

SCHOOL INFORMATION FOR PARENTS & STUDENTS

1. The school day commences each morning with **Registration** at 9:00am and finishes at 3:25pm (students should be on school premises by 8:55am).
2. Mass is celebrated in the school chapel at 8:40am on selected Friday mornings for students who wish to attend.
3. In the event of a student being absent from school, **parents should notify the school by phone immediately** and follow this up with a note to the Form Teacher on the student's return to school. Alternatively email the school on info@stpatricks.armagh.ni.sch.uk.
4. A student may only leave the school during the day with an authorised Release Form, following a written request from his parents. Alternatively email the school on info@stpatricks.armagh.ni.sch.uk Students in Years 8-12 must be signed out by a parent/guardian.
5. Parents are asked to avoid making dental, medical or other appointments for students during school hours if possible. The school calendar is made available to parents each August and this can be used to ensure that term-time dates are avoided when planning family outings or holidays.
6. Students who travel to school by bus are expected to disembark only at the approved nearest bus-stop to the school and to go directly to the school.
7. Students who travel by bus should board only at the approved bus-stops nearest the school. **(Only those with no alternative should board buses or disembark from buses at the Ulsterbus depot in Armagh.)**
8. Students are encouraged to take part in the extra-curricular activities provided outside class time. Students will be expected to represent the school in various activities, if selected, and should keep their parents informed about these activities. We deeply appreciate the co-operation of parents in the extra-curricular life of the school - especially with regards to transport for evening and weekend events.
9. Students in Years 8 - 14 are expected to wear the full school uniform in school at all times: school blazer, school tie, white shirt, black trousers, black formal shoes and official school outdoor coat. (Sports shoes are not acceptable.) No other items of clothing are to be worn with the school uniform.
10. Hoodies, quarter-zips, sportswear, denim clothing, leather jackets and earrings must not be worn in, or to and from school. Non-SPGS related badges or slogans are not allowed on clothing, books or schoolbags. Blazers are compulsory- both in school and on the journey to and from school. Hairstyles should be simple and of a natural colour. Students must be clean shaven. School shoes must be black in colour. No trainers or canvas style shoes are permitted. If students wear an additional jumper or coat during cold weather these should be taken off upon entry to the school and stored in schoolbags or kept by Form Teacher until PM registration. The school acknowledges that these regulations are in line with the expressed wishes of parents.

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11. Students must accept responsibility for any school textbooks and stationery provided to them and for their own property, including schoolbags, jackets/coats and sports/PE gear and equipment.
12. Textbooks are the property of the school and must be looked after carefully and returned in good condition to subject teachers at the end of each school year.
13. Smoking (and use of e-cigarettes) is discouraged among all students. It is forbidden for **all** students on school premises and, for **all** students, on the way to and from school.
14. The possession and use of alcohol or drugs by students will be treated as a most serious offence and will be dealt with accordingly. (The school's policy on drugs is available to parents on request).
15. Students are expected to treat school property and the general fabric of the school building with respect. (The writing of graffiti on school property is treated as a serious offence.)
16. Damage by students to school property must be paid for.
17. As chewing gum is seen as a significant cause of damage to school property, students are asked to refrain from chewing gum on school premises.
18. **As the use of mobile phones by students during the school day is not permitted, students should not bring mobile phones to school. If brought into school mobiles should be switched off on arrival into school and not switched on until leaving the premises. Students who need to contact home in an emergency only are advised to do so through the school reception.**
19. As a sanction for breach of school rules and code of conduct, students may be asked, at the discretion of a Form Teacher/Year Head, to do Detention (weekly detention sessions are timetabled for Thursdays, 3:25pm – 4:30pm, and parents will be informed, in advance, of their sons' detention).
20. Students can be suspended or excluded for many serious offences including: disrespect to or lack of co-operation with ANY school employees, fighting/bullying, stealing and vandalism.
21. Punctuality is an important element of self-discipline and is essential to good time management. This applies at the start of the school day and at the start of each class.
22. In the event of late arrival in the morning, always follow the procedures laid down for your Year Group. Students are required to be at their Registration Room no later than 9:00am. Students should aim to arrive in school even earlier, however, so as to allow enough time for the ever-increasing levels of traffic around the town. If a student has an acceptable reason for being late for school, parents are asked to provide him with a short note of explanation.

Many thanks for your support in these matters.