

**Belgrove Senior Girls' School**  
Seafield Road West  
Clontarf  
Dublin 3  
D03 T803  
Telephone: 01 833 1888  
Roll No: 17148D



**Scoil Eoin Baiste Cailíní Sinsear**  
Bóthar Ghort na Mara Thiar  
Cluain Tarbh  
Baile Átha Cliath 3

D03 T803  
Guthán: 01 833 1888  
Uimhir Rolla: 17148D

[www.belgroveseniorgirls.ie](http://www.belgroveseniorgirls.ie) • [info@belgroveseniorgirls.ie](mailto:info@belgroveseniorgirls.ie)

## **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 will 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
- *Helmets and High Visibility wear is recommended for safe cycling and scooting to and from school.*
- Dropping off bicycles / scooters – no cycling / scooting on the school campus.
- Take care when parking/retrieving bikes and scooters. Ensure both are labelled.

### **UNIFORM / ÉIDE SCOILE:**

- Wear your school uniform every day.
- You may wear **either** the school tracksuit or your school pinafore on a daily basis.
- If wearing socks only white or dark coloured (navy / black) should be worn with the school uniform.
- Make sure your name is printed clearly on your jumper and tracksuit top.
- Only 'safe' jewellery along with a watch may be worn by pupils. Safe jewellery is defined as *stud earrings*.
- False nails of any type are not permitted.
- Nail polish on nails is not permitted
- Make-up / mascara / eye shadow is not permitted. Pupils who present with make-up will be asked to remove it in the bathroom.
- Hair dye / hair chalk etc is not permitted.
- False Tan is not permitted.

**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:**

- No crisps, chewing gum, hard sweets or fizzy drinks are permitted.
- 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.
- Parents, please remember to refer to the school Healthy Eating Policy.

**IN CLASS / SA RANG SCOILE:**

- Good behaviour at all times.
- Obey your Class Rules. Specific classroom rules will be communicated to parents on parent mornings at the beginning of the year or upon request.
- Do your best work at all times/Déan do dhícheall.
- Be a good listener – to the teacher and to other girls.
- Help teacher and others as needed
- Do not be a cause of disruption.
- Keep your table and basket tidy, and tidy the area around your table each evening.
- Remember to return class materials you have been using.
- Remember to use the recycle bin for paper and the ordinary bin for anything else.
- Remain seated when the teacher is absent from the room and continue to behave as if teacher was in 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 others as you would like to be treated.**

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

- Help to keep these areas clean also.
- Good behaviour in the bathroom and cloakroom.
- Careful and hygienic use of bathroom and toilets.
- Toilet paper is for toilet use only.
- Wash your hands well.

**COMPUTER ROOM/SEOMRA RÍOMHAIRE:**

- When using an iPad / computer in school you must always follow teacher instruction. You may only access websites with teacher permission. If something inappropriate pops up on screen, you must immediately turn off the screen and inform the teacher.

### **AROUND THE SCHOOL / TIMPEALL NA SCOILE:**

- We walk around the school and never run.
- Quietness in corridors and on stairs.
- Walk quietly and in a single file when in a class group.
- Keep left on the stairs (Ar chlé ar an staighre) except when all classes are moving and use the handrail.
- 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
- *For your safety and that of others, the following areas are 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 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 Junior School.
- Collecting bicycles / scooters – no cycling / scooting on the school campus.
- Take care when parking/retrieving bikes and scooters.

#### **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:**

- 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.

#### **VISITORS / TOURS:**

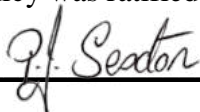
- The same good behaviour at all times. Belgrove girls are always praised for their behaviour on outings!
- On occasions when visitors arrive to the school, they must be treated with the same kindness, respect and good manners that we show everyone in our school.

#### **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.
- The above rule also applies during school outings / events.
- If you need to have a mobile phone in school with you, it must remain powered off in your school bag. It must not be removed during school hours and may only be powered on after leaving the school campus.

**Ratification:**

This revised policy was ratified by the Board of Management on 08-02-23.

Signed:       **Dáta:** 08-02-23

**Dr P.J. Sexton: Chairperson, Board of Management**