

College Rules for Students

The College is committed to providing a positive, well-ordered and safe environment in which effective learning and teaching can take place.

As representatives of Our Lady and St Patrick's College, students are expected to show respect and behave responsibly at all times, both in the College and in the wider community. They should avoid saying or doing anything which may bring the College into disrepute. All students must adhere to the College Code of Conduct for both the classroom and the corridors.

1. Students must wear the full uniform in the College, going to and from the College and at all College functions and representative events, unless otherwise permitted by the Principal. Students must adhere to the College regulations regarding their personal appearance as stated in the Uniform rules.
2. Students must be well behaved while going to and from the College. Any behaviour, even outside school hours, which would bring discredit on the College will be treated very seriously.
3. When travelling on school buses students are required to remain seated, wear a seatbelt (if available) and take direction from Prefects.
4. Students returning home after extra-curricular sporting activities are permitted to wear full uniform or the College PE Uniform.
5. Students who are selected to represent the College in extra-curricular sport must wear the full College PE Uniform. Students who do not adhere to the above will not be permitted to represent the College.
6. Students must obey the instructions of staff (both teaching and support staff) at all times and Prefects when they are carrying out their duties.
7. Students are required to arrive at the College at or before 9.20am for Registration. Students must enter the College via the Students Entrance beside Languages.
8. Students who arrive after Registration must firstly report to the Students Office, sign in, and report to the Head of Year immediately.
9. Students are forbidden to leave the College grounds for any reason between the time they arrive on the school bus/by car and the end of the school day (3.35pm).
10. Students who need to leave the College during the school day should report to their Head of Year/Head of School at 9.20am with a note from a parent/guardian. They should then sign out in the Early Departure Book outside the Students Office before leaving the College.
11. Students must attend all classes or study periods as set out in their timetable.
12. Students are forbidden to enter a classroom without a teacher's permission. They must line up in single file in the corridor.
13. Students must only use the designated toilets for their year group. Students may visit the toilets only during Break and Lunchtime or before Registration. Permission from a teacher is required at other times. Students are forbidden to loiter in the toilets.
14. Students who are sick must report to the Library immediately. If necessary, the College will make contact with parents. Students should not make contact with parents prior to reporting to the Library. Students who need to take medication in the course of the school day should report to the Medical Room.
15. Students who are absent for any reason must, on their return to the College, give their Tutor a written explanation from their parent/guardian. If the absence lasts for three days or more the parent/guardian must inform the Students Office by telephone. The letter of explanation is still required even when a telephone call has been made to the College.
16. Illegal Drugs/Solvents/Alcohol: In accordance with the College Drugs Policy students are forbidden to be in possession of or to have used or consumed illegal drugs, solvents or alcohol either in the College or travelling to and from the College and at any College-related function. Any infringements of these rules are regarded as serious and will result in disciplinary action and possibly expulsion.
17. Students are forbidden to bring to the College any item that is not required for their work in the College. In particular, they are forbidden to have in their possession the following items:
 - a. knives
 - b. cigarettes, tobacco, nicotine containing products (e-cigarettes), alcohol, illegal substances
 - c. matches or lighters
 - d. laser pens
 - e. chewing gum

- f. computer games
 - g. make-up, nail polish
 - h. whistles
18. It is the responsibility of a student who misses class for any reason, e.g. music lesson, sport, to find out what work he/she has missed and to catch up both on classwork and homework.
 19. College IT facilities must only be used in line with the College eSafety and Digital Technology Policy including Acceptable Use of Digital Technology - Students.
 20. Students are required to adhere to all JCQ guidelines for examinations, coursework and controlled assessments. In particular, all students in Years 8-14 should not copy work or make their work available for copying to other students.
 21. Mobile phones must not be switched on at any time during the school day with the exception of Year 13/14 in the Common Room. Students are forbidden to take photographs or recordings with their mobile devices, except for educational purposes with the permission of a teacher. Students are forbidden to contact parents by means of their mobile phones during the school day.
 22. Students are not permitted to be in the College outside school hours (8.30am-3.35pm) unless supervised by a member of staff. Students who have received permission to remain on College grounds outside school hours are forbidden to leave the College grounds until they are ready to return home.
 23. It is the duty of a student to inform the Students Office immediately of any change of address or telephone number. This should take the form of a letter from a parent/guardian.
 24. Students who vandalise College property or the property of staff or other students may have to pay restitution in addition to any other sanction applied. Any accidental damage to College property must be reported immediately to a member of staff.
 25. Textbooks are the property of the College. They must be kept in good condition and returned to the College when requested.
 26. In the Dining Hall, students are expected to line up in single file and cooperate with/show respect to all supervisory staff. Students are responsible for clearing their table at the end of every break/lunch.
 27. Students are forbidden to buy any item from each other or sell any item to each other while in school, on the school bus or at the bus stop unless permitted to do so by a teacher.
 28. Students who wish to drive cars or ride bicycles or motorbikes to the College must apply for permission using the appropriate form obtainable from the Students Office. Students must observe all rules stated in the Application to Bring a Car to the College. Students who park on College grounds do so at their own risk. The College accepts no responsibility for loss or damage to vehicles parked on College grounds.
 29. Students must put all litter into the bins provided.
 30. Schoolbags, books, PE kit, etc. should not be left on the floor in corridors. Students must use the designated bag store for their year group and ensure that their bag is placed securely on the shelves provided.
 31. Students must have their names inscribed on the following items:
 - a) all books and stationery
 - b) all items of clothing
 - c) PE kit
 - d) calculators and pencil cases
 - e) schoolbags
 - f) USB pens

Valuable items should not be brought to school. The College does not assume any responsibility for loss of or damage to students' personal belongings.
 32. Ball games may be played only in the designated areas (3G pitch, basketball court, table tennis). Students must follow Rules for 3G Pitch and correct footwear must be worn at all times. Students must only enter the 3G pitch area when a supervising member of staff is present.
 33. Students may not use the name of the College for functions unless they have obtained permission from the Principal.

These rules are subject to amendment by the Principal. In all cases, the Principal reserves the right to apply what she considers to be the most appropriate sanctions in relation to any incident/behaviour which is deemed unacceptable.