

Belgrove Senior Girls' School
Seafield Road
Clontarf
Dublin 3
Telephone: 833 1888



Scoil Eoin Baiste
Cailíní Sinsear
Bóthar Ghort na Mara
Cluain Tarbh
Baile Átha Cliath 3
Guthán: 833 1888

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. In no way are they expected to know or remember them all at once!

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:

- Arrive in class on time each day – in Classroom by 9.00am.

UNIFORM:

- Wear your school uniform every day.
- Uniform tracksuit and white polo-shirt for P.E.
- Suitable flat shoes with uniform, suitable trainers for P.E.
- 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.:

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

LUNCH:

- Try to have a healthy, nutritious lunch each day.
- No crisps, chewing gum or sweets.
- Have a secure container for your drink.
- No glass bottles.
- Bring home any unfinished lunch in your lunch-box.
- Bring home empty milk or juice cartons for recycling.

IN CLASS:

- Good behaviour at all times.
- Obey your Class Rules.
- Do your best work at all times.
- 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.
- **TREAT EACH OTHER PERSON AS YOU LIKE TO BE TREATED.**

BATHROOM and CLOAKROOM:

- 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, “Push, Pull, Put.”

COMPUTER ROOM:

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

AROUND THE SCHOOL:

- WALK ONLY around the school.
- Quietness in corridors and on stairs.
- HOLD HANDRAIL AT ALL TIMES ON THE STAIRS.
- 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.
- Address adults politely – “Gabh mo leithséal.” and “Go raibh maith agat.”
- Don’t forget “Dia duit!” when you meet someone.
- Please knock before going into another classroom.

- Do not pass through classrooms unnecessarily.

YARD:

- 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.
- 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.
 - 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.
- No rough play or games which could cause an accident.
- No gymnastics or lifting each other.
- Do not remove footwear.
- Be careful not to bump into anyone else.
- No litter to be dropped. Use bin in yard.
- Obey rules for use of Astroturf.
- 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.
- Bell for girls on Astroturf before end of yard time. Move quietly to tarmac area.
- 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 Junior School.

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 SIGNED 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.
- 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.

Sept. 09