

MOBILE PHONES/ELECTRONIC DEVICES



- Mobile phones/Electronic devices may be brought to school but **must be switched off** upon entering the school gates (not on silent mode) and kept out of sight at all times during the school day, including break and lunchtimes.
- Parents/Guardians should contact the General Reception on **028 8676 2420** if there is an **emergency** and need to speak to their son/daughter.
- Parents/Guardians should not contact their son/daughter by mobile phone. Please use the main land-line number **028 8676 2420**.
- Mobile phones will be **confiscated in the first instance** and placed in the General Reception for safekeeping until a **Parent/Guardian** can collect the item. **This will occur on the first and every subsequent occasion.**
- The use of personal electronic devices to listen to music is restricted to **Sixth Form Students** only and at the discretion of the Subject teacher.
- **Pupils are responsible** for the safe keeping of mobile phones/electronic devices and not the College.
- Misuse of digital technology (internet, social networking, image / video recording / sharing) of any member of the school community will not be tolerated and will be regarded as a disciplinary matter resulting in a severe sanction.


PUPIL BEHAVIOUR

- The promotion of positive behaviour is essential to ensure that quality teaching and learning is maintained at all times.
- Pupils are expected to demonstrate **high standards of behaviour**.
- The College aims for every pupil to be **happy** at school and to **be the best that he / she can be**.
- Please be mindful that when you wear the Holy Trinity College uniform, you are **representing** the College and should behave accordingly.
- Pupils are expected to be mannerly and courteous at all times. Foul language/aggressive behaviour is unacceptable and will not be tolerated.

SCHOOL ENVIRONMENT

- Play your part in keeping the school environment **clean and tidy**. Put Litter in the bins provided.
- Be **respectful** of all work including teacher and pupil work displays.
- Parents/Guardians **will** be required to pay for wilful damage to school property including books and other materials.
- Pupils must **walk** quietly on the corridors, always keeping to the left hand side and following the one-way system.
- As a Health Promoting School, crisps, fizzy drinks and chewing gum are **not permitted** in school.
- All foods/drinks should be **consumed** in the College Canteen.
- **Foods with 'Nut' ingredients are not permitted in school at any time.**

HEALTH AND SAFETY OF PUPILS

- The College aims to ensure that **all pupils can work in a safe and happy environment**. Supervision staff **will be on duty from 8.30am onwards**. 
- All pupils are expected to exercise **personal responsibility** for the safety of themselves and for others.
- Please **observe safety rules** within subject departments and within the school environment.
- External areas which are signposted as **'Out of Bounds'** must be observed by all pupils.
- The College is **not responsible** for pupil property if it is lost or stolen. Valuables should be left at home or may be left in the General Reception for safe keeping (especially during PE or practical subjects).
- Parents/Guardians are asked to **ensure** that pupils do not bring items to school which are hazardous or dangerous. If such items are found by any member of staff, they will be confiscated. Parents/Guardians will be invited to make an appointment with the Principal to retrieve them.
- Smoking/Vaping is not permitted in or around the College.

HOLY TRINITY COLLEGE

Summary Guide to Pupil Code of Conduct 2021-20222



Promoting: "Inspiration, Innovation and Excellence"

ATTENDANCE

- **Full attendance** is required for effective learning and success.
- A minimum attendance of **95% is expected**.
- Pupils are expected to be on the College premises by **8.40am** and to be in their Designated Room for Registration/Hall for Assembly by **8.45am**.
- If you are absent from school, your Parent/Guardian should telephone the school on the **first day of absence** indicating the nature and possible duration of absence. Your Parent/Guardian will receive a 'Truancy Call' text message by **9.30am** if absence notification has not been received.
- Pupils arriving to Registration/Assembly **after 8.45am will be regarded as 'late'**. Lateness will be recorded by the Form Teacher during Registration. If you arrive to school **after 9.00am**, please report to the **General Reception**. Lateness will be recorded on your attendance record. If there is a reason for being late, your Parent/Guardian should present a note of explanation in your Student Planner or telephone the school.
- Please ensure that **medical appointments** (doctor/dentist) are made before or after the school day.
- Family holidays should **not** be arranged during term-time.



UNIFORM

- **Full school uniform** must be worn by all pupils.
- Boys should wear classic/slim fit trousers only.
- Pupils should keep their uniform tidy and **wear it with pride**.
- **Top button of shirts must be fastened. Clip on Ties are compulsory for Years 8-12.** Skirts must be worn at an **acceptable length (Knee length)**.
- **6th Form Tie Badges** should be displayed on ties.

- The school **multicolour stripe or plain black scarf** is permitted only (optional).
- Appropriate footwear must be worn - **no vans, trainers, canvas style or plimsolls**
- All pupils must wear the official school **PE Kit**. (O'Neills Sportswear.)
- All pupils must have a **schoolbag** with full equipment and relevant books at all times. All text books/equipment should be returned in good condition at the end of the school year.
- Equipment may be bought at the General Reception before 8.40am and at Break Time only.
- All items of school uniform should be **clearly marked** with the pupil's name.

APPEARANCE

- Pupils are expected to be **clean, neat and tidy** at all times.
- Hairstyles shorter than No.2, extreme hair styles, colours, tramlines etc **are not permitted**. **Boys' hair styles should be no longer than collar length**.
- Jewellery:
One pair of small ear studs / sleepers may be worn (removed for PE lessons). No other facial/body piercings permitted. Infringement of school rules will merit 1 Behaviour point.
- Make-up is **not permitted in Years 8-12**. Light foundation **only permitted in Years 13 and 14**.
- All rules are in the interests of pupil **Health and Safety**.

SCHOOL DAY

- The school day consists of **six periods per day over a two week timetable**.
- All pupils must arrive on the school premises by **8.40am**.
- The school day ends at 3.10pm.
- Pupils must **remain on the school premises at all times** including break and lunch time.



- **A warm breakfast is available each morning in the College Canteen from 8.00am-8.30am. All pupils may avail of this service.**
- Appointments should be made **outside of the school day**.
- Any request from a Parent/Guardian for a pupil to leave the school during the day should only be made in **exceptional circumstances**. This request must be **noted in the Student Planner** and **signed by the Parent/Guardian** and **presented to the Head of Year** immediately after Registration.
- Pupils who have permission to leave the school premises must be collected by their Parent/Guardian. Pupils must remain in their designated classroom until their Parent/Guardian arrives. Parents/Guardians must sign the '**Parent Sign Out Book**'. The time of departure and the time of return must be recorded.
- Pupils are strictly forbidden to leave the College during the school day without permission.

DIRECT ROUTE TO SCHOOL

- Parents/Guardians must **accept responsibility** for their son/daughter's welfare to and from school.
- **Upon arrival at the school gates**, pupils are discouraged from visiting shops or waiting outside the school premises.
- **Bus Drivers have been instructed to leave pupils off at the school gates only.**



BUSES

- Pupils must **behave in an appropriate manner** on their designated bus.
- Any damage as a result of wilful acts of vandalism must be paid for by the Parent/Guardian.
- Pupils must show **respect** to the Bus Driver and all fellow passengers.
- If a pupil misses their designated bus or has a concern **regarding travel home**, please report to a Senior Teacher.