



RULES AND SAFETY PROCEDURES FOR OUR PUPILS

Here in Belgrove Senior Girls' School we expect a high standard of behaviour from our pupils. The girls are helped to understand that rules and procedures are there to keep them safe and are intended to make the school a pleasant place for the whole school community.

These are the important rules and procedures for the safety and contentment of all our pupils. The children gradually become familiar with these procedures as they settle into the school, learning from their teachers, the School Principal and the example of their peers.

All teachers are asked to ensure that their own class become familiar with these Rules and Safety Procedures and also to support and encourage all of the children in upholding them.

PUNCTUALITY / BÍ IN AM:

- Arrive in school yard by 8.50a.m or in Classroom before 9.00a.m. at the latest.
- ***Please be aware that supervision by staff begins in the morning at 8.40a.m.***
- No running allowed in the yard at this time
- Remember to wheel your bike/scooter on the school grounds at all times
- In the morning wheel in your bike/scooter, park it and walk to your designated line

UNIFORM / ÉIDE SCOILE:

- Wear your school uniform every day.
- If wearing socks only white or navy should be worn with the school uniform
- Uniform tracksuit and white polo-shirt for P.E.
- Suitable flat shoes with uniform
- Only suitable trainers (laces tied) may be worn for P.E.
- You will not be allowed to participate in P.E. with inappropriate footwear e.g.UGGs
- Your tracksuit should not be worn every day.
- Make sure your name is put clearly on your jumper and tracksuit top.
- No jewellery of any kind at P.E. Only 'safe' jewellery any other time.

BOOKS, COPIES ETC. / LEABHAIR , CÓIPLEABHAIR SRL:

- Have all your books, copies, pencils etc. every day.
- Keep books and copies clean and tidy.
- Clean out your schoolbag regularly.

LUNCH / LÓN:

- Try to have a healthy, nutritious lunch each day.
- **No crisps, chewing gum or hard sweets.**

- Try and avoid fizzy drinks
- Have a secure container for your drink.
- No glass bottles.
- Bring home (tóg abhaile) any unfinished lunch in your lunch-box.
- Bring home (tóg abhaile) empty milk or juice cartons for recycling.

IN CLASS / SA RANG SCOILE:

- Good behaviour at all times **show respect** for each other, for the staff of the school and other adults, and for school property.
- Obey your Class Rules.
- Do your best work at all times/Déan do dhícheall
- Be attentive and diligent, present your work with care, and co-operate with your teacher and classmates.
- Be a good listener – to the teacher and to other girls.
- Try to be a good influence in the classroom.
- Do not be a cause of disruption.
- Keep your table and basket tidy, and tidy the area around your table each evening.
- LISTEN CAREFULLY TO YOUR TEACHER’S INSTRUCTIONS ABOUT USING CLASSROOM MATERIALS SAFELY.
- Remember to collect every part of class equipment you have been using.
- Help to keep the classroom clean and care for school property.
- Remember to use the yellow bin for paper and the ordinary bin for anything else.
- REMAIN SEATED WHEN THE TEACHER IS OUT OF THE ROOM.

BEHAVIOUR TOWARDS EACH OTHER:

- Respect each other.
- Be kind and tolerant with each other.
- Look after each other.
- NO BULLYING BY WORD OR ACTION.
 - **Bullying is unwanted negative behaviour, verbal, psychological or physical conducted, by an individual or group against another person (or persons) and which is repeated over time.**
 - Reporting or telling about bullying behaviour is very important. When you report incidents of bullying they are not considered to be telling tales but are behaving responsibly. We have a zero tolerance towards bullying.
 - Who to tell and how to tell:
 - Talk to teacher at an appropriate time, e.g. after class.
 - Hand note up with homework.
 - Get a parent(s)/guardian(s) or friend to tell on your behalf.
 - It is important to tell if you witness or know that bullying is taking place.

**BATHROOM /SEOMRA FOLCTHA and
CLOAKROOM/ SEOMRA NA gCÓTAÍ:**

- Help to keep these areas clean also.
- Good behaviour in bathroom and cloakroom.
- Careful and hygienic use of bathroom and toilets.
- Toilet paper is for toilet use only. Use only as much as you need.
- Wash your hands well. – Remember, do not waste paper

COMPUTER ROOM/SEOMRA RÍOMHAIRE:

- Remember the agreement you have signed that you will keep all the rules about using the Computer Room.

AROUND THE SCHOOL / TIMPEALL NA SCOILE:

- WALK ONLY around the school.
- Quietness in corridors and on stairs.
- HOLD HANDRAIL AT ALL TIMES ON THE STAIRS.
- Walk quietly and in single file when in class group.
- Keep left on the stairs (Ar chlé ar an staighre) except when all classes are moving.
- Use the doormats when necessary. (Glan na bróga.)

ON WET DAYS, BE EXTRA CAREFUL WALKING AROUND.

GOOD MANNERS:

- Show respect by your manners to all adults and to other children.
- Stand back at doorways/ seas siar.
- Address adults politely – “Gabh mo leithséal.” and “Go raibh maith agat.”
- Ná déan dearmad, “Dia duit!” when you meet someone.
- Please knock before going into another classroom / cnag ar an doras.
- Do not pass through classrooms unnecessarily.

YARD/ SA CHLÓS:

- Be as active as possible during yard time.
- Remember good behaviour towards each other.
- Help to make sure that nobody is excluded.
- Play only in designated areas.
- No skipping ropes at small break
- Out of bounds:
 - Area behind Portacabin where you are unseen
 - Ramp and railings at Portacabin
 - Steps at back of yard
 - Junior Girls’ yard boundary fence.
 - Bicycle area totally out of bounds
 - No climbing or pulling on Goalposts, basketball posts, nets, gates, fences.
 - No climbing near walls to back gardens
 - No standing on window-sills
- Obey instructions of supervising teachers.
- 4th, 5th, and 6th stand to side of astro gates if eating lunch
- No rough play or games which could cause an accident.

- **No gymnastics/cartwheels or lifting each other.**
- **Do not remove footwear.**
- Keep skipping ropes to area near portacabin for big break
- Be careful not to bump into anyone else.
- No litter to be dropped. Use bin in yard.
- Obey rules for use of Astroturf.
 - No food of any kind is to be taken into the field.
 - Trainers or flat shoes should be worn.
 - No muddy shoes are allowed on the Astroturf.
 - Do not interfere in any way with the surface materials of the Astroturf.No sitting in or near goal area
- You are forbidden to be inside at yard-time without permission.
- Nobody should need to go inside at yard-time. If you must go in you must get permission from a teacher on duty and report back to her on your return.
- Roll up skipping ropes when 1st bell rings
- **FIRST BELL – STOP PLAY AND REMAIN SILENT.**
- **SECOND BELL – WALK QUIETLY AND QUICKLY TO YOUR LINE.**
- **THIRD BELL – SILENCE IN CLASS LINES.**

HOME TIME:

- Make sure you have everything you need to bring home with you.
- Follow Teacher's directions and walk quietly with your class to the school gate.
- Do not gather around the front doors or around the gateway.
- Try to arrange to meet parents, sisters or friends outside the school gate.
- On early closing days do not go down to the Infant School.
- Collecting bicycles/scooters – no cycling/scooting on the school premises

AFTER SCHOOL CLASSES:

- The same good behaviour is expected at all times.
- If your extra class is directly after school-time you must go straight there and must not leave the school.
- Wait quietly outside the Hall or the classroom until the teacher arrives.
- Do not interfere with anything in the classroom and leave the Hall perfectly tidy after you.
- Leave the school quietly at the end of the class.

HOMEWORK:

- You'll be glad if you do your homework before you are too tired in the evening.
- Make sure there are no distractions around you and that you have a table or desk for written homework.
- Try not to lose your concentration.
- For your Spellings don't forget – Look and Say, Cover, Write, Check.
- Make sure sums and writing are careful and neat.
- Always do some reading – for homework or just for enjoyment!
- If any homework is not done you must bring a note to your teacher to explain.

TOURS OR OUTINGS:

- The same good behaviour at all times. Belgrove girls are always praised for their behaviour on outings!
- **YOU WILL NOT BE ALLOWED TO GO ON A TOUR OR OUTING WITHOUT THE RELEVANT PERMISSION.**

ABSENCE:

- If you have been absent from school you must bring a note to explain why.
- If you know you are not going to be at school for any reason, please bring a note telling your teacher.

MOBILE PHONES:

- You are not permitted to have a mobile phone switched on or to use it in any way on the school premises (i.e. inside the school gate) during the school day, unless specifically given permission by a teacher or the principal.
- If you need to have a mobile phone in school with you, it must remain in your schoolbag. It must not be in a pocket and under no circumstances can it be taken to the yard.

Meán Fómhair/September 2015