

## PASTORAL CARE PROGRAMME

*“A positive school climate encourages good relationships among students and between students and teachers”*

‘Moving Up’

**The well-being of our students is of paramount importance to us so this is enshrined in a well-structured Pastoral Care Programme.**

- A **Year Head** is in charge of each year group and is responsible for the general progress and discipline of each individual student as well as meeting them every morning before class.
- A **Tutor** takes care of each class and Tutor Class every morning allows for Roll Call as well as an opportunity to **meet, support and encourage** each student in their care as part of a wider Pastoral Care programme.
- A fully trained **School Counsellor** is available to meet any students who may be experiencing difficulties.
- A **Lay School Chaplain** offers support and a listening ear as well as organising Liturgical Celebrations which mark many key points of student and school life.
- **Leaders** - A specially selected and trained group of 5<sup>th</sup> Year Students act as mentors to First Year Students and as Leaving Certs continue to support the girls into Second Year. They **support and encourage** them, facilitate their full integration into the school community represent them on the school council and generally ensure their **safe involvement** into school activities. They also organise and run Halloween and Christmas Parties.

Students are encouraged to become involved in **extracurricular activities**, which foster **skill-development** and also help **build friendships and develop self-esteem**, thus ensuring that no student should ever feel isolated or threatened.

## **UNIFORM POLICY:**

Students are expected to be **well-groomed** at all times.

- Official school uniform and footwear must be worn in school and on all school-related activities including P.E. classes. All items of clothing should be clearly marked with the owner's name, as the school cannot be responsible for loss or damage to students' property.
- Jewellery, other than watches, rings and small ear-rings is forbidden.
- Make-up and hair colour must be discreet.
- Visible body/facial piercings, except ear studs, are not permitted.
- Visible tattoos are not permitted.

The School Uniform, as the most visible outward symbol of our school, has been carefully designed and colour co-ordinated to represent the values and traditions of the Mercy ethos. Since this uniform is seen as the badge of honour of our school, we expect it to be worn with pride and dignity at all times. Students must present in **full uniform every day** and Parents/Guardians are asked to co-operate with the school authorities in this regard.

- **The School Uniform (available in Peter Timlin's) is as follows:**

- Navy School V-neck jumper/cardigan with school crest.
- Navy School pinafore with school crest
- Navy School
- Navy School jacket with school crest (worn to and from school and in school)
- Navy School Tie/Scarf
- White shirt blouse
- Navy tights/socks
- Black/Navy shoes

- **The PE Uniform (available Gerry Kenny Sports) is as follows**

- Navy School sweatshirt with school crest
- Navy tracksuit bottoms -plain navy with no logo or brand name
- White Polo Shirt.
- Athletic shoes, 'trainers' or 'runners' that must be securely fastened.
- All jewellery must be removed before the start of PE class.

- The complete formal School Uniform must be worn at all times during school hours and at official school functions and during the holding of in-house examinations and State examinations.
- The official PE Uniform must be worn at all PE classes and at all School sanctioned Sports events. Failure to wear the appropriate PE gear is a breach of the school rules and will incur a sanction.
- Students must always be neat and tidy in appearance. This also applies if students are given permission not to wear school uniform (e.g. non-uniform days, school tours or other extra-curricular activities connected with the school)
- The School reserves the right to decide whether any aspect of a student's uniform or appearance is in compliance with school policy. Failure to comply with policy on the School Uniform and Students' appearance is in breach of School Code of Behaviour and resultant sanctions will apply.

- **Public Health (Tobacco) Act 2002-2004** prohibits smoking in the School and School Grounds as part of the ‘Smoke-free in the Workplace Policy’. Breaches of the directive will be dealt with as outlined in the school’s no-smoking policy and as dictated by the terms of the above Act.
- The consumption of **alcohol** and the use of **illegal drugs** and/or the possession of either are strictly forbidden in the School, its environs and on School outings. Breaches of this directive warrant immediate suspension and Board of Management intervention.
- Since Telephone Calls disrupt class work or may contribute to cyber bullying, students are not allowed use **Mobile Phones/ Picture phones/ Smartphones** during the school day. If used *for any purpose* the phone will be confiscated as per school policy and parents/guardians will be obliged to come to the school to retrieve it.
- The **rights, feelings and property** of others must be respected at all times. Any incidents of loud and aggressive behaviour / abusive or foul language / threatening or intimidating actions will lead to disciplinary action by the school authorities. Damage to school property incurred by a student will be the responsibility of the parents/guardians concerned.

## **ATTENDANCE and PUNCTUALITY POLICY**

- Students should arrive at school by **9:00 am** at the latest to allow time to visit lockers, organise books etc.
- **Year Heads** are available every morning between **8.45 -9.05** and notes for permission to leave school and absence notes (from the back of the school journal) should be presented to the relevant Year Head at this time. As these notes inform regular reports to the EWB (Education Welfare Board) it is essential that they are accurate and if students have been absent written explanations for such absences must state the **exact** reason for such (**Illness, Urgent Family Reasons, Appointment, Other**)
- **Tutor class runs from 9:10-9:18 am** – all students must present for this class and attendance is recorded electronically by tutors. Students arriving to tutor class after 9:10am will be marked ‘late’ by their tutor.
- **Students arriving to school after Tutor Class** must go to reception where they will be issued with a ‘late slip’. Students should present a note of explanation if arriving late to school. Persistent lates’ may result in a lunchtime detention.
- **Morning Break is from 10:35 to 10:50** – students may avail of the Canteen /Tuck-shop facilities if desired.
- **Lunch Break is from 1:20 to 1:55** – Full Canteen facilities are available to all students in the Canteen. A strict anti-litter policy campaign operates at all times under the motto “At St Mary’s we clean our own space”. Students may not leave school grounds during lunchtime.
- Students wishing to leave school at any time during the day must present at the office with a Permission slip signed by Parent/Guardian and counter signed by Year Head. They are then required to ‘sign out’. Should student wish to return to school that day they must ‘sign in’ again at reception/
- Students who need to leave school **unexpectedly** or **due to illness** :
  - Must contact home through the Office and arrange to be collected from there **or**
  - Parents may make alternative arrangements with Principal/Deputy Principal.

Reporting of all Student Absences is required by the **Education (Welfare) Act 2000** as this facilitates early identification of attendance difficulties and enables appropriate interventions to be made by the Education and Welfare Board.