

BALLYMENA ACADEMY - PUPIL REGULATIONS

Introduction

These regulations are designed to ensure, as far as possible, that:

1. the work of Ballymena Academy proceeds in an orderly and effective manner;
2. the school environment is safe and pleasant for all who work in it;
3. pupils feel secure, and confident of what is expected of them.

Pastoral support is available in the school and any pupils who have a concern about their welfare or safety should report this to a member of staff (e.g. class tutor, pastoral adviser or head of year).

1. Time-keeping

- 1.1 Pupils are expected to arrive at school in good time to use lockers before registration. There should be no loitering at Bus Stops or at the Bus Station.
- 1.2 Pupils who arrive after registration (9.00 a.m. - 9.05 a.m.) should report to the central stairwell. Pupils who are regularly late during the year will be subject to the staged process of Interventions and Escalating Sanctions.
- 1.3 After 9.20 a.m. pupils must report directly to the main office for registration. Pupils failing to register will be marked absent and a letter of explanation required.

2. Entering and Leaving the Building

- 2.1 Pupils are asked not to use the front door during the school day, leaving it free for the use of visitors and staff.
- 2.2 In the interests of safety, pupils coming to or leaving school alone should use the main drive and not the bus path.

3. Pupil Location

- 3.1 **Before classes:** Pupils should not arrive before **8.30 a.m.**, unless this is unavoidable. Any pupil who does, should enter by the front door and wait in the entrance hall until the 8.30 a.m. bell before going to the cloakroom.
Pupils may occupy classrooms under general supervision, unless directed otherwise.
- 3.2 **At Break:** Pupils may go outside, use cloakrooms or period three classrooms under general supervision (but not laboratories, workshops, Art/Home Economics rooms, gyms or Drama/Music Suites - unless a teacher is present).
Pupils should go inside once the warning bell has sounded, collect books from their lockers and move to period 3 classes.
- 3.3 **At Lunch Time:** Packed lunches should be eaten in the Dining Hall or Sixth Form Centre. Rooms are also assigned for quiet recreation, but, if the weather is fine, pupils are encouraged to go outside.
Pupils may normally use these designated rooms and the following areas:
Cloakrooms; boys' entrance area; Home Economics and Technology corridors. Boys are not allowed in the Girls' locker bays and vice versa.
Pupils are not to use any other corridors.
Once the warning bell has sounded, all pupils should collect books from their lockers and move to classes.
- 3.4 **After 3.25 p.m.** It is expected that pupils should leave the school premises by 3.45 p.m. unless participating in supervised activities. General supervision is provided in school until 5.00 p.m. **Pupils involved in games periods or team practices** should not stay out beyond the time of Staff supervision. **After games, pupils should change into regulation uniform before leaving school unless staying for supervised sports activities, after which they may travel home wearing school regulation track suit.** **Pupils who need to wait for late transport**, may use room 19 (girls) or room 20 (boys); they should not wander around the building nor loiter in the cloakroom areas.
- 3.5 **After 5.00 p.m.** Any pupil inside the building waiting to be collected should go to the front entrance hall. Pupils are not to wait elsewhere in the building for lifts after 5.00 p.m., when staff supervision ends.
- 3.6 **Between the hours of 6.00 p.m. and 8.00 a.m. and at weekends.** Pupils are not permitted on any part of the school premises unless attending a staff-supervised school activity.
Areas out of bounds unless permission is given
- 3.7 (a) The school grounds, apart from designated play areas -- playground and, in better weather, pitches on the plateau.
(b) The Sixth Form Centre and the area adjacent to its entrance (Years 8 - 12).
(c) Locker bays (except before registration, during break and lunch times, after school and when collecting and returning P.E. bags).

4. Safety

- 4.1 Pupils should walk on the right hand side of the corridors and staircases. There should be no running.
- 4.2 Queues outside classrooms should be in single file.
- 4.3 Window sills are not to be sat on.
- 4.4 Leaning out of windows is forbidden.
- 4.5 Special activity rooms (e.g. gyms and laboratories) should only be entered when a teacher is present or gives permission.
- 4.6 The railway crossing and the pond area are out of bounds to all pupils.
- 4.7 Cycling by pupils is not permitted within the school grounds.
- 4.8 In the event of a person suffering an injury pupils should seek help from the nearest member of staff or from designated first-aid staff whose names are given on every school noticeboard. If the casualty is unable to walk, he/she should not be moved.
- 4.9 In the event of an emergency requiring evacuation, the instructions provided in each room should be obeyed, with pupils leaving the building via the nearest safe exit and assembling at the appropriate place.

5. Attendance

- 5.1 Absence from school should be explained by a letter from Parent/Guardian. This should be brought on the first day back and given to the Class Tutor, who will provide an absence slip. The slip should be shown to Class Teachers for initialling.
- 5.2 Planned Absence: It is expected that pupils will not absent themselves from school for trivial reasons. However, if a real need arises, a letter should be brought to the Head of Year at least two days before the planned absence (e.g. medical/dental appointments, driving test, interviews at/visits to Universities, attendance at a wedding). Once the absence has been agreed, the Head of Year will give the pupil a permission slip and inform the school office. The pupil should then ensure that his/her subject teachers know in advance.
- 5.3.1 Pupils need specific permission to leave school at any time during the school day (including the lunch break). The Head of Year should be consulted or, failing that, a Vice-Principal or the Principal. (In the case of illness refer to section 6).
- 5.3.2 When leaving school for an appointment during the school day, pupils should sign out at the school office. Pupils should also remember to sign in again at the school office if they return before 3.25 p.m.
- 5.4.1 Pupils unable to take part in games through illness, injury etc. should have a letter of explanation from Parent/Guardian and show this to the teacher in charge for signing. They should then go to a Supervised Study room and give the letter to the supervising teacher. Supervised Study for these pupils will finish at 3.25 p.m.
- 5.4.2 Pupils not participating in games for other reasons (e.g. forgotten kit) should also report to the teacher in charge and then go to a Supervised Study room until 3.25 p.m. Pupils who repeatedly forget their kit will be appropriately disciplined.
- 5.5 Family Holidays: Permission will not be granted for family holidays other than in very exceptional circumstances. (Any request should be made in writing to the Principal.) Absences due to family holidays will be regarded as unauthorised absences and recorded on pupil records.
- 5.6 In the event of a pupil wishing to withdraw from the School, an appointment should be made to discuss the matter with the Principal. Any withdrawal of a pupil should then be confirmed in writing by the Parent/Guardian. Texts and other school property should be returned.

6. Illness during the school day

- 6.1 In the interests of safety, pupils should always follow the instructions of the School Nurse or First-Aid staff.
During class time
- 6.2 Pupils should ask permission from their class teacher before reporting to the School Nurse at the medical room.
- 6.3 Pupils should not enter the medical room without permission from the School Nurse or a member of the First-Aid staff.
- 6.4 Pupils should follow instructions of the School Nurse or First-Aid staff with regard to returning to class, staying in the medical room or going home. They should collect a signed medical slip to show to their class teacher(s). They should not leave the medical room without permission.
Break/lunch times and after school
- 6.5 Pupils should report to the School Nurse (up until 3.45 p.m.) or the First-Aid staff. If incapacitated, pupils should send to the School Nurse or First-Aid staff for assistance.

7. Pupil property

- 7.1 Lockers are provided for all pupils. These should not be left unlocked. Any loss of key or damage to the locker should be reported immediately to the teacher in charge. Under special circumstances, e.g. where there is a reasonable suspicion that the locker may contain stolen property or materials forbidden under school regulations, members of staff reserve the right to search pupils' lockers.
- 7.2 The Owner's name should be written on all books, files, bags and items of clothing - preferably in more than one place.
- 7.3 Pupils are reminded that they are responsible for their money and other valuables at all times. These should not be left in the pockets of coats hanging in the cloakroom. Items are left in lockers at the owner's risk.
- 7.4 Particularly valuable items should not be brought to school unless it is essential to do so. In that event, they should be left in the School Office for safe-keeping.
- 7.5 Mobile Electronic Devices (MEDs), including phones, may only be used before the start of school, break, lunch times, after school or in class where specific permission is given by supervising staff.
- 7.6 Mobile Electronic Devices (MEDs) must not, under any circumstances, be used to take photographs/videos in school without the permission of supervising staff.
- 7.7 During Games, P.E. and co-curricular activities valuables should not be left in the changing room but placed as directed by the supervising Member of Staff.
- 7.8 If Mobile Electronic Devices such as personal music players, phones and games consoles are brought to school they **must be switched off or placed on silent, and not accessible during lessons or when doing internal examinations**. Inappropriate use of such equipment will result in disciplinary action. If such equipment is operated inappropriately it may be confiscated and collected from the School Office at the end of the school day. MEDs are not permitted in external examinations under any circumstances.
- 7.9 In the interests of safety, pupils are not permitted to use mobile phones, personal music players or games consoles when moving between classes, in busy corridors and on stairs.
- 7.10 During study time, where permission is given by supervising staff, pupils may listen to music, provided it cannot be heard by others. Devices must not be used for non-study related activities, e.g. gaming or communication.
- 7.11 Pupils should report loss of property to staff immediately.
- 7.12 Where pupils have a pastoral concern during the course of the school day, they should, in the first instance, report this to a member of staff.
- 7.13 All pupils are expected to treat others with courtesy and respect, therefore inappropriate use of mobile technology towards other individuals, whilst in school or on the way to or from school, will be subject to disciplinary action.

8. Biometric System

- 8.1 Pupils should only use the system to purchase food for themselves in the Dining Hall / Sixth Form Centre.
- 8.2 Use of other pupils' pin codes is strictly forbidden.
- 8.3 Pupils should ensure that they have sufficient money on their system account before attempting to purchase food in the Dining Hall / Sixth Form Centre.
- 8.4 Pupils exceeding the limit on their account will have their name taken by the till operator and this will be passed to the Head of Year.
- 8.5 Pupils exceeding the limit on the account must place funds in their account before attempting to make further purchases.
- 8.6 Pupils exceeding the limit on their account, on more than one occasion, will be reported to their Head of Year and parents informed. Disciplinary action will be taken on the 3rd and subsequent occasions.

9. Care of the school environment

- 9.1 Liquid white erasers should not be brought to school.
- 9.2 Chewing of gum is banned.
- 9.3 In the event of food or drink being spilled, pupils should report the matter to the duty teacher or the School Office in order that the spillage may be cleaned up.
- 9.4 All lunches should be eaten in the Dining Hall or Sixth Form Centre.

10. Behaviour

- 10.1 The Pupil Code of Conduct details expected behaviour and, as such, is an important component of Pupil Regulations.
- 10.2 Disciplinary sanctions will be employed in respect of pupils who are reported for misbehaviour in school, on the way to or from school, or during participation in Academy out-of-school activities.

The school reserves the right to employ the following disciplinary sanctions in response to breach of the Pupil Regulations and/or Code of Conduct:- verbal admonition, written imposition, lunch-time/after-school detention(s) (which will normally include completion of appropriate tasks), withdrawal from class, suspension and expulsion.

Regulations are kept under continual review and are therefore subject to change in order to ensure the welfare of all. It is expected that pupils will exercise goodwill in the interpretation of these regulations.

June, 2017.

Positive Behaviour Procedures: Interventions and Escalating Sanctions for Curricular and Behavioural Issues

Positive discipline is a fundamental condition for the effective realisation of the school aims and objectives. All pupils are guided and encouraged to take responsibility for their own learning and behaviour at all times. Each should act with respect towards others, the school property and in accordance with the pupil regulations. If needed, staff will address areas of concern with you, seeking to guide and ensure that such issues do not arise again.

Concerns which are most likely to arise will fall into the following categories:

- Being unprepared for class e.g. not having your books, bag, necessary equipment
- Not having homework or coursework completed or handed in by a given deadline
- Behaviour which presents a concern, a nuisance or danger to others
- Uniform being worn incorrectly or appearance being untidy
- Lateness to class

Staff will follow a staged process as follows:

Stage 1: a verbal warning

Stage 2: a sanction given such as break/lunch detention or written work.

Stage 3: a sanction given such as break/lunch detention, written work, departmental sanction or 6th form sanction (if applicable). The HoD and parent will be informed in writing.

Stage 4: an after school detention will be issued by the HoD/HoY and parent will be informed in writing.

Stages 5 to 8: These formal processes will involve senior staff, in consultation with parents and where appropriate outside agencies. Sanctions such as after school detention, withdrawal of privileges, suspension or expulsion may apply at these later stages.

The school reserves the right to progress a pupil to any stage of the process if the concern is deemed to be significant enough to warrant such an action.