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SCHOOL RULES and CODE OF BEHAVIOUR

SCHOOL YEAR 2018/2019

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) The School jacket is a navy waterproof coat. This is to be worn over uniform when outside of the school. It must be removed when in the classroom.
 - (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 excursions. School uniform, in a neat and tidy form, must be worn to class and throughout the school day. Shoes must be polish-able and black for boys and navy or black polish-able for girls. 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. A single stud in one ear only is also permitted.
 - (f) Jewellery must be to the satisfaction of the relevant Staff and Principal/Deputy Principal. Visible body piercings and decorations are not permitted (e.g., tattoos).
 - (g) Skirts, when worn, must be below the knee.

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 for Tutor/Year Head, as directed.
- (c) Only School 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.

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.

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 (Please see Appendix 5)

22.(a) The school examinations are run as per State exams. Please see guidelines for behaviour in Appendix 5.

(b) Students must remain in the Exam Hall for the full duration of the exam.

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 must not be used during the school day for any reason. This includes recreational times.

(b) Usage of all devices must comply with the AUP.

(c) Failure to comply will lead to confiscation, on sight, for a minimum of 24 hours (for 1st Offence), 3 days (for the next Offence) and one week (for any future Offences).

(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

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

INFORMATION TECHNOLOGY (I.T.)

25. 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

26. 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

27. 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
Polish-able 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.
(which must be below the knee)
Blazer with Crest
School Track Suit
School Rainwear Jacket
Black Tights (min 60 denier) or grey knee-high
socks
Polishable black or navy non high-heel shoes
(navy deck shoes are acceptable)

Pullovers must be worn between 1st October and 1st April. Ties must be knotted properly, shirts buttoned and shoes polished.

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.

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
Kitchen Yard
Warden's House and Garden
Woods (unless directed by Teacher)
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 and garden
The Maintenance Yard
Any other area as advised from time to time
All classrooms without permission.

(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	

Appendix 5

Guidelines for State Examinations

Certificate Examinations: Instructions and Regulations for the Conduct of Candidates during Examinations

1. It is each candidate's own responsibility to note carefully the days and hours, as fixed on the timetable, for the examinations in the subjects in which the candidate intends to present himself/herself. Candidates are required to be in attendance at the examination hall at least half an hour before the examination commences in the subject in which they first present themselves. On subsequent days they are required to be in attendance at least fifteen minutes before the hour stated in the timetable. Candidates will be responsible for making their own arrangements to ensure timely attendance at the examination hall. External candidates must sign an attendance roll (Form E10A) at the start of each examination. The signature on this roll must agree with and appear in the same format as that on the candidate's I.D. Card. No candidate will be admitted to the examination in any paper after thirty minutes of the time for that paper have elapsed.
2. No candidate may be authorised to leave the examination hall until the expiration of thirty minutes from the time at which the examination began.
3. A candidate may not be permitted to leave the hall and return during the examination period unless the Superintendent is satisfied that the candidate's need to leave the hall is genuine, (e.g. because of illness, urgent need to visit the toilet, etc.). A candidate who leaves the hall during any period of examination shall not be re-admitted during that period unless the candidate has been in the care of a representative of the school authority or, failing that, in the care of the Attendant during the entire period of the absence. The candidate must hand the answer book and question paper to the Superintendent on leaving the hall; the Superintendent should record on the cover of the answer book the time of departure from and return to the hall and the reason for the absence; the time lost by the candidate may not be compensated for at the close of the examination period. Particulars of any such occurrence should be reported on the appropriate Advice List.
4. A candidate who leaves the examination hall before the expiration of any period of examination must surrender his/her examination paper and answer book to the Superintendent.
5. A candidate must occupy during the entire examination the place first assigned to him/her by the Superintendent unless otherwise directed by the Superintendent.

6. A candidate should raise his/her hand if he/she wishes to attract the attention of the Superintendent during the examination.
It is the candidate's responsibility to ensure that they bring to the attention of the Superintendent if he/she has not been provided with the level of the examination paper at each examination that he/she is due to take.
7. No candidate shall write his/her name on any answer book or other paper supplied. The candidate's number should be entered on every envelope, answer book, map, drawing, or sheet of square paper used. Candidates should not commence writing until instructed to do so by the Superintendent.
8. A candidate must enter on the envelopes and answer books used by him/her the particulars required as to subject, etc.
9. Any additional answer book, squared paper, etc. issued to a candidate, whether used or unused, should be attached to his/her answer book before it is sealed with the treasury tag provided for that purpose. Candidates will be supplied with Mathematics Tables by the Superintendent. They may not bring their own Mathematical Tables into the Examination Hall.
10. A candidate shall not bring into the examination hall, or have in his/her possession or under his/her control or within his/her reach, whilst he/she is in such room: -
 - a. Any book or paper (save his/her I.D. card, where such is required, the examination paper, and such answer books, etc., as shall have been supplied to him/her by the Superintendent); or
 - b. Any memorandum, notes or mobile phone, electronic address book, data bank, etc, except a calculator as permitted under the regulations.
11. In the case of Art examinations of a practical nature (i.e. drawing, craftwork), candidates are permitted to bring such materials into the examination hall as may be notified to schools by the Commission.
12. A candidate shall not, while in the examination hall
 - a. Use, or attempt to use, any book, memorandum, notes or paper (save the examination paper and such answer books, etc., as shall have been supplied to him/her by the Superintendent); or
 - b. Aid, or attempt to aid, another candidate; or
 - c. Obtain, or attempt to obtain, aid from another candidate, or Superintendent; or
 - d. Communicate, or attempt to communicate, in any way, with another candidate within the centre or by electronic means with a person outside the centre.
13. A candidate
 - a. Shall not write on the examination paper (except where answers are to be written on part of the examination paper itself e.g. in Mathematics) or I.D. card or Mathematics Tables or on any of the mathematical instruments brought with him/her; except where a candidate uses a highlighter pen or underlining as an aid to interpreting the question paper.
 - b. Shall not write in his/her answer book anything that is not directly connected with the subject matter of the questions to be answered,

- c. Shall not remove from the answer books any leaf or part of a leaf,
 - d. Shall not take out, or attempt to take out, of the examination hall, any answer books, whether used or unused,
 - e. Shall not damage the examination hall or its furniture.
14. A candidate who has finished his/her work at least ten minutes before the time appointed for the conclusion of the examination may be permitted to leave the hall on handing up to the Superintendent:-
- a. His/her answer book(s) and
 - b. The examination paper.
15. A candidate who completes his/her work during the last ten minutes of the examination should remain in his/her seat until the Superintendent has collected his/her answer book(s) and he/she should not then leave the hall until the time appointed for the conclusion of the examination unless permitted to do so by the Superintendent.
16. At the conclusion of the examination each candidate who has not already done so should immediately seal his/her answer book(s) or envelope and remain in his/her seat until the Superintendent has collected the answer book(s).
17. A candidate shall, in all matters relative to the examination, submit to, and obey, the directions of the Superintendent.
18. In those subjects in which there is more than one paper, a candidate must take all the papers in a subject from one level, e.g. all papers at Ordinary Level or all at Higher Level. He/she may not be supplied with, or allowed to see, the papers in more than one level in the same subject.
19. Each candidate presenting himself/herself for examination in Construction Studies, Design and Communication Graphics and Technology, Engineering, Materials Technology (Wood) or in Technical Graphics is required to bring with him/her a drawing board, T-square, scales, set squares, protractor, compass, pencil, eraser and drawing clips or tape. Candidates may use mathematical drawing instruments for all examinations. The use of science stencils is permitted for the examinations in the Science subjects. The use of string, thread, a magnifying glass and an opisometer is permitted for the examination in Geography. **The use of calculators is allowed in all examinations, subject to the following:**
- a. Neither the Department of Education and Science nor the State Examinations Commission will supply calculators to candidates. Examination centres will not be responsible for the provision of calculators or batteries.
 - b. The proper working condition of the calculator is the responsibility of the candidate. No allowance will be made for battery or other calculator failure during the examination.
 - c. Calculators must be silent and must not require the use of mains electricity supply.
 - d. Calculators may not be borrowed from other candidates during the examination.
 - e. Programmable calculators are prohibited. The term “programmable” includes any calculator that is capable of storing a sequence of keystrokes that can be retrieved after the calculator is turned off or powers itself off. Note that the capacity to recall, edit and replay previously executed calculations does not render a calculator

programmable, provided that this replay memory is automatically cleared when the calculator is powered off. Also, the facility to store numbers in one or more memory locations does not render a calculator programmable.

- f. Calculators with any of the following mathematical features are prohibited:
 - graph plotting
 - equation solving
 - symbolic algebraic manipulation
 - numerical integration
 - numerical differentiation
 - matrix calculations
- g. Calculators with any of the following general features are prohibited:
 - data banks
 - dictionaries
 - language translators
 - text retrieval
 - capability of remote communication
- h. Candidates must indicate on their answerbooks the make and model of any calculator(s) used in the examination.
- i. Candidates are not allowed to take an instruction manual into the examination hall. This includes instructions printed on the cover of the calculator. Any instructions printed on a casing that cannot be removed from the calculator must be securely covered.
- j. Candidates may not turn on their calculators until the examination begins.

This rule does not allow a candidate to bring into the examination centre any device that would be otherwise prohibited. In particular, mobile phones, electronic organisers or similar devices are not permitted under any circumstances.

- 20. A candidate may be expelled from the examination hall if his/her behaviour is such as to jeopardise the successful conduct of the examination. Submission of material of a pornographic nature or any other offensive material or the inclusion of any cash/cheque in the script may result in the examination in all subjects being disallowed.
- 21. Where the Commission is of the opinion that any candidate has violated any of these Rules, has attempted to obtain an examination result to which the candidate is not entitled, or has uttered or attempted to utter such a result or has furnished incorrect information in relation to his/her candidature, such candidate shall be liable to be deprived of the examination or of marks, or to have such deduction made as the Commission may think fit from any sum payable in respect of any grant or scholarship obtained by the candidate, according to the opinion which the Commission may form of the gravity of the offence; and the Commission may, if the Commission thinks fit, publish the candidate's name and address, as given in the notice of intention to present for examination, as those of a candidate who has been so deprived and the Commission may, according to the opinion of the Commission as to the gravity of the offence, debar the candidate from entering for any of the examinations run by the State Examinations Commission for such period as the Commission may determine.

Project Work

All project work must be the candidate's own unaided work. Any incidence of suspected copying, improper assistance from another party, plagiarism or procurement of pieces prepared by another party will be thoroughly investigated and the candidate is liable to have penalties imposed as provided for in the Rules and Programme for Secondary Schools. The penalties include loss of subject, loss of the entire examination in all subjects, and being debarred from the Certificate Examinations in subsequent years.

There may be serious consequences for any other party involved in improperly assisting a candidate as the Education Act 1998 provides for certain criminal offences in relation to the conduct of the examinations.

In the case of Construction Studies reference should be made in the Design Folder to any specialised component used or process not performed by the candidate but necessary for the completion of the Project.