St. Coen's N.S.
Merrymeeting
Rathnew
Co. Wicklow

Roll no: 20208M

CODE OF CONDUCT FOR ALL VISITORS

To maintain an orderly, respectful and secure educational environment for the students and staff of St. Coen's N.S, Rathnew, it is essential that all parents and visitors to our buildings be aware of their responsibilities and adhere to the expected code of conduct as set forth in this guide.

Parents/Guardians are expected to:

- Recognise that the education of children is a joint responsibility of the parents and the school community.
- Help their children understand that in a democratic society appropriate rules are required to maintain a safe, orderly environment.
- Ensure that children bring only items appropriate and related to the school programme.
- Know school and classroom rules and help their children understand them. Teach their children about a supportive attitude toward education.
- Build good relationships with teachers, other parents and their children's friends.
- Help their children deal effectively with peer pressure.
- Help us take pride in every students' uniform and care for it as best you can.
- Inform school Principal of changes in the home situation that may affect your child in school. Provide a place for study at home and ensure homework assignments are completed. Familiarise themselves with their child's national curriculum.
- Review the Code of Behaviour with their child and sign it.
- Respect all children in the school, not just your own and we would ask that you embrace all children's unique qualities.
- Be mindful of conversations that happen in the school grounds and language used. Only discuss topics that are appropriate to the playground and school environment.
- Be friendly, welcoming and courteous to those new to the school, as we were once like them.

- Teachers are responsible for students during school time only. Parents, please ensure that students are not left in the school grounds unattended before they are escorted to their classes and not left in the school grounds after school has ended.
- Appreciate that pupils are excited at the start and end of the school day and ask all parents to be aware of this as they park and drive to our school. In turn we will remind all children our safe crossing lessons as they leave the grounds.
- Ensure all children in your care, not only students, should maintain respect of the school/garden/playground and behave appropriately as a visitor. Ball games are not permitted in the yard outside of school hours.
- Communicate effectively with teachers/members of staff in a manner that is collaborative and based on trust and respect.
- Become actively involved with their child's school events throughout the academic year.

Public Conduct on School Property

Schools are a place of work and learning. Certain limits must be set for parents and other individuals who visit our schools and classrooms. All persons on school property or attending a school function shall conduct themselves in a respectful and orderly manner. The Principal or his/her designated person is responsible for all persons in the building and on the grounds. The following rules apply to visitors to the school:

- Anyone who is not a regular staff member or student at the school will be considered a visitor.
- All visitors to the school must report to the office upon arrival at the school. They will be required to sign the visitor's register and sign out before leaving the building.
- All parents/visitors must enter at Reception via the front door. Access by any other door is prohibited.
- Visitors attending school functions that are open to the public, such as annual parent-teacher meetings, Christmas Fair, performances etc. are not required to register.
- Bear in mind that teachers are responsible for students during class time and cannot leave children unattended to enter conversations during the school day. If a parent needs to meet with a teacher, they should either phone the Office in advance or send a note via Class Dojo requesting a meeting.
- Any unauthorised person on school property will be reported to the Principal or the office staff. Unauthorised persons will be asked to leave. The Gardaí may be called if the situation warrants.

- Pets are not permitted in the school grounds at any time, and we would ask parents/visitors to ensure any fouling of pets outside the school grounds is removed in accordance with Wicklow Co. Co. Bylaws.
- The use of bad language is strictly prohibited.
- The taking of photographs and/or filming without permission is strictly prohibited.
- No visiting adult has permission to reprimand any pupil that is not their own child on school premises.
- All visitors are expected to abide by the rules for public conduct on school property contained in this Code of Conduct.

Conduct Prohibited on School Property

No person shall:

- Intentionally injure any other person or threaten to do so.
- Intentionally damage or destroy school property or the property of a teacher, administrator, or any other person lawfully on school property, including graffiti or arson.
- Disrupt the orderly conduct of classes, school programmes or other school activities.
- Distribute or wear materials on school grounds or at school functions that are obscene, advocate illegal action, appear libellous, obstruct the rights of others, or are disruptive to the school programme.
- Intimidate, harass, or discriminate against any person based on race, colour, creed, national origin, religion, age, gender, sexual orientation, or disability.
- Enter any part of the school premises without authorisation or remain in any building or facility after it is normally closed.
- Obstruct the free movement of any person in any place to which this code applies.
- Violate the traffic laws, parking regulations or other restrictions of vehicles. Parents are responsible for the safety of their own children and those of others.
- Possess, consume, sell, distribute, or exchange alcoholic beverages, controlled substances, or be under the influence of either on school property or at a school function.
- Possess or use weapons in or on school property or at school functions, except in the case of the Gardaí. Loiter on or about school functions.
- Smoke any substances i.e., cigarettes, drugs, and e-cigarettes (vaporised cigarettes) on school property are always prohibited.
- Wilfully incite others to commit any of the acts prohibited by this code.
- Violate any policy while on school property or while at a school function.

Persons in violation of the Code of Conduct

The authorisation of a visitor, to remain on school grounds or at any school function shall be withdrawn and they shall be directed to leave the premises. If they refuse to leave, they shall be subject to ejection by the Gardaí.
The school reserves the right to pursue a civil or criminal legal action against any person violating the code.

Rationale for this Code of Conduct

We try to set the best example possible for our students and as parents/ visitors we ask the same of you. By creating a positive, respectful culture, together we are supporting our children on their journey as lifelong learners in a safe, considerate environment. Our school teams show what we can achieve when we all act together, each playing our part and we ask for your help to continue this.