

# **The Royal School, Armagh**



## **Pupil Code of Conduct**

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## 1. Ethos and Rationale

Any ordered society requires fair, clear and consistent rules to guide behaviour and relationships. It is our belief that rules should not crush individuality or character but should set a context within which every member of the school community may flourish.

The mission and ethos of the Royal School, Armagh cherish the uniqueness of the individual and as such the application of the Code of Conduct should be in a manner consistent with the School Ethos. The Code of Conduct should be read alongside the Positive Behaviour Policy and set in the context of the suite of safeguarding policies.

The main guide to behaviour at the Royal School is self-regulation and the observance of high standards of personal conduct with courtesy being shown at all times to fellow pupils, visitors, members of the public and all staff.

It is expected that parents will work in partnership with School in regard to the application of the Code of Conduct and it is taken for granted that the willingness of the parent to place their child in the Royal School, Armagh implies a strong endorsement of its ethos, the Code of Conduct and other policies including for example, Safeguarding and Child Protection, Anti Bullying, Drugs and Substance Abuse and Acceptable use of ICT.

## 2. Our Values

Our agreed values are central to our code of conduct. They provide a summary of what is expected of pupils at RSA. Any behaviours which fall short of any of these values will necessitate an intervention. The aim being to address unacceptable behaviour whilst also providing a road to restoration.

Service – We put the needs of others above ourselves, working to build a compassionate and kind school environment.

Togetherness – We work together as an inclusive community, supporting one another, and celebrating our differences and shared success.

Respect – We treat everyone with kindness, fairness, and dignity.

Integrity – We act honestly and take responsibility for our actions, even when no one is watching.

Perseverance – We are resilient, overcoming challenges, and always striving to do our best.

Excellence – We aim high in all we do, taking pride in our learning, behaviour, and achievements.

Safety – We create a secure environment where everyone feels protected, valued, and free to learn.

### 3. The Basic Principles

a. **Uniform Regulations**

These are consulted on regularly and pupils will be advised of any changes. School uniform is obligatory when attending school - either in class, at external examinations or school functions unless specifically excused. The unavoidable wearing of non-school uniform must be covered by a parental note to the Head of Year. Pupils using the playing fields and games facilities must wear the appropriate clothing.

b. **Personal appearance** (e.g. hair styles, make-up, jewellery etc.)

Pupils must avoid extremes of fashion as determined by the School and must conform with the accepted rules of tidiness, cleanliness and safety. The school expects that uniform should always be well presented, i.e. clean, neat and tidy.

c. **Punctuality**

Pupils are expected to be in school each day by 8.45am - **recurring lateness may be subject to sanction. All pupils are required to be present in assembly and at registration unless specifically excused.** Punctuality is also essential throughout the school day in order for learning to proceed effectively in the interests of all members of the school community.

d. **Sickness in school**

If your child is sick in school, they are expected to report to their class teacher who will direct them to the concourse office. The office will then contact home. Pupils **should not** make their own arrangements to be collected owing to illness.

e. **Absence** for complete days must be explained in a letter to the Form Tutor which must be handed in on the **day of return**. All pupils in Year 8-14 are required to provide parental notes.

f. **Details of absences** are monitored by the school. Exceptional and/or unexplained absence may be referred to and considered by the Educational Welfare Officer of The Education Authority.

g. Pupils may be required to attend school on Saturday morning either for games or for an activity.

h. **No pupil may leave the school premises during school hours without permission.**

This permission may be obtained from a Vice Principal or Head of Year upon the production of a letter from parents and/or a valid medical appointment card. An 'Exeat' card will then be issued to provide proof that such permission has been given and should be retained to show members of staff. At lunch time the only pupils who may leave the school premises are those who have a letter from parents to permit them to go home for lunch or Sixth Form pupils who, by concession, are permitted to leave school at lunch time.

i. **Adherence to agreed timetables** Individual timetables are agreed with heads of years and electronically stored. Pupils must adhere strictly to their timetables unless temporary or permanent alterations have been approved. **There are no 'free' periods** and all pupils have a designated place to be during each period.

j. **Bounds**

These are specified in section 24. Variations from time to time are posted on the screens and/or noticeboard and/or announced in assembly. Rules about 'bounds' must be observed.

k. **Wilful or Careless Damage** to school property must be paid for by the pupil(s) concerned.

l. **Unacceptable Behaviour** will be dealt with as outlined in the Positive Behaviour Policy.

## 4. Sanctions

All behaviours have consequences for ourselves and others. School sanctions are designed to indicate official displeasure at an action or attitude and afford an opportunity for pupils to reflect on these and alter their behaviour or attitude. The intention is always restorative.

- a) **Written Sanctions** may be given by teachers for offences concerning behaviour, academic work etc. This work should be handed in at the time stipulated.
- b) **Behaviour/Academic Report** - this requires the signature of a teacher at the end of each lesson and allows the school to monitor a pupil's conduct very closely. It is used mainly to monitor work and/or behaviour in class. Pupils who do not respond to a Head of Year Report may progress to a Stage 1 Report or the SEN Code of Practise.
- c) **Detention** - there are five types of Detention escalating in degrees of seriousness. The type of detention will reflect the degree of seriousness of the action which necessitated the detention. Parents are informed in writing in advance. Problems in relation to travel/part-time jobs etc may not necessarily prevent the detention of pupils.
  - 1. **Teacher Detention:** parents are given a day's notice if the detention is after school to enable alternative travel arrangements. Pupils may also be detained at break.
  - 2. **Head of Department Detention:** this is for a repeated and/or persistent breach of the Code of Conduct. This takes place at the discretion of the Department, normally after school one afternoon Monday-Thursday.
  - 3. **Head of Year Detention:** this is for a more serious and/or a persistent breach of the Code of Conduct. This takes place from 3.20 pm - 4.20 pm on a Friday afternoon. Parents are informed in writing in advance.
  - 4. **Vice-Principal's Detention:** this detention is issued for a second and/or more serious breach of the School Code of Conduct. Parents will be invited to meet with the Head or Year or Vice Principal to discuss ways of preventing further breaches by their son/daughter. This takes place from 3.20 pm - 4.20 pm on a Friday afternoon.

5. **Headmaster's Detention:** this is the most serious of all detentions and is the last sanction prior to suspension. It is reserved for a third and/or most serious breach of the Code of Conduct. It can be issued for a first offence depending on the nature of the breach. It takes place from 3.20 pm to 4.20 pm on Friday afternoon. Parents may be invited to meet with the Headmaster to discuss ways of preventing further breaches by their son/daughter.
- d) **Escalation of Sanctions:** Persistent infringement will result in an escalation of sanctions to help pupils identify the seriousness of their behaviour and reflect on the need for change.
1. A second Teacher Detention will lead to a Head of Department detention
  2. A second Head of Department detention will lead to a Head of Year detention
  3. A second Head of Year Detention will lead to a Vice Principal Detention
  4. A second Vice Principal Detention will lead to a Headmaster's Detention
  5. A second Headmaster's Detention may result to a Suspension
- e) **Suspension:** The school operates a scheme for the suspension of pupils. For a serious first offence (including, but not restricted to, theft, aggravated bullying behaviour, gambling, the consumption of alcoholic beverages, the irresponsible taking of drugs, solvent abuse, sexual promiscuity, smoking, vandalism, fighting, violent behaviour, serious misuse of a mobile phone bringing the school into disrepute), the Headmaster (or, in his absence, a deputy) may suspend a pupil. This involves sending the pupil home for a period of one to five days and writing to the parents. The pupil may only be allowed to return after the Headmaster, or his deputy, has interviewed the pupil in the presence of one or both parents and after the pupil has undertaken, in the presence of their parent, not to repeat the offence. Suspension may also be used for persistent infringement of this code when alternative sanctions e.g. detention prove ineffective.

## 5. Special Rules

These apply to the behaviour of pupils during examinations and additional safety rules may apply to pupils using the laboratories, computers, workshops, Home Economics rooms, Technology rooms, Sports Hall, Gymnasium, Study Hall and Dining Hall. Special rules also apply when pupils are taking part in school tours or visits, camps, field study visits, dramatic productions and when travelling to and from games fixtures.

## 6. Smoking, Vaping, Consumption of Alcohol, Drugs, Solvent Abuse

The School policy is to discourage smoking. Smoking is a proven anti-social habit which is injurious to health. Any pupil found smoking tobacco or e-cigarettes or vaping equipment (or being in possession of same) in the school buildings or grounds, or in any school party, or during a school activity, when wearing school uniform or upon an occasion when he/she may be identified with the school will automatically be suspended.

Suspension will also be the sanction for those who are found to have consumed alcohol, to have taken drugs irresponsibly (this includes illegal, prescription or “legal highs”) or to have been involved in 'solvent' abuse. Pupils in the company of others involved in these activities will be liable to a Headmaster’s Detention.

## 7. Cars and Motorcycles

In normal circumstances boarders only may bring vehicles onto the school grounds. Pupils must obtain express permission from the Headmaster (or his Deputy) to drive a car in the school grounds. If permission is given, and because of limited space this is unlikely, the vehicles must only be parked in a designated place in the school grounds. The Highway Code must be observed at all times. Great care is required when driving in or near school. Pupils must not at any time interfere with nor play near vehicles parked in the school grounds or tamper with machinery being used for work at the school - parents are responsible for any damage caused.

All vehicles brought into the School are at the owner’s risk - the school can take no responsibility for loss or damage. It should be noted that some insurance policies do not cover damage sustained whilst on private property such as the school.

## 8. Travel on Buses

Pupils are required to act with care and attention towards themselves and others when travelling to and from school or when entering or alighting from buses. This includes the wearing of seat-belts on vehicles which are fitted with them. Complaints about Royal School pupils will be investigated and offenders subject to sanctions noted above and/or the temporary removal of the travel pass by Translink or other transport provider.

## 9. Money and Valuables

In any large community there may be a few members who succumb to the temptation to steal. Therefore, money and valuables should not be left in cloakrooms, classrooms, changing rooms - the school cannot accept responsibility for such items. Pupils are discouraged from bringing large sums of money to school. Where this is absolutely necessary then pupils may, by agreement, deposit the money for safe keeping with the office or a Vice Principal. Payment of school charges should be made to the school office as soon as possible in the school day and a receipt obtained.

**All articles or clothing should be clearly marked with the owner's name. The school does not accept responsibility for articles of clothing or items of property which are lost by pupils unless the item has been clearly given to and accepted by a member of staff for 'safe keeping'.**

Text books should be named immediately upon receipt and treated as one would treat one's own property. These books are the property of the school and should be returned to the school when requested. The cost of books not returned or books 'badly damaged' will be charged to parents.

## 10. Examinations

Any pupil deemed to have been cheating during an examination will have that examination paper cancelled. In addition, the School Report will be “endorsed” and an appropriate sanction applied. Serious offences of this nature may result in suspension and/or the cancellation of all examinations taken by the pupil concerned.

In all external examinations pupils will be subject to the regulations of the Joint Council for Qualifications. These are enforced on behalf of awarding bodies by the school.

## 11. School Life, Activities and Homeworks

All pupils are expected and encouraged to play a full and active part in the life of the School. Ideally, they should be active members of at least one extra-curricular activity. Outside activities should not be allowed to interfere with school commitments. It is expected that a specified time will be set aside at home for homework. Should homework not be done or deadlines not met particularly with regard to external coursework, a pupil may be placed in a compulsory **Study Support Session** (3.20 pm - 4.20 pm on a Friday). Parents will be informed of this.

## 12. Health and Safety

All pupils are expected:

- a) To exercise responsibility for personal safety and that of other pupils and staff. They should not interfere with any maintenance equipment including tractors, machinery or grass cutting equipment or enter stores, workshops or boiler houses without permission.
- b) To observe standards of dress consistent with safety and/or hygiene (this includes the wearing of suitable footwear, the wearing if deemed necessary of hairnets in laboratories, and the possession of items considered to be dangerous).
- c) To observe all of the safety rules of the school and in particular the instructions of the teaching staff given in an emergency.
- d) To use and not wilfully misuse, neglect or interfere with things provided for his/her safety or that of others - including alarm systems, fire prevention appliances and emergency exit doors/latches.

## 13. CCTV

The school uses closed circuit television (CCTV). The CCTV system is intended to view and monitor activity in the immediate area of the school, in corridors and communal areas. Camera positions have been carefully located, to ensure they are appropriate and effective whilst



minimizing any intrusion. It is impossible, however, to ensure that every incident will be seen or recorded. The system comprises a number of fixed and dome cameras and does not have sound recording capability. The CCTV system is maintained in accordance with the Data Commissioners CCTV code of practice guidelines (2008).

The system overall is intended to provide and promote a safe secure environment for pupils and for those who work or use the facilities of the school and to protect the school estate and the school's resources.

It shall be used for the purpose of:

- preventing and deterring crime & antisocial behaviour;
- pupil, staff and public safety;
- assisting responsible agencies in the investigation of crime & antisocial behaviour;
- supporting where appropriate pupil behavioural issues and general facilities management.

It will achieve this by:

- providing evidential quality images of incidents and suspects;
- assisting the responsible authorities in the investigation of crime & vandalism.

Digital Recording is a continuous operation with the images automatically stored on a hard drive, which is overwritten after a set period of time (31 days). Only authorised staff have access to the system.

## 14. Respect for Staff Property

Any pupil who causes wilful damage whilst inside or outside school, to the property of a member of staff, can expect to be sanctioned by the school. Such sanctions will also be appropriate in any incident of nuisance to a member of staff or his/her immediate family. The term nuisance will also apply to nuisance telephone calls and electronic communications as well as nuisance or harassment at the homes of members of staff.

## 15. Mobile Devices

The acceptable use of mobile devices is clearly outlined in the Mobile Device Guidelines. In short, mobile devices should be **off and out of sight**.

## 16. Information & Computing Technologies

While computers and computing are now an integral part of the educational process, unauthorised access or inappropriate use in school for whatever purpose is forbidden. The school may also act in situations of pupil use outside school should child protection or bullying type issues arise in line with school policies.

## 17. The Reputation of the School / Loyalty to the School

The Board of Governors, Headmaster, Staff, past pupils (Old Armachians) and parents take pride in the reputation of The Royal School. Any pupil who by his/her activities, in a situation where he or she may be identified with the school, brings the school into disrepute, may be liable for sanction by the Headmaster or his Deputy.

Loyalty to the school also means pride in keeping the environment of the school **free from litter**. Pupils must not leave litter and should use the litter bins provided. All pupils, and indeed staff, are expected to contribute to keep the school as tidy as possible and may, therefore, be asked to help to clear away litter.

## 18. Attendance and Lateness

The Attendance and Lateness Policy outlines all details in relation to attendance and lateness.

## 19. Appearance

The School's appearance code is set within the context of the Pastoral Care Policy and the Positive Behaviour Policy. It is expected that all pupils understand the appearance code, and therefore all are expected to adhere to the guidelines set down\*. The Senior Leadership Team reserves the right to rule in all matters of subjectivity regarding dress and appearance. The School appreciates the support and co-operation of parents in upholding our high standards regarding appearance.

\*There may be exemptions for cultural or religious reasons.

You must:

- wear the regulation uniform and footwear. Only school hoodies, branded with the school crest and in school colours, are permitted to be worn under the school blazer - **including to and from school**.
- be neat and tidy in appearance (ties must be properly knotted, collars buttoned, shirts and blouses tucked in, etc.)
- wear skirts to the knee. This may require having to buy a new skirt during the school year. Skirts should not be rolled up.
- wear your hair neat in an approved style; hair colour must not be "unnatural". Boys' hair should be no longer than collar length (Boys' hair should not be tied up).
- shaved heads and extreme contrasts in hair length are not permitted.
- Facial hair (moustaches or beards) are only permitted for religious/cultural reasons
- not wear visible make-up. Make-up should be natural and to a minimum
- not wear visible necklaces, excessive bracelets, non-school badges on lapels (one charity badge is permitted at a time) stud earrings may be worn but no more than two should be visible. Hooped earrings are not allowed
- not have visible tattoos, nose piercings should not be worn. It is not acceptable for piercings or tattoos to be covered by plasters.
- Girls only may wear clear/very pale pink/French nail varnish.

## 20. Respect for Staff and Prefects

- Always show courtesy to staff and visitors by giving way at doors and in corridors.

- Speak respectfully to staff, using appropriate titles and polite language such as “please,” “thank you,” and “excuse me.”
- Stand respectfully when addressing staff—keep hands out of pockets and avoid leaning on walls, including during assemblies.
- Acknowledge and respect the authority of prefects, who support the smooth running of the school.

## 21. Conduct in School Uniform

- Represent the school positively by using respectful language at all times.
- The use or possession of alcohol, tobacco, or e-cigarettes while in uniform or on school grounds is strictly forbidden
- Maintain behaviour that reflects well on the school.

## 22. Corridor Conduct

- Walk calmly and safely in corridors—never run.
- Keep to the left on corridors and staircases to ensure smooth and safe movement for all.
- Where space allows, wait quietly and in an orderly line outside classrooms until invited in.
- Use vending machines and water fountains only during break and lunchtime.
- Keep the school clean by disposing of litter properly.
- Corridors and doorways should be kept free and available for use. Bag storage and lockers is available.

## 23. Classroom Behaviour

- Arrive on time, ready to learn, with all necessary materials.
- Enter the room quietly and go straight to your seat.
- Prepare for the lesson promptly by taking out your books and equipment.
- Remain seated unless instructed otherwise by the teacher.
- Follow the teacher’s guidance when participating in class discussions.
- Place your homework diary on your desk at the start of each lesson.
- Record homework clearly, noting the due date.
- Pack away only when directed by the teacher.

## 24. Travelling To and From School

- Behave responsibly and courteously in public while in school uniform.
- Offer your seat to adults when appropriate.

- Remain seated and quiet on buses; wear your seatbelt at all times.
- Keep bags out of the way and never leave them unattended.
- Wait safely on the pavement for transport—never on the road.
- Queue patiently and respectfully at bus stops.
- Help keep public spaces clean by disposing of litter properly.

## 25. Care for Property

- Clearly label all personal belongings with your name.
- Store items safely in your locker or cloakroom.
- Keep valuables secure and report any losses immediately.
- Hand in any found items to a staff member.
- Deposit large sums of money with the Concourse Office or a staff member at the start of the day.
- Take care of school property—name your textbooks and avoid damage, as you may be charged for replacements.
- Only bring appropriate items to school—dangerous or offensive items will be confiscated and may result in sanction.
- Always ask permission before borrowing another pupil's belongings.
- Treat others' property with respect—never hide, move, or take items without permission.
- Report any accidental damage immediately to a member of staff.

## 26. Safety Expectations

- Follow all safety instructions in practical lessons.
- Listen carefully to PE and Games teachers and follow the rules of each activity.
- Treat fire safety equipment with respect—never tamper with it.
- In emergencies, leave the building calmly and follow your teacher's instructions to the designated assembly point.

## 27. School Grounds and Bounds

- Stay off the roofs of school buildings at all times.
- Only enter classrooms with a staff member's permission.
- Avoid playing games near parked cars.
- Treat the school grounds with care—do not climb or damage trees.
- Follow any additional boundary rules as they are communicated.