

# DOMINICAN COLLEGE



## PUPIL CODE OF CONDUCT AND SCHOOL PROCEDURES

### CODE OF CONDUCT 2023-24

***Good behaviour is expected at all times and extends to travelling to and from school and representing the school on all occasions***

**Common courtesy promotes good relationships within the school. Pupils should therefore:**

- Set high standards of behaviour for themselves both inside and outside school, particularly when in school uniform
- Show courtesy, consideration and kindness to all members of the school community, both pupils and staff alike
- Behave respectfully; standing aside, holding doors and greeting staff and visitors politely
- Follow instructions given by teaching staff, ancillary staff and sixth-form prefects
- Arrive on time for class and have all homework, books and equipment required for the lesson
- Offer an explanation for late arrival to class
- Stand at the end of class, thank the teacher and leave the room in an orderly manner
- Raise hands to attract the teacher's attention
- Move promptly and quietly around the school in single file, keeping to the left hand side of corridors. In the interest of safety pupils are reminded that they must not run at any time
- Behave in such a way that the learning and well-being of others is not compromised

***It is the responsibility of every pupil to contribute to the good order of the school and the environment by treating all property with care and respect***

- Textbooks should be kept in good condition and returned to the Subject Teacher at the end of the school year; failure to do so will incur a charge
- All school property, pupil planner, homework notebooks, textbooks and school bags must be free of inscription and graffiti

***Pupils are advised not to bring large sums of money or valuable items to school. The school cannot accept responsibility for the loss of money or personal property.***

**The following items are not permitted on the College premises:**

- Alcohol, cigarettes, matches, lighters, vapes and aerosols
- All illegal substances
- Chewing gum and all forms of high sugar/caffeine "energy drinks"
- Smartwatches or any other internet enabled device not covered in the BYOD policy.

**Note:** Mobile devices (e.g. tablets, laptops, MP3 Players/iPods, etc.) may only be used in school with prior consent, under the supervision of a member of staff and after the Acceptable User's Agreement section of the Bring Your Own Device (BYOD) Policy has been signed and returned to the College. Any pupil who does not adhere to the above will have her mobile device placed at Reception for safe keeping until it is collected by a parent or guardian. The BYOD initiative is currently open to Years 11-14.

## SCHOOL PROCEDURES

### General

- The Year Head is the person with whom **all** contact should be made regarding a pupil's academic or pastoral welfare
- Year Heads will meet with parents on an appointment basis only
- Confidential or personal matters should be addressed to the Year Head
- General queries should be directed to the school Reception
- Requests to leave school early must be forwarded to the Year Head using the 'Permission to Leave School' section in the pupil's Pupil Planner (Only in exceptional circumstances should medical or dental appointments be made within the school day)
- Parents should check the Pupil Planner every day. Parents may use the space provided in the planner to comment briefly on any matter relating to school or to write a short note to subject teachers. They should check the sections relating to: Detention Record; Target Setting and Progress Record
- Parental attendance at the annual Parent Teacher meeting is essential

### E-safety

By signing the Code of Conduct pupils and parents are also agreeing to abide by the School's E-safety Policy (available from the School's website). The E-safety Policy is an all-inclusive policy and applies to **ALL** key stakeholders. Specific mention in the Code of Conduct is given to:

**Mobile Phones** - For the purpose of Child Protection/Safe Guarding:

- Pupils are **not permitted** to use a mobile phone on school premises after their arrival in school and before the end of the school day
- Pupils are **not permitted** to use a mobile phone inside the school building at any time;
- Any pupil who brings a mobile phone to school must ensure that it is switched off and kept out of sight throughout the school day
- Should a parent/guardian wish to contact a pupil or vice versa, this must be done via Reception.

Any pupil who does not adhere to the above rules will have their phone placed at Reception for safe keeping. Parents will be contacted and asked to sign for and collect the phone at their convenience.

**Photos/Videos/Audio Recordings** -For the purpose of Child Protection/Safe Guarding:

- Pupils are **not permitted** to take photographic images (including video images) or make audio recordings in school at any time unless given express permission to do so by a teacher and only then using equipment provided by the school;
- Pupils found to have taken photographic images (including video images) or audio recordings in school for any reason without permission may be subject to a suspension.
- Any images taken on the school premises must be deleted/destroyed in the presence of senior staff before the camera/phone is taken off school premises.

**Social Networking** - For the purpose of Child Protection/ Safe Guarding:

- Pupils are not permitted to engage with or access any social networking site while on school premises.
  - Pupils must not make any derogatory, defamatory, rude, threatening or inappropriate postings about the school, or anyone (e.g. other pupils, staff governors, volunteers, visitors etc.) connected to the school.
- Note that, 'postings' refer to ALL types of content on social media sites including (but not exclusively) text, photographs and video.

*If a member of staff has any suspicion that a mobile device has unsuitable material stored on it, pupils will be required to hand over the phone to a member of staff, who will be required to make contact with the Safeguarding Team.*

The school accepts no responsibility for loss, damage or theft of mobile phones or devices.

***In the event that a pupil breaks the above regulations parents/guardians will be contacted and the pupil may be subject to one of the sanctions detailed in The Disciplinary Process below.***

### **Lunch Arrangements**

- Requests for a 'lunchtime pass' for a pupil should be made in writing to her Year Head;
- Only pupils who have obtained a lunch pass may leave the premises at lunchtime;
- All other pupils must take their lunch in the designated area.

### **Reason for Absence**

The Department of Education requires a **written** 'Reason for Absence' following a period of non-attendance at school. This should be in the form of a note placed in a sealed envelope. If this is not provided, the school is obliged to record the absence as 'unauthorised' and this will appear on the pupil's attendance record. Parents may phone the school reception in the event of a pupil's absence but this must be followed-up with a written explanation.

### **ParentMail**

The school uses ParentMail to communicate with parents/guardians via text and e-mail. Parents/Guardians are required to register on-line for this service.

### **Access to School Grounds**

In the interests of Health and Safety pupils who travel to school by car or taxi should be dropped off outside the school gates or on the driveway at the Sports Hall. Parents/guardians are asked not to use either the main entrance on Fortwilliam Park or the driveway on Somerton Road when leaving pupils to school. Pupils who travel home by car or taxi should be picked up outside the school gates. Access to the driveway at the Sports Hall is restricted to 'special' buses only in the afternoon.

### **Visitors**

All visitors to the school are required to enter the building via the Atrium and report to Reception; they may not access classrooms directly. Parents/Guardians must phone the school to arrange an appointment if they wish to speak with their daughter's Year Head. Please note: Parents/Guardians cannot be seen without an appointment.

### **Attendance and Punctuality**

It is essential for pupils to attend school regularly. Any absence must be for a very good reason. Parents/Guardians must ensure that a written reason for absence is presented to the Class Tutor on the pupil's first day back at school. Pupil attendance is recorded on the end of term/year reports. Where the rate of absenteeism is deemed to have had a detrimental effect on academic progress, it may be considered necessary for a pupil to repeat the academic year.

The following routine should be adhered to:

- Pupils should be present in the college from the start of registration until the end of the school day.
- Pupils who arrive in school before registration must remain on the school grounds and not leave the premises for any reason
- It is the responsibility of all pupils who arrive in school after registration, to sign the appropriate late book and proceed immediately to class; otherwise they may be marked absent for that day
- Pupils must attend class punctually as set out in the timetable
- Late arrival to school must be explained to the Year Head
- Pupils who have been given permission to leave school early must report to Reception and sign the appropriate book before leaving
- Pupils in Years 8 – 12 will receive demerits for poor punctuality
- Pupils in Years 13 – 14 will lose their early release for poor punctuality

### **Temporary Absence from Class**

- All appointments should, as far as possible, be made outside school hours.
- In case of sickness, pupils may, with their Class Teacher's permission, leave class and report to Reception. If the sickness is such that a pupil must return home, parents will be contacted by the School Office. Pupils must not contact parents/guardians directly
- If a pupil needs to be excused for any reason during school hours, a written request should be made by parents and presented to the Year Head who will authorise the leave of absence
- No pupil may ever leave the school without the consent of the Year Head. Only pupils who have been issued with a lunch pass may leave the school premises at lunchtime

### **Homework**

Homework is crucial to academic progress; therefore, details of all homework should be consistently and neatly recorded by pupils in their Pupil Planner. Below are some guidelines with regard to approximate time to be spent on homework/ independent study:

Year 8/9 pupils	approximately <b>8-10 hours</b> per week
Year 10 pupils	approximately <b>10-12 hours</b> per week
Year 11/12 pupils	a minimum of <b>12 hours</b> per week
Year 13/14	a minimum of <b>15 hours</b> per week

### **Uniform**

All pupils are expected to attend school in the College Regulation Uniform as stipulated below. All uniforms should be clearly labelled. The school is not responsible for items lost.

#### **Year 8 - 12 Regulation Uniform**

Regulation green school blazer with school crest  
Regulation school tunic with school crest  
(knee length)  
Green regulation sweater with school crest  
Regulation striped blouse or  
White blouse and regulation tie  
Black tights and black shoes

#### **P.E. Uniform**

Regulation O'Neill's Dominican  
College Training/Ruby top or  
white polo shirt.  
Regulation O'Neill's Dominican  
College Shorts/Skort/Regulation  
Green Shorts/Dominican  
College black leggings.  
White sports socks  
Non-marking sports trainers  
Optional: Regulation O'Neill's Dominican College HZ  
squad top/ Regulation O'Neill's Dominican College  
Hoodie  
(no other plain or branded sweatshirts, hoodies or tops  
are permitted)

#### **Sixth Form Only**

Regulation black blazer with school crest  
Regulation green pleated school skirt (below knee)  
Regulation black sweater with school crest  
Regulation striped blouse or white blouse and regulation tie  
Black tights and black shoes

***NOTE: Pupils are not permitted to make alterations to any part of their uniform. Any pupil who does so will be in breach of the school's Code of Conduct and will be subject to the disciplinary process.***

- All pupils **must** wear the full school uniform, including a regulation blazer, to and from school every day
- School shoes **must** be black and flat (stockists will have samples of acceptable shoes)
- Pupils may wear one pair of small plain earrings in earlobes only and a watch; no other jewellery should be worn. Other body piercing is **not permitted** in school
- Hair should be neat, tidy and when tied back, a black or green band should be used. Braiding, beading and other exaggerated styles or colouring **are not permitted** in school
- Pupils may wear the regulation school scarf or a plain black scarf and/or black gloves
- Non-regulation scarves and jewellery will be placed at Reception for safe keeping until collected by a parent or guardian
- Pupils are **not permitted** to wear makeup, coloured nail polish, false/gel nails, false eyelashes or tanning products
- Only badges issued or awarded by the school may be worn with the school uniform

### **Schoolbags**

Proper school bags sufficiently large to carry books and equipment should be used.

### **Promoting Positive Pupil Behaviour and Pupil Attainment**

We see school as an extension of home and believe parental support is essential in promoting positive pupil behaviour and pupil attainment. It is the school's practice to involve parents if and when issues regarding behaviour or attitude to work become evident.

Each pupil is provided with a Pupil Planner, which includes a Detention Record, to help parents and staff monitor all aspects of behaviour and commitment to study.

Good behaviour and attitude to work is encouraged at all times. A Merit System (Year 8 – 12) which rewards positive efforts runs parallel to the Disciplinary Process. Pupils are encouraged, both individually and collectively as e.g. a Class Group, to strive for the rewards offered by this system. Certificates will be awarded for the categories Bronze, Silver and Gold.

Within the classroom, unacceptable behaviour, failure to comply with school rules or contravention of the Code of Conduct will merit a sanction depending on the severity of the infringement.

The following is a list of examples (which is not exclusive) of possible sanctions which may be imposed by the teacher:

- Verbal reprimand
- Change of seat
- Extra work
- Note in Pupil Planner
- Demerit on Behaviour Record
- Lunch-time detention

### ***Details of demerits and detentions are outlined in the Detention Record in the Pupil Planner.***

In general, where the school authorities deem that a pupil lacks serious application to study, has an unacceptable attendance pattern, displays unacceptable behaviour or infringes school rules, a series of sanctions may be imposed, including (but not exclusively):

- Detention (may include detention outside normal school hours)
- Attend school on a non-teaching day
- Put on Report/Behaviour Plan
- Temporary removal from class
- Permanent change of class
- Withdrawal of privileges e.g. (but not exclusively) participation in school trips or removal of early release for Year 13 and 14 pupils.
- Suspension

- Repetition of academic year
- Loss of place in Dominican College

The Principal reserves the right of Suspension in the event of a serious or persistent breach of school rules. Offences (in line with EA guidelines) which will incur suspension include:

- Possession/abuse of alcohol or illegal substances
- Bullying
- Use of physical violence
- Verbal abuse of another pupil
- Disruptive behaviour in class
- Behaviour that is likely to cause injury to themselves or others
- Persistent infringement of school rules
- Damage to property belonging to the school, staff or other pupils
- Stealing
- Verbal abuse of staff
- Use of a camera or video/audio recording equipment

### **Library/Study Hall (Year 13 and 14 Pupils)**

- Pupils must go to the study hall or senior library as directed when not attending a timetabled class.
- Pupils must arrive promptly and remain there for the duration of the period.
- Supervisors should be treated with courtesy at all times and pupils must always seek their permission before leaving the room.
- If a pupil is in the Library/Study Hall last class, it is her responsibility to ensure that she is registered by the supervisor.
- Pupils must respect the rights of their peers to work in a quiet environment.
- In accordance with school policy, mobile phones, MP3 players, I-Pods and similar devices may not be used.
- Pupils who do not observe the rules will be denied access to the Library/Study Hall facilities.

### **Educational Visit Code of Conduct**

In order to ensure a safe and successful trip, and maximise the educational experience and enjoyment of all concerned, pupils are expected to comply with the code of conduct as set out below:

1. Pupils must behave at all times in a manner that reflects the high standards and ethos of Dominican College. While on an Educational Visit, each girl is an ambassador for the College and should behave accordingly. Pupils are expected to:
  - a. Behave at all times in a manner which reflects positively on themselves, their party and the school
  - b. Abide by the laws, rules and regulations of the country/places visited.
2. Pupils must adhere strictly to all guidelines/instructions as indicated by staff throughout the trip. These include:
  - a. Observe normal school rules as detailed in the school's Code of Conduct
  - b. Cooperate fully with teachers and instructors at all times
  - c. Fulfil any tasks or duties set prior to and during the visit
  - d. Be punctual at all times
  - e. Participate fully in all activities and sessions during the trip
  - f. Not leave group sessions/venue/accommodation without the permission of a teacher
  - g. Always return to the meeting point/accommodation at agreed times
  - h. Be in groups of not less than three pupils if granted unsupervised time

- i. Be considerate, courteous and respectful to everyone they come in contact with throughout the visit
  - j. Respect the privacy of everyone they come in contact with throughout the visit
  - k. Refrain from behaviour that may inconvenience others
  - l. Respect all requests made by teachers and accompanying adults
  - m. Report all accidents or illnesses to a member of staff
  - n. Observe the dress code as specified by the group leader
  - o. Consult with school staff if in doubt about any issue
3. Under no circumstances may pupils smoke/consume, purchase or be in the possession of cigarettes, alcohol or illegal drugs. This includes the purchase of such items as presents.
  4. Pupils are responsible for their own personal property. The staff and Board of Governors of Dominican College do not accept liability for the loss or theft of personal property. Valuable items should not be taken on an educational visit.
  5. In respect of non-residential visits, pupils must adhere to the school's normal regulations regarding the use of mobile phones for the duration of the visit.
  6. In respect of residential visits, pupils must:
    - a. Only use a mobile phone at times specified by accompanying staff.
    - b. Never leave their bedroom after 'lights out'.
    - c. Not enter another pupil's bedroom without permission
    - d. Keep their bedroom tidy
    - e. Never invite any person into their bedroom who is not a member of the school party.
  7. Due to the number and age range of pupils participating in the trip, it may be necessary to restrict certain privileges normally enjoyed at home.
  8. In the event of a serious breach of the Code of Conduct, a pupil may be required to return home from the trip earlier than scheduled. Should this be the case, parents/guardians will be responsible for making the necessary arrangements and the associated costs.

*Note: A copy of the current **Code of Conduct and School Procedures** document is available on the school's website.*