

KJHS Responsibilities & Rules Booklet 2024-2025

This booklet outlines what is expected of me at Killicomaine Junior High School and will help me be a successful student. It has been established in partnership with the school community by consultation with LLW classes, Student Council (2018), Parental questionnaires and annual review by Pastoral Team.

The responsibilities and rules reflect the school community's expectations in terms of acceptable standards of appearance, uniform and behaviour. Students are expected to follow the school rules at all times when on the school grounds, representing the school or attending a school activity. As you will see some rules are intended to keep pupils safe and reduce anticipated risks. Other rules are in place to ensure a healthy learning and teaching environment can exist at KJHS. Pupils are made aware of these rules during form class and regularly cross referenced in assemblies. We expect pupils and parents to read, understand and accept the contents of this booklet.

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ROLES & RESPONSIBILITIES AT KJHS

At KJHS we promote the triangle of learning-

the Pupil, the Parent and the School in partnership.

Each partner has a vital part to play by being supportive of each other and committed to the success of this partnership.

Pupil responsibilities:

- Be loyal to the school and act as ambassadors for KJHS in public. (uniform/standards of behaviour/online behaviour)
- Take a pride in my appearance by wearing school uniform correctly at all times.
- Arrive at school on time with homework completed and the correct equipment and books
- Be on time for all my lessons
- Always try my best in all schoolwork and homework.
- Respect the views, rights and property of others.
- Respect the resources, equipment and premises of my school
- Care for everyone in school and the wider community by showing respect, tolerance and courtesy.
- Look out for others, any form of bullying is not tolerated at KJHS. See something, say something.
- Behave safely in and out of the classroom.
- Behave in a way that does not disrupt the learning of others by following the school rules.

Responsible – Sensible – Polite.

- I have read, understood and accept my responsibilities as a pupil at KJHS.

STUDENT ATTENDANCE – KEY FACTS



MISS SCHOOL = MISS OUT

WHY ATTENDANCE AT SCHOOL IS SO IMPORTANT

If a child of compulsory school age is registered at a school it is essential that they attend their school regularly and maintain a pattern of good attendance throughout their school career.

Excellent attendance at school is important to allow a child or young person to fulfil their potential.

Key Point

Young people who regularly miss school without good reason are more likely to become isolated from their friends, to underachieve in examinations and/or become involved in anti-social behaviour.

Below are just some of the key reasons why it is so important children attend school:

- To learn.
- To make new friends.
- To experience new things in life.
- To gain qualifications.
- To develop new skills.
- To build confidence and self-esteem.
- To have the best possible start in life.

CAN ATTENDANCE MAKE A DIFFERENCE TO EXAM RESULTS?

Greater than
95% Attendance



77% of pupils achieved at least 5 GCSEs including English and Maths when they attended more than 95%

77%

Less than
90% Attendance



43% of pupils achieved at least 5 GCSEs including English and Maths when they attended less than 90%

43%

Less than
80% Attendance



32% of pupils achieved at least 5 GCSEs including English and Maths when they attended less than 80%

32%

Section 1 – SELF ESTEEM AND RESPECT FOR OTHERS

Pupils are guided by our Latin motto: **SERVIRE HONORE**

- 1.1 Each pupil has the responsibility for projecting a positive image of the school through his/her attitude, speech and conduct as ambassadors for KJHS.
- 1.2 Each pupil should show manners to other pupils, staff and visitors. Rough behaviour or crude, obscene language is unacceptable from our pupils.
- 1.3 Pupils should show mutual respect for others at all times. Common courtesy is expected at all times. Taking part in, or inciting fights is not acceptable.
- 1.4 Bullying of any form is not acceptable. **See something, say something.** We want you to be part of our caring community.
- 1.5 All forms of vandalism are unacceptable. Where a pupil is known to have deliberately caused damage to school property another pupil's property or a teacher's property, he/she will be expected to pay for the repair or replacement.

Section 2 - APPEARANCE AND UNIFORM

Pupils are required to always wear correct and full uniform. This includes on the way to and from school.

At KJHS we expect high standards of school uniform and appearance.

- Why?
- A. It helps all our pupils by promoting a shared identity, being part of the KJHS community.
 - B. It shows loyalty to the school vision of excellence.
 - C. It facilitates integration and enables pupils of all races and backgrounds to feel welcome.
 - D. It protects our pupils from social pressures to dress in a particular way.
 - E. High standards of school uniform and appearance are linked to better pupil outcomes in class.
 - F. High standards of uniform are regarded as an indicator of positive behaviour.
 - G. Refusal to adhere to uniform standards will therefore be seen as a refusal to abide by school rules and actions will be applied accordingly.**
 - H. To prepare our pupils for the world of work. Many employees have a dress and appearance code

UNIFORM STANDARDS

Pupils are encouraged to take a pride in their appearance and maintain high standards of uniform. Wearing the KJHS uniform means all pupils are acting as ambassadors for our school.

- 2.1 School uniform should be clean, neat and worn correctly on all school days.
- 2.2 Shirts must be tucked into trousers. All buttons on shirts/blouses must be fastened. Tee-shirts etc must not be visible under the school shirt. Hoodies under blazers are not permitted.
- 2.3 Tie must have a medium sized knot and worn at regulation length.
- 2.4 Should a pupil have a medical reason for not wearing full school uniform, parents should contact the school in advance of the pupil coming to school or send an explanatory note into school. A doctor's note may be requested.
- 2.5 Full school uniform should be worn on the journey to and from school. Pupils are reminded that while wearing the school uniform in public they represent the school and the school may be judged on how they conduct themselves.
- 2.6 The only badges to be worn on the school uniform are official school badges or recognised youth organisations.
- 2.7 Each pupil should have all his/her belongings clearly marked. The school does not accept responsibility for lost items.
- 2.8 Pupils should wear black tracksuit bottoms if walking home after any after school activity.
- 2.9 Hair should be neat and tidy. Unacceptable hairstyles are those which take away from the appearance of the school uniform and damage the good name of the school in the community. (see details page 15-16)

If in doubt, check with a Year Head before having your hair styled. (see page 16)

2.10 Pupils are not permitted to have any facial piercings.

- ★ **Adherence to our high standards of uniform is regarded as an indicator of positive behaviour.**
- ★ **Refusal to comply with uniform standards will be treated as a breach of school rules and there are a range of consequences that can be applied. These are detailed in the Positive Behaviour Policy and the School Rules booklet.**

KJHS SCHOOL UNIFORM

KJHS SCHOOL UNIFORM

GIRLS

- White blouse
- Regulation school blazer
- Black KJHS tunic (**not a skirt**)
- Black knee socks or tights.
- School tie
- Black leather **low heeled** shoes (*no boots or trainers*)
- Coat (own)
- School scarf (*optional*)

P.E. Kit

- Yellow KJHS PE top (*compulsory*)
- NEW ¼ KJHS zip top (*compulsory*)
- Black school skort – (*compulsory*)
- Skort can be worn with plain black leggings
- Trainers (*not plimsolls /converse*)
- KJHS Games socks (*black with yellow K*)
- Shin pads (*compulsory*)
- Gum Shield (*highly recommended*)

- ❖ School tracksuit bottoms –
- ❖ (*Optional but compulsory for teams*)
- ❖ KJHS Hoodie (*optional*)

BOYS

- White shirt
- Regulation school blazer
- Charcoal grey trousers
- School tie
- Black ankle socks (*no trainer socks*)
- Black leather shoes (*no boots or trainers*)
- Coat (own)
- School scarf (*optional*)

P.E. Kit

- KJHS PE Top (*compulsory*)
- Black KJHS shorts (*compulsory*)
- NEW ¼ KJHS zip top (*compulsory*)
- KJHS Games socks (*black with yellow K*)
- Football boots/rugby boots
- Trainers
- Shin Pads (*compulsory*)
- Gum Shield (*highly recommended*)

- ❖ School tracksuit bottoms (*optional but compulsory for teams*)
- ❖ PE Jacket (*optional*)
- ❖ Rugby top will be required but only for team players after selection at Halloween

School uniforms and PE. kits are available from Robert Davidson and Ivan Jameson Outfitters in Portadown

**All items to be labelled
with pupil name and clas**

A high standard of personal appearance is also expected from all of our

Girls

- Hair should be kept in your natural colour, tidy and does not fall over your face.
- Colourings, tints, dips, dyes, highlights, or tips are not allowed.
- Hairstyles should be neat and not extreme, with no shaved sections, or braids.
- **The Senior Leadership Team (SLT) will determine what constitutes an extreme style.**
- If in doubt, please check with a Year Head before having your hair styled.
- Hair bobbles and bands should be in school colours or plain black.
- For jewellery, a watch and plain stud earrings (**one in each lobe, no high earrings**) are acceptable.
- No other jewellery or facial piercings are permitted.
- Eyebrows lines are not permitted.
- Make-up, nail varnish or fake tan, eyelash and eyebrow enhancements/shaved lines are not permitted.

Boys

- We expect you to maintain a tidy hairstyle that is above the collar and does not fall over your face.
- The required minimum hair length is a grade 2.
- Hairstyles should be neat and not extreme. This includes, but is not limited to, avoiding Mohicans, shaved patterns, or any other unconventional styles.
- **The Senior Leadership Team (SLT) will determine what constitutes an extreme style.**
- Hair must be kept your natural colour; dyes, highlights, or tips are not permitted.
- If you are unsure about a hairstyle, please consult with a Year Head before having your hair styled.
- For jewellery, a watch is acceptable, but no other jewellery, including facial or ear piercings, is allowed.
- You are expected to be clean-shaven.
- Eyebrows lines are not permitted

We expect our pupils to take responsibility for and have pride in their appearance. Those pupils who do not conform with our dress code and uniform requirements will receive consequences in line with our Positive Behaviour Policy. Consequences will include detention, not being able to take part in representative school sports activities and suspension if there are persistent breaches of school rules.

Wearing our uniform helps create a sense of belonging and unity among our school pupils It shows that you are all part of the same team, working towards common goals. Our appearance rules are aligned with our school's values of respect, together and excellence. By following these rules, you help uphold these values. We hope this helps you understand why we have rules on appearance and how they contribute to a positive, supportive, and focused school environment. Thank you for your cooperation and for being an important part of our school community.

Hairstyles which do not conform to the policy will be permitted in circumstances where the parents, pupil and school agree that the wearing of such hairstyles is an expression of culture, heritage or religion or required on medical grounds.

Section 3 - EQUIPMENT AND PROPERTY

- 3.1 Each pupil is responsible for his/her own property. The school does not accept responsibility, nor is it insured, for loss of any items. To help with this all items should be clearly labelled, and valuables should be left at home.
- 3.2 Pupils must bring a school bag to school each day. This should contain all necessary equipment/books needed on a particular day.
- 3.3 **School bags/PE bags must not be left in the corridors at any time, for safety and security reasons. Schoolbags MUST BE placed in appropriate cloakrooms at break or lunch.**
- 3.4 Pupils should not leave money and valuables in cloakrooms, classrooms or changing rooms – the school cannot be responsible for pupils' valuables in school.
- 3.5 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.
- 3.6 Listening to music on electronic devices is not permitted during the school day.
- 3.7 Each pupil is expected to have a full PE kit which is only brought to school on the days required.
- 3.8 Graffiti of any kind is forbidden on any part of any book, bag or uniform.
- 3.9 Pupils must not deface school property. Damage caused deliberately or through carelessness or the breaking of school rules must be paid for.
- 3.10 To protect uniforms and school property, chewing gum is forbidden.
- 3.11 Books used in school are not free – they are on loan. Books which are damaged or lost must be paid for.

3.12 MOBILE PHONES

The use of mobile phones in school presents significant health and safety and Child Protection issues for pupils and significant Human Rights issues for all:

Mobile phones are not permitted. An exception may be made in special circumstances e.g. when pupils are involved in a school trip where the time of return is uncertain.

- If a mobile phone goes off in class or if a pupil is seen with a mobile phone the phone will be confiscated and retained in the school office. Parent/Guardian will be contacted to arrange for collection. After school detention issued.
- If a pupil uses a mobile phone in class or otherwise misuses it e.g. takes photographs, they will be dealt with under our Referral Flowchart.
- Any pupil wishing to contact home must only do so using the phone in the office and after they have obtained permission.
- In an emergency situation, a pupil may seek permission from a teacher to use a mobile phone under supervision in school or on school activities where contact with a family member at home is an urgent necessity. In exceptional circumstances a parent/guardian can apply to the Principal for a phone pass.
- The school will not take any responsibility for phones lost or stolen in school.
- Parents should not contact pupils in school by text, voicemail or telephone call to their son/daughter's mobile phone.

Section 4 – HEALTH AND SAFETY RULES

- 4.1 **Pupil arrival to school**
There is no formal supervision until 8:40am. Pupils should only arrive on site from 8:40am unless pupils are attending a pre-school club such as library or sports clubs. School starts at 9am and pupils must be lined up outside form rooms five minutes before.
- 4.2 **Late to school**
All pupils must be in Assembly for 9am. Latecomers must enter via the main door. Side door locks at 9am sharp.

Patterns of lateness are monitored. Pupils are expected to have a letter or note in planner to account for the late arrival. Pupils with a valid note of explanation will not have a sanction applied.

4.3 **Illness and Accidents**

If you feel unwell or have an accident, you must tell a teacher straight away. It is **your personal responsibility** to manage your own indicators of health, ensuring that you report to an adult in the school

if you feel unwell. Normally you will be sent to the Medical Room or to the closest First Aider who will take

care of you. It is also your responsibility to report to your parent/carers if you have felt, or become unwell or suffered minor injuries in the course of the school day, but have been able to return to class.

If you are too ill to remain at school or if hospital treatment is necessary, then your parents will be contacted by a member of staff to make suitable arrangements.

4.4 **Medicines**

If you need to take medicine at school, you should bring a letter from your parents stating when you need to take it. Your medicine must be left with the school office, it is your responsibility to report to the office to take any prescribed medication.

Please do not ask for paracetamol or other tablets at school; we are not allowed to give you any medicines.

ASTHMA- A spare inhaler should be left with the school office. It is important that your PE teacher and/or sports coach is shown your inhaler at the start of each session.

ALLERGY OR DIABETES- If you have an allergy that requires an epi-pen or you use a device for diabetes – IT IS IMPORTANT THAT YOUR PARENT/CARER CONTACT, THE SCHOOL SO A CARE PLAN CAN BE PUT IN PLACE FOR YOU. It is your personal responsibility to manage your medication; for example, reporting as appropriate to the Medical Room to measure bloods and take prescribed medication.

4.5 **Signing Out**

It is best to make medical appointments outside school hours. If you must leave school during the day for any reason, then your parent MUST fill in a jot form on our school app. If this is not filled in, we cannot release you. All early leavers must report to the main office and get signed out.

If you return to school later on the same day, then you must sign in again in the school office. You should plan to return to school if your appointment is early enough to do so.

Under no circumstances should you leave the school or go home without permission.

4.6 **Absences**

Pupils who have been absent from school must bring a note signed by parent/carers giving a clear explanation for the absence. This should be handed to your Form Teacher. There are absence note templates at the back of the planner. In the event of an absence exceeding 2 days, your parent/carers should inform the school that you will be off school **Unexplained absences are monitored by the Education Welfare Service.**

It is the responsibility of the pupil to 'catch up' on work missed up to one week. Teachers will assist the pupil in catching up on the work if the absence is more than one week.

CORRIDORS AND CLASSROOMS

4.7 Pupils should **walk on the left-hand side** of the corridors and stairways. Running in the corridors or on the stairs is strictly forbidden to help ensure the safety of all.

4.8 **Pupils should not enter the classroom until instructed by the teacher. Line up in single file outside each room.** It is KJHS tradition to stand when the Principal enters a classroom.

- 4.9 Pupils should not be in corridors or cloakrooms when classes are in session. All cloakrooms are out of bounds at break and lunch time unless the weather is very severe. Pupils encouraged to complete daily mile each day. (4 laps)
- 4.10 **Break time – no pupils upstairs or in the corridors.**
- 4.11 Pupils are encouraged to access toilets during scheduled breaks during the school day, break and lunch. Lessons straight after break or lunch should have no requests for permission to go to the toilet. At other times it is at the discretion of the class teacher. Parents /carers are asked to communicate any special toileting needs to the school so discrete arrangements can be put in place.
- 4.12 Pupils must respect all Health and Safety regulations unique to each room and corridor. They must not interfere with any Health and Safety equipment.
- 4.13 **Break and Lunch**
- a. Pupils must place school bags/ P.E bags in the appropriate cloakrooms at break or lunch. For safety and security reasons, **School bags/PE bags must not be left in the corridors at any time - no exceptions.**
- b. **All food/drink items must be consumed in the Assembly/Dining Hall, not in cloakrooms or outside.**
- 4.14 **Dining Hall**

The same level of respectful behaviour shown in the classroom is expected in the dining hall. We are proud of how well our school community behaves in the dining hall, and it is a great space to socialise with friends. Respect and good manners are expected, and the directions of the dinner ladies should be followed.

- a) Proper orderly queues.
- b) Clear table after use and pick up anything which may have fallen on the floor.
- c) Exit by side doors only.
- d) Absolutely no food or drinks to be taken out of the Dining Hall.
- e) Water should not be consumed in the classroom.
- f) Pupils must not drop any litter within the school grounds or premises, put all **litter** in the bin.
- g) Pupils are encouraged to spend the rest of break or lunch outside in the school grounds completing the daily mile (4 laps)

SCHOOL GROUNDS

- 4.15a. The directions of the supervisors on the school playground should be carefully followed. No rough play will be permitted;
- safety is the primary consideration.
- b. Ball games are allowed on the pitches and should be non-contact. No rough play is permitted. Walking the daily mile is encouraged as a focus on physical and mental health.
- c. Pupils must only use the main school entrance and exit - (front gates only).
- 4.16 **Never leave school without permission. Make sure to get a permission note signed by your form teacher or your parents fills in the online jot form. You must report to the school office prior to being picked up, you will sign out using our iPad system.**
- 4.17 **Out of Bounds Areas -**
- a. All grass areas to front of school, around the gravel pitches and all wooded areas.
 - b. Staff Car Parking areas.
 - c. Bicycle Sheds –We are delighted to have so many pupils cycling. No one is in bike shed except when leaving or collecting a bicycle. Cyclists/scooter users must dismount at the school gate. KJHS recommends the wearing of a helmet. E- scooters are not allowed.

PROHIBITED ITEMS

The following are not to be brought on to the school grounds:

- 4.18 Pupils must not bring any dangerous or offensive objects into school e.g. fireworks, stink bombs, knives, cigarettes, e-cigarettes, lighters, drugs, and alcohol fall into this category.
- 4.19 **Chewing gum is totally forbidden.**
- 4.20 Smoking or the use of any intoxicant or drug are strictly forbidden. This includes energy drinks such as Red Bull/Monster (in line with government guidelines)
- 4.21 The possession of large items of confectionary and the selling of items to other students will incur serious sanctions.
- 4.22 The school day ends at 3.15pm. Pupils should be off site by 3.30pm unless they are staying for an after-school club.

SECTION 5 - EDUCATIONAL VISITS

- 5.1 The school rules and sanctions will apply on all school organised visits. This includes the school rule on mobile phones.
- 5.2 The school standards of courtesy and discipline expected in the classroom also apply when pupils are on educational visits.
- 5.3 When travelling by coach pupils should remain seated, be well behaved and wear safety belts at all times.
- 5.4 Pupils must never distract the driver.
- 5.5 Pupils must ensure that no litter is left on the seats or on the floor of the bus.
- 5.6 Pupils will be expected to follow the Code of Conduct used for educational visits e.g. ski trip, hockey tour.
- 5.7 Pupils who have been "excluded" through the merit system or are otherwise considered to be a risk may, through their misbehaviour be considered ineligible to travel on a school trip.

SECTION 6 - TRAVELLING TO AND FROM SCHOOL

- Parents are responsible for ensuring that their children travel safely to and from school.
- A member of staff is on duty to supervise when the school buses depart in the afternoon.
- Pupils are not supervised by a member of staff whilst travelling on the public buses on designated school routes.
- All pupils are expected to behave responsibly whilst travelling.

Misbehaviour travelling to and from school reflects badly on the School community. This is particularly the case where pupils travel by bus. The school therefore reserves the right to impose sanctions upon such pupils.

SECTION 7 – CLASSWORK & HOMEWORK

GENERAL CLASSROOM RULES

1. Arrive punctually
2. Ensure you have the correct equipment.
3. Refrain from eating during class.
4. Raise your hand and seek assistance if you require help.
5. Pay close attention and follow the instructions.
6. Show respect towards your teacher, classmates, equipment, and school property.
7. Use positive and respectful language when communicating with others.
8. Finish all assigned homework tasks.
9. In the event of your absence from school being less than one week, it is your responsibility to make up for missed work. For longer absences exceeding one week, the teacher will provide support to help you catch up on your work.
10. If you are absent from class due to representing KJHS sports or engaging in other activities, you must seek permission and ensure that all missed work is copied and completed.

Please . . .

- L** Listen & follow directions.
- E** Enter on time, prepared & ready to learn.
- A** Always try your best and do ALL of the work.
- R** Respect yourself, property & others.
- N** No excuses!

