

# School Rules

School rules are in place for the health, safety and welfare of all members of the school community. In order for the school to run safely and well, it is important that the rules are enforced consistently and fairly, and followed by all students.

**The three main rules in St. Paul's are, Kind Words, Kind Hands, Kind Feet.**

Before they speak, and more importantly, before they put anything online we also ask the children to T.H.I.N.K.. To ask themselves, is whatever they are going to say -

- True
- Helpful
- Inspiring
- Necessary
- Kind

The rules which are in place for the running of the school fall into the following categories:

## General

- Pupils are expected to treat fellow pupils, staff and visitors with respect and courtesy at all times.
- Children must wear the school uniform every day. School tracksuit should be worn only on days indicated by the class teacher.
- If parents wish at any time to speak to their child's

teacher, an appointment can be arranged with the teacher, preferably in the afternoon. Your child's teacher should be the first point of contact for any queries or concerns.

- Unless requested by the class teacher, children are not permitted to bring toys into school.
- **Nuts, or any nut products, are not allowed into the school at any time.**

## **Attendance**

Children should be in school every day, unless they are sick. Full attendance is importantly academically but it is also very important for the children socially. When children miss days they can feel uncomfortable coming back into school because they may feel that they have missed out on something that has happened in the classroom or among their friends.

It is also important for the children to arrive on time as, again, they can miss the beginning of a lesson, they might disturb the learning in the class but, also because they can feel uncomfortable walking in after everyone else has settled.

- Official school hours are as follows:
  - 9.00am - 1.40pm for Junior and Senior Infants
  - 9.00am - 2.40pm for 1st- 6th classes

The school can accept no responsibility for pupils outside of these times.

- In the event of the school closing earlier than the times outlined, parents will be informed by either

letter, email or text and children will be reminded a day in advance.

- Pupils should not be on the school premises or grounds when school is not in operation except when attending supervised after school activities.
- If a child arrives late, a parent should accompany him/her to the office.
- The roll will be called at 10am every day. Only the children present at that time will be marked present. This is regardless of any communication teachers may have received saying a child will be in later that day. Children are marked absent if they are not in at that time.
- If a child comes in between 10.01am and 10.50am they will be changed from absent to present and the number of minutes late will be put in.
- If a child comes in after 10.50am, they will remain absent but can be marked in late by the number of hours and minutes.

## Absence

- If a child is absent from school, an explanation should be put on Aladdin prior to the child's return to school, outlining the reason for the absence. It is not necessary to telephone the school to explain an absence.
- Children are not permitted to leave the school premises during the school hours except at the written request of a parent. This should be inputted on Aladdin or by email to the child's teacher. **Children must**

**be collected from the office.**

- Under the Education Welfare Act (2000) parents must make sure that their child attends school. When a child is absent from school for any reason the school must be notified of the reason for the absence. TUSLA is responsible for promoting and monitoring school attendance. The school must inform the TUSLA when a pupil is absent for more than 20 days in a school year.

### **Assembly and Dismissal**

- Children should arrive in school no later than 9.00am.
- On wet mornings, if teachers deem it necessary, the children will be brought in from 8.50 am onwards.
- Parents are requested not to send children to school too early.
- On dismissal, in Infant and First Classes the teacher will accompany children to the yard. For safety reasons, please wait for the teacher to line up the children in the yard, where they will then be released directly to their parents.
- On dismissal, from Second Class onwards, the teacher will accompany children to the yard. In Third Class the children will be allowed go home alone at the end of the school day, with written permission from their parents. From Fourth Class to Sixth Class we presume that the children can go home without an adult unless we are told otherwise.
- For parents of children in Infant and First Classes we would ask you that if someone other than their parents are collecting them, please notify the teacher.

- If it is necessary to collect your child during the school day, please put an early excuse note on Aladdin explaining the withdrawal. Please collect your child from, and return them, to the office.

## School Uniform

- The school uniform, must be worn in full, every day  
The school tracksuit is worn on days indicated by the class teacher.
- **Flat black or navy shoes (not runners, boots or canvas shoes)** are to be worn with uniform and proper runners are to be worn with tracksuit.
- If your child is seen to be repeatedly in the incorrect uniform a note will be sent home.
- All items of clothing must be labelled with your child's name. For 'Lost and Found' please contact the office.
- No jewellery other than stud earrings may be worn.
- Children may wear a watch.
- No other jewellery should be worn.
- Children are not permitted to wear any make up or false tan.
- Should you require any items during the course of the school year you can contact the supplier on [www.schoolwearhouse.ie](http://www.schoolwearhouse.ie)

## Medical

- If a child has a serious medical complaint or any infectious illness, the Principal and/or class teacher must be informed immediately.

- When a child is unwell or has an infectious illness, he/she should not attend school.
- Parents should appoint a person to be contacted in an emergency where it is not possible to contact the parent. It is not sufficient to put the parents' number in as an emergency contact. An additional contact is necessary. Please check the contact details on Aladdin at the start of the year. If there is a change in phone numbers/contact details during the year parents have the option of updating their contact details on Aladdin or informing the school by email.
- In an emergency, every effort will be made to contact parents or the emergency contact person. Where this is not possible, the Principal and/or class teacher will seek qualified medical treatment at the earliest opportunity.
- If a child requires assistance with taking medication during the day, parents should make arrangements with the Principal.

### **Invitations, Greeting Cards & Gifts**

- In order to be mindful of the sensitivities of other children we would ask that all invitations, greeting cards and gifts be distributed outside of the school grounds and out of sight of the children who are not invited.

### **Safety and Hygiene**

- Every effort is made by the Board of Management and staff to provide a safe and hygienic work environment

for all employees and pupils.

- Students are expected to be clean and neat and to co-operate in achieving and maintaining a high standard of hygiene.
- Special attention should be paid to cleanliness of hair. Where head lice are detected, a note is circulated to parents to inform them of the problem. The note will also outline the procedures to be followed in an effort to prevent the spread of the head lice.
- Parents should not use the **staff** car park for any reason during school hours.
- Parents are requested to exercise extreme caution when driving in the immediate vicinity of the school and car park.
- In order to avoid traffic congestion we would ask that, wherever possible, children walk or cycle to school. If using a car, we would encourage car-pooling. Parents of older children should make use of the drop off zone. **Please note there is no parking permitted in the drop off zone.**
- The local residents have been very patient with parking and we would ask you to show courtesy and consideration by not parking near their houses.

