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**SCHOOL RULES  
AND  
CODE OF BEHAVIOUR  
RULES OF RESIDENCE**

**SCHOOL YEAR 2017/2018**

# **SCHOOL and EXTRA CURRICULAR ACTIVITIES' RULES**

## **Incorporating Code of Behaviour and Rules of Residence**

### **Mission Statement**

Faithful to the Last Will and Testament of Andrew Wilson in 1724, Wilson's Hospital School maintains a distinctive Church of Ireland ethos, fostering Christian practice and teaching, promoting dignity and respect for the individual and constantly committed to the provision of a caring family atmosphere in which education can flourish.

Wilson's Hospital School seeks to provide an education that is academic, practical, physical, moral and spiritual. In pursuit of these goals the School provides a range of academic and practical subjects. An atmosphere conducive to study is provided, with an insistence on the highest standards of effort. A wide-ranging sports programme is available.

A Chaplain celebrates service in accordance with the rites of the Church of Ireland. An ethos of Christian care for, and between, all, is cultivated.

The following guidelines of behaviour, though not exhaustive, are laid down to help in fulfilling these aims. Guidelines of behaviour apply to both day students and boarders. All students must attend morning assembly 8.50 am.

## **GENERAL RULES**

### **BULLYING**

The School follows an active policy on the elimination of bullying, intimidation and violent conduct of any sort. Students **should** make known any incident of which they become aware, to a member of staff. All members of the school community have a duty of care to watch for any such happenings and must communicate such to a member of Staff. It is not acceptable for a student to be intimidated in any way, this includes name-calling, cyber bullying or any other form of harassment. Offenders will be severely dealt with and may be expelled.

### **SANCTIONS**

Rules must be strictly observed and their breaking will result in the imposition of sanction. Failure to cooperate with sanctions imposed will be treated as a serious offence. Sanctions include the making of restitution, penalty sheets, special duties, the withdrawal of privileges, detention, report-sheets, fines, written warnings, partial or full suspension, or withdrawal of residency, suspension and expulsion. Such penalty may be imposed by individual Staff Members, and by the Year Head, Duty Staff, Deputy-Principal, Warden, the School Management Board, and Board of Governors.

## **GOOD MANNERS AND BEHAVIOUR**

1. Good manners and good behaviour are required at all times. Students must cooperate with those in authority. The School encourages all students to have a positive attitude to life and study so that self-discipline is promoted. Students must show respect for themselves and for all other people in the school, other students, all members of staff and visitors to the school.

## **UNIFORM AND APPEARANCE**

- 2 (a) School Blazer must be worn to Chapel Services and official school occasions such as Prize-Giving or other special school events. Girls must wear skirts on these occasions.
  - (b) Outer rain-wear consists of a navy waterproof coat, as issued by the school.
  - (c) School Uniform, or School Track-Suit, as issued by the School, and as directed by teacher, or coach, must be worn to all sports fixtures and trips. School uniform, in a neat and tidy form, must be worn to class and throughout the school day. Shoes must be polishable and black. Sanctions will occur for repeat offenders.
  - (d) Hairstyles must be to the satisfaction of the Year Head and Principal/Deputy Principal.
  - (e) The wearing of facial studs and rings is forbidden. **A single pair** of stud-type earrings may be worn as appropriate, one in each ear.
  - (f) Jewellery must be to the satisfaction of the relevant Staff and Principal/Deputy Principal. Body piercings and decorations are not permitted (e.g., tattoos).
  - (g) Skirts, when worn, must be knee-length.

## **LANGUAGE**

3. (a) English and/or Irish are the only permitted languages of communication for school activities.
  - (b) The use of foul and/or abusive language will not be tolerated.

## **SCHOOL HOURS**

- 4 (a) ***Punctuality:*** Strict punctuality is required of all. (See *Appendix 2*).
  - (b) ***Absence:*** Those absent must present the form to School Office (available on homework journal), on return to school signed by parent/guardian.

## **STUDY**

5. (a) Students must spend their study classes in the Study Area, or where directed by the person in charge.
- (b) Students must sit where directed and have their journals filled in and in their possession. Journals must be available for inspection regularly, as directed.
- (c) Only prep instructions should appear in Journals and must be available for inspection.
- (d) Conversation is prohibited between students except as approved by Supervisor.
- (e) Cameras, or other image playing, or sound-recording devices, are not permitted, except as directed by Staff.
- (f) Students may use authorised audio devices with the approval of the Principal/Deputy Principal.

## **CLASSROOMS**

6. Classrooms must be kept neat and tidy. Students must follow the seating plan of their teacher.

## **OUT OF BOUNDS and RESTRICTED AREAS**

7. (a) For safety and privacy certain areas are out-of-bounds. (See *Appendix 3*).
- (b) Showers, toilets, and changing rooms, and their approaches are out of bounds to students of the opposite gender.
- (c) Residential facilities at the dormitories are available to boarders only. Non-residential facilities comprise the Preston Building, and other facilities used under supervision as part of the daily School Programme. Day Boarders are not allowed in the dormitories.

## **HEALTH and HYGIENE**

8. (a) Boys must be clean shaven at all times.
- (b) All students must present themselves clean and tidy for class.

## **SMOKING, DRINKING and OTHER SUBSTANCES**

9. (a) The possession, procurement, storage or supply of any substance, legal or illegal is prohibited. The school reserves the right to undertake searches of school property at any time in the presence of the relevant student(s)
- (b) The school reserves the right to insist on an appropriate test if abuse of any substance is suspected.
- (c) The possession of alcohol is forbidden. The breaking of this rule will lead to suspension or expulsion. The possession of alcohol, being in the company of another consuming alcohol, or being out-of-bounds in order to consume alcohol, will be similarly punished.

- (d) Smoking is not permitted by Statute. A student found smoking, or in the possession of tobacco products, lighters and/or matches, or in the company of another smoking, or out-of-bounds for the purpose of smoking, or there being other evidence to indicate association with tobacco products, will be severely dealt with. Electronic cigarettes and refills are prohibited and will be permanently confiscated.
- (e) Students on school outings and/or tours, in Ireland or abroad, may not enter public houses, off-licences, duty-free areas or retail premises to purchase alcohol, tobacco products, or other mood altering substances. Students may not request others to purchase or in any way obtain from others such products.
- (f) The misuse of any legal substance is prohibited.

### **THEFT AND VANDALISM**

- 10. (a) Stealing is an offence and searches of their property as appropriate, in the presence of the relevant student(s) will be undertaken to identify offenders.
- (b) Damage, defacement, or graffiti to fittings, furniture, books, grounds or any school property or buildings, is an offence.

### **BOOK LENDING SCHEME**

- 11. The rules of this Scheme must be obeyed at all times. Books damaged, or defaced, will be charged at replacement value. Books not returned will also be so charged.

### **PERSONAL RELATIONSHIPS**

- 12. Inappropriate behaviour, as determined by the Principal/Deputy Principal, in personal relationships by students is not permitted.

### **TIDINESS**

- 13. (a) Littering is not permitted.
- (b) Lockers must be kept neat, tidy and locked at all times. Lockers may be withdrawn from those who do not keep them in order.
- (c) Food may only be consumed in designated areas.
- (d) Possession and/or use of chewing gum is prohibited.

### **FIRE PRECAUTIONS**

- 14. Fire Notices, fire extinguishers, fire escape doors and corridors, smoke detectors, emergency lighting and break-glass units, are to save life. To interfere with them in any way is an offence. When fire alarm sounds, all students must immediately go to their designated Assembly point and **remain there until the all-clear is given.**

## **NOTICE BOARDS**

15. Items may only be posted with the permission of a member of staff.

## **OFFENSIVE INSTRUMENTS**

16. In the interests of safety, offensive weapons are forbidden. Knives or sharps must be kept under the control of authorised personnel.

## **LIBRARY**

17. (a) A working atmosphere must be observed in the Library. Books may be borrowed, in accordance with Library regulations. Lost or damaged books must be replaced by those responsible for the loss or damage.

(b) In all study rooms the rule of silence applies.

## **STUDENTS**

18. Day students not engaged in the school programme may not remain on the school premises after classes end. If awaiting transport they may wait in the designated waiting area.

## **LOCKERS**

19. All books must be kept in the designated lockers provided. Books left elsewhere may be confiscated. Students may only access their own locker.

## **MOTOR VEHICLES**

20. (a) Students may request permission to bring motor vehicles onto premises, by submitting the appropriate form to the Principal/Deputy Principal. They must comply with school regulations regarding identification and surrender of keys and locking of vehicles. Failure to comply will mean loss of concession.

(b) Students who bring vehicles must park where directed. It is not permitted to transport other students on school property, except with written consent of parental/guardian of both parties.

(b) The school's traffic regulations regarding speed limits and direction must be followed.

(d) In the event of the school becoming aware of any illegal activities with any vehicle, while on school grounds, permission to park will be withdrawn.

## **BRINGING THE SCHOOL INTO DISREPUTE**

21. Students are expected to uphold the reputation of the school at all times.

## **SCHOOL EXAMINATIONS**

22. (a) Students must sit where directed.
- (b) Notes or texts may not be brought into the examination centre, unless approval is given by the Supervisor.
- (c) Each student must have all examination requirements. Borrowing is not allowed.
- (d) Communicating, or attempting to communicate, with another student, is a serious offence, and may result in the cancellation of the paper concerned.
- (e) Copying will result in the cancellation of the paper concerned.
- (f) Students may not leave an examination centre earlier than the time of the termination of the examination.
- (g) Students not taking an examination must study in the examination centre.
- (h) Only approved electronic devices may be brought into examinations. Mobile 'Phones are not allowed in examination centre. Cancellation of the examination may be imposed.

## **STATE EXAMINATIONS**

23. (a) Candidates must wear school uniform to examinations.
- (b) Those who leave examination early must report to study room.
- (c) Candidates are encouraged to stay for duration of examination.
- (d) All candidates must possess the proper requirements for each examination.
- (e) Specific rules, as issued from time to time, must be adhered to in all details.

## **MOBILE PHONES AND OTHER MOBILE COMMUNICATION DEVICES OR INFORMATION DISPLAY ITEMS**

24. (a) Mobile phones or other devices may not be switched on in Class, Morning Assembly, Study Area, or other designated area.
- (b) Usage of all devices must comply with the AUP.
- (c) Such devices may only be used at recreational times. Failure to comply will lead to confiscation and other penalties.
- (d) Students may not wear audio devices (ear phones) to, or in Preston Building, or to Assembly.
- (e) Students may not use audio, visual or other communicating or recording devices without permission of staff in any educational setting.

## **SPORT'S BUILDING**

25. All Weafer Hall rules, as displayed, must be obeyed.

## **INFORMATION TECHNOLOGY (I.T.)**

26. All I.T. equipment must only be used in strict accordance with directions and permissions given. Students must act in accordance with I.T. policies.

## **DETENTION**

27. Detention takes place on days and times designated by the Principal/Deputy Principal. Failure to report for detention will result in further sanction of Wednesday detention from 2.00 pm to 4.00 pm.

## **SUSPENSION AND EXPULSION**

28. If a student is to be suspended it will be administered in accordance with the School's Policy on Suspension. Similarly if a student is to be expelled it will be administered under the School's Policy on Expulsion.



## APPENDICES

### Appendix 1

#### School Uniform

##### BOYS

Blue Shirt, School Tie, Grey Trousers,  
Grey School Pullover with Crest  
Blazer with Crest  
School Track Suit  
School Rainwear Jacket  
Polishable black shoes  
Grey Socks

##### GIRLS

Blue Shirt, School Tie, Tartan Skirt  
Grey School Pullover with Crest,  
Black Trousers (not jeans or leggings,  
but must be free of all decorations),  
May be substituted for the Tartan Skirt.  
Blazer with Crest  
School Track Suit  
School Rainwear Jacket  
Black Tights (min 60 denier) or grey knee-  
high socks  
Polishable black non high-heel shoes

Pullovers must be worn between 1<sup>st</sup> October and 1<sup>st</sup> April. Ties must be knotted properly, shirts buttoned, shoes polished, skirts at least knee length.

Boarders are required to have an individual laundry bag and should label all items of clothing.

### Appendix 2

#### School Hours Monday to Friday

8.50 am	Morning Assembly
9.00 am	Classes Begin (Bell)
11.00 am	Break
11.15 am	Classes Resume
1.15 pm	Lunch
2.00 pm	Classes Resume
4.00 pm	Classes end (Mondays, Tuesdays, Thursdays & Fridays)
1.15 pm	Classes end (Wednesdays)

### Appendix 3

(A) Out-of-Bounds – All restricted areas.

Non-boarding students may not enter dormitories: In the event that such person does enter, serious penalties will occur. The following areas are out-of-bounds:

The rear of the Weafer Hall  
All Roof Areas  
Fire Escapes (except during fire alarms).  
Kitchen and Domestic Staff Rooms  
Duty Room  
Camera Room  
Staff Room and Staff Recreation Room and Offices  
Boiler Rooms and Pump Houses  
Back Avenue (except for athletic training, which may not be longer than 30 minutes, checking in and out and in training clothes, or for access to Archery Range or Activities Centre)  
Kitchen Yard  
Warden's House and Garden  
Woods (unless directed by Teacher)  
All Sports Pitches, unless engaged in, or spectating at, sport  
All outside areas during hours of darkness except area between flower bed and boys' Dormitory  
The area to the rear of Preston and Wilson's after Second Prep  
All School Offices unless invited to enter  
The Swimming Pool, unless under direct supervision  
The Gate Lodge  
The Maintenance Yard  
Any other area as advised from time to time

(B) The following areas have limited access, exclusively to the Groups indicated:

Boarding Locker rooms	(Boarders only-as designated)
The Prefects' Room	(Prefects only)
Girls' Changing Room	(Day Girls only)
Day Students' Locker Rooms	(Day Students only)
Dormitories	(Boarders only – as appropriate)
Stairway in Wilson Building	(Girls only)
Central Courtyard	(Girls only)
Designated Boys' changing rooms	Designated boys only

(C) The following areas are the only areas accessible to students availing only of the Academic and General School Programme:

Preston building and other facilities used under supervision as part of the daily School Programme. All other areas are out of bounds.

#### Appendix 4

Access to book lockers is at the following times only:

8.00 am - 8.45 am  
11.00 am - 11.15 am  
1.15pm - 2.00 pm

Monday, Tuesday Thursday & Friday	4.00 pm – 4.20 pm
Wednesday	1.15 pm – 1.30 pm
Juniors	8.45 pm – 9.05 pm
Seniors	10.00 pm – 10.20 pm

## **RULES OF RESIDENCE**

The following rules apply exclusively to boarders and day students using residential facilities. They should be read in conjunction with the school rules. In particular, additional attention should be given to the following School Rules, as they equally apply to Residency.

### General Rules - Bullying

- 1 Good Manners and Behaviour
- 3 Language
- 7 Out of Bounds and Restricted Areas
- 8 Health and Hygiene
- 9 Smoking, Drinking and Other Substances
- 10 Theft and Vandalism
- 12 Personal Relationships
- 14 Fire Precautions
- 15 Notice Boards
- 16 Offensive Instruments
- 19 Lockers
- 20 Motor Vehicles
- 21 Bringing the School into Disrepute
- 25 Sports Building
- 27 Detention

These rules, and the general requirement to be of good behaviour, will lead to sanctions in the event of a breach thereof.

### **1. Uniform and Appearance**

Appropriate non-Uniform items may be worn at weekends and after class time during the week. Such items must be clean and free of unacceptable slogans. Un-conventional and extravagant clothing is not permitted.

### **2. School Hours**

- (a) Chapel attendance on Sunday evening is compulsory. Those who wish to attend Mass in Multyfarnham Church or Friary on Saturday night/Sunday morning, may do so by arrangement.
- (b) Students may go home at weekends from 4 pm. on Friday. Students must return between 6 pm and 8.30 pm on Sunday evening. Check-out at the time of departure is essential for all students. A student may visit the home of another student at weekends, provided that permission has been given by the parent/guardian of the visiting student and the parent/guardian of the student extending the invitation, and provided that such permissions are received in written form by 6.00 pm on the Thursday of the week concerned. Students who go out at weekends may not return to the school during the weekend. On Bank Holiday weekends, students may not come back before the Monday evening at 6 pm.

- (c) Students may not visit public houses on their way back to the school, nor may they visit any such after checking-out, unless accompanied by parents/guardians. The school reserves the right to refuse to accept a student who returns, having recently consumed alcohol, or who is under the influence of any substance.
- (d) Students who stay at weekends must partake in the activities provided.

### **3. Study and Prep**

- (a) Students must bring all books required.
- (b) Rooms must be tidied before prep. is dismissed. Furniture must be put in order as directed by Staff.
- (c) Mobile phones or other devices must not be switched on in Prep. or in Chapel.
- (d) Non-prescription audio devices may not be worn to prep.
- (e) Use of Library and Computer Room resources for research during prep. is allowed, only in accordance with the Library Regulations, as displayed from time to time.

### **4. Health and Hygiene**

Students who not classified as overseas students and who are unable to resume class after 48 hours of illness should be taken home by parents/guardians unless Matron advises to the contrary.

### **5. Meals**

- (a) Students must attend all meals unless excused through illness.
- (b) All students must fill in the meal forms provided, to facilitate weekend catering.
- (c) Cutlery and crockery must not be removed from the dining-room.
- (d) Food and drink may not be removed from the dining-room
- (e) Students must sit where directed by the duty-persons.
- (f) Orderly queues should be formed at all meal times and queue-jumping is an offence. At lunch time the order of entry is Years 4, 1, 6, 5, 3, 2.
- (g) Food or drink must not be consumed in the classrooms, chapel, computer room or library. Tuck must be left only in the lockers provided. Lockers must be cleaned regularly and emptied at the end of each term.
- (h) The Catering and Matron's areas may only be accessed via the Link Corridor, during the day. In the evening and at weekends, access may be from Common Room Corridor at the discretion of the Matron on duty.

### **6. Pocket Money**

All monies must be banked with Housepersons and (monies will be distributed at Houseperson's discretion).

## **7. Dormitories**

- a) Dormitories must be kept neat and tidy. Beds must be made before breakfast. Posters may only be displayed on perspex sheeting and with the prior permission of the Houseperson.
- b) Hair-dryers and electrical razors may be operated at appropriate times. All other electrical appliances are forbidden, including kettles and blankets.
- c) All students must be present for dormitory inspections.
- d) Battery-operated personal audio equipment only may be used in dorms and only until lights out. No other types are allowed. DVD Players, Portable TVs and image and sound recording, or playing devices, are prohibited. Mobile phones must be registered with Housepersons and must be left in lockers each evening before going to bed at night. Students are only permitted to possess one mobile phone. It is an offence to possess any additional mobile phone. Chargers may not be left plugged in. Chargers that are left plugged in, in dorms will be confiscated.
- e) A boy may not enter girls' dormitories and a girl may not enter boys' dormitories at any time. A student who breaks this rule will be removed from the boarding establishment, under Section 10 below.
- f) Students may be refused access to dormitories at notified times.
- g) Food or drink must not be consumed or kept in the dormitories.
- h) A student may only enter a dorm, other than their own, with the Houseperson's permission.

## **8. Matron's Surgery**

Except in an emergency, students may attend the surgery at specified times (listed below) only:

SURGERY TIMES:	7.30 am - 8.45 am
	11.00 am - 11.15 am
	1.15 pm - 1.55 pm
	After class daily, until 5.30 pm
	6.00 pm -6.30 pm / 6.40 pm
	8.30 pm – 9.30 pm
	10.00 pm – 10.30 pm

During the school day, students enter via the new glass corridor. Outside of school time they enter via the Prep/Common Room corridor.

Medicines, prescription or otherwise, must be kept by Matron and dispensed by her.

## **9. Residential Sports Facilities**

This Rule applies to boarders and day students availing of residential sports facilities.

- (a) **Swimming Pool:** The Swimming Pool may only be used under supervision. Horse-play is a serious offence. Diving from the pump-house is not allowed. Throwing items, including stones, into the Pool is a serious offence.
- (b) **Climbing Tower:** The Climbing Tower may only be used under the direction of the Staff Instructor. All safety instructions must be strictly adhered to or use of the facility will be withdrawn. It is not permitted to enter the Climbing Tower enclosure unless in the presence of the Staff Instructor.
- (c) **All-Weather Grassed Pitches:** The all-weather Soccer and Rugby pitches may only be used under the instruction of the relevant Coach or Staff member.
- (d) **Outside Sports Facilities:** Students using outside sports facilities, including Canoeing at Rivers or Lakes, Woodland Adventure or other external facilities, may only do so in accordance with the instruction of the relevant Coach and with the necessary safety equipment in place where relevant.
- (e) **Sports' Adventure Area:** The Sports' Adventure area on the Back Drive may only be used by those approved for particular activities and in the presence of a Sport's Coach.

**10. Overseas Students** Passports must be handed over to the designated Liaison Staff Member, or a member of duty staff acting on his/her behalf.

## **11. Visitors**

- (a) Students who wish to be taken out by parents during the week must supply prior written permission to the Warden.
- (b) Students will not be permitted to leave school before the end of term, except at weekends, or before the start of half-term, without a written request/email from parents. Individual Security Codes provided, must be included in all written requests. Telephone requests are not a valid substitute. Students are not permitted to go to other students' homes during the week.

## **12. Motor Vehicles**

**Students who bring motor vehicles must surrender keys to their Houseperson. The vehicle concerned may not be used during the week. It must be parked where directed.**

## **13. Removal of Boarding Facilities.**

A student who proves unsuited to boarding by reason of his/her behaviour, or any other reason, may have the facility suspended or removed. The suspension of residency will be dealt with under the School's Residency Suspension Policy. The removal of residency will be dealt with under the School's Removal of Residency Policy.

A boarder who has had residency suspended or removed will be permitted to attend the School as a day student while residing with a parent/guardian at the parent's/guardian's residence, subject to the misbehaviour in residency not being such that it would impact adversely on expected behaviour as a day student. In the event of an adverse impact being likely to arise in the day school, the case may be referred for consideration under School Rule 28.

## APPENDICES

(Boarders only)

### Appendix 1

(A)	<u>School Hours</u>	-	<u>Monday to Friday</u>
	7.15 am		Morning Call. Wash, Dress, Make Beds. (Showers will be available from 7.00 am)
	8.00 am		Breakfast
	8.30 am		Uniform and Dormitory Inspection
	4.00-4.15 pm		Dorms open
	4.15 pm		Games Begin
	5.30 pm		Games End
	5.30 pm		Dinner
	6.15 pm		Dinner Ends
	6.30 pm		Senior Prep Begins
	6.45 pm		Junior Prep. Begins
	8.30 pm		Senior Prep Ends
	8.45 pm		Prep. Ends for Juniors (Years 1, 2, and 3)
	9.00 pm		Prep. Resumes for Seniors
	9.30 pm		Junior Bedtime
	9.40 pm		Junior Lights-Out
	10.00 pm		Senior Prep. Ends
	10.30 pm		Senior Bedtime
	11.00 pm		Lights Out

(B) On Fridays, there is no second Prep for Seniors

(C) Weekends: Morning Bell is at 8.30 am. Breakfast 9.30 am Lunch 1.30 pm. Sunday Dinner is at 1.00 pm. and Tea at 5.45 pm

### Appendix 2

Access to Book Lockers available at the following times for boarders only:

8.00 am-	8.45 am
4.00 pm –	4.30 pm
6.00 pm-	6.45 pm
8.30 pm-	9.15 pm
10.00 pm-	10.30 pm