pullover with crest knitted in;  
Plain navy tie.

Senior Classes (Fourth, Fifth and Sixth Years)

Girls Navy trousers or knee length skirt;

Blue and white check blouse/shirt;

Blue jumper with crest already in;

Plain navy tie.

Boys Navy Virginian Style trousers;

Blue and white check shirt;

Blue jumper with crest already in;

Plain navy tie.

All Students Black shoes, no runners.

absolutely no denims, cords or high heels.

P.E. Gear Runners (non marking)

Tracksuit (shorts and T-shirt)

Only the following items of jewellery may be worn in school:

a ring, a watch and a pair of ear studs.

### **Reputation of the school:**

Pupils must always behave in a manner which upholds the good reputation of the school.

The conduct of pupils on their way to and from the school is as important as within the school. Pupils are reminded to behave in a mannerly way on the road and in the areas near the school including shops and all other premises. Pupils should remember that when they are wearing the school uniform they are representing the school and continue to exhibit the good behaviour that is expected of them. The school reserves the right to impose sanctions if a pupil's activities when they are involved in a school related activity are detrimental to the school ethos or to other persons.

In the day to day implementation of the Code of Behaviour the Principal's decision is final. The Board of Management of the school fully supports the implementation of the Code.