



Our Lady's Girls' National School Ballinteer

SCHOOL RULES

1. ***School Timetable:***

School authorities owe a duty of care to pupils who are entrusted to their charge and control. This duty of care exists as long as the pupils are under the control of the authority. The school commences at **8.50a.m.**

No pupil should arrive later than **9.10a.m.**

Lunch hour is from **12.30p.m. – 1p.m.**

Classes end each day at **1.30p.m.** for Infants. **2.30p.m.** for classes 1st – 6th.

Parents who wish to have their children escorted home from school should make arrangements to have them met at the school door not later than **1.30p.m.** for children in Junior and Senior Infants and not later than **2.30p.m.** for children in classes 1st – 6th.

While the school grounds are open to pupils, the school cannot accept responsibility for children arriving before the official opening of the school, or remaining in the school grounds after school.

2. Absences and lateness (i.e. after 9.10a.m.) should be explained by a brief note signed by a parent. Pupils arriving late should sign the 'Late Book' in Reception.
3. Children wishing to leave the school, within the official school hours, must have a note, signed by a parent, stating the time the parent or another adult known to the class teacher will collect the child from the classroom. The parent/adult should sign the 'Leaving Early Book' in Reception.
4. Pupils wishing to stay in at break-times must have a letter each day requesting same and stating the reason why. In the case of an ongoing illness, a letter at the beginning of term is sufficient.
5. The school uniform is;
Dark grey pinafore.
White pointed collar blouse or shirt.
White/Grey/Black socks or tights.
Royal blue v-neck jumper with crest.
Black shoes. Shoes with wedge soles or a high heel are forbidden, in the interest of Health & Safety. Boots are not recommended in the playground.
All pupils are expected to wear the school uniform during school hours.
Tracksuit and runners should only be worn on the days appointed for **Physical Education.** (Jeans, leggings, shorts etc. are not acceptable).
6. All items of clothing should be clearly marked with the child's name.
7. **Nail varnish** is not allowed.
8. In order to prevent the spread of headlice, plait your daughter's hair or tie it up.
9. Pupils should leave the school premises promptly after dismissal or collection at home time. Pupils may not return to classrooms after dismissal time. Pupils should not play or run around in the car park.

10. At lunch-time, glass bottles, cans and chewing gum are forbidden. We recommend that children do not bring sweets, chocolate, fizzy drinks or crisps for lunch.
11. Pupils are allowed to wear a watch and one pair of conventional stud earrings (worn on the lower lobe). Studs in any other body parts are not allowed.
12. Pupils must not enter classrooms before the arrival of the teacher.
13. Pupils are not permitted to leave the classroom without the express permission of a teacher.
14. Pupils are not permitted to bring tippex to school.
15. Pupils are not permitted to bring scissors to school.
16. Pupils selected for school related activities (such as choir and school teams) are expected to display loyalty and commitment.
17. Pupils must be of good behaviour coming to and returning home from school.
18. Respect must be given to the person of the individual at all times.
19. Respect for the property of the individual and of the school must be shown at all times.
20. Railings/rocks are out of bounds when children are playing in the school yard. Freeze when first bell rings, go quietly to line when 2nd bell rings.
21. Classes line up in an orderly fashion when the bell rings in the school yard.
22. Children must stay inside yard boundaries within the official school hours.
23. Cycling in the school yard is strictly forbidden. The school cannot accept responsibility for damage to or loss of bicycles.
24. The use of mobile phones is forbidden while on our school premises.
25. School books should be covered.
26. Homework should be checked and signed nightly by parents. If homework is not done, there should be a brief note of explanation from the parents in the Homework Journal.
27. If medicines have to be taken within school hours, procedures for their administration must be agreed with the Principal/Board of Management in the first instance.
28. For a child to enter our school using crutches, it is essential that the Principal has written confirmation from a doctor or physiotherapist that she is competent in her use of the crutches, both on the corridors or on the stairs.
29. If your daughter has an infectious or contagious condition, please notify the school and take all the necessary precautions to limit the risk to other children in the school.
30. To ensure the safety of all children in our school, please park your car in a parking space before dropping off your child. Parking along the entrance road to the car park is not permitted.
31. While under the supervision of a parent/guardian, children are forbidden to climb up on the rocks/grass banks.
32. If a parent wishes to consult with the class teacher, she is requested to make an appointment by ringing the school secretary or writing to the teacher.
33. To avoid disruption to class teaching, lunches, messages, etc. should be left with the school secretary.
34. Pupils signed up for after school activities must provide a note or direct message from a parent if not attending on a day when they are in attendance at school.
35. **All monies should be paid to the class teacher.** Please write on an envelope your child's name and the amount of money enclosed on the envelope.
36. Arrangements for birthday parties/distribution of invitations must be done outside of school hours.
37. Photocopying should be done by school staff and 6th class pupils only.
38. Printing from computers must be approved and supervised by a teacher.