



Portmarnock Community School

School Regulations

Mission Statement

To instil a spirit of Intellectual Enquiry and academic endeavour

To foster the desire for participation and challenge

To build individual and compassionate young people of character

Admission to the school implies acceptance of the School Code of Behaviour and Regulations.

Reference should be made to the Code of Behaviour, Anti-Bullying, and Internet Use/IT Policies (see website). Parents/Guardians must sign the relevant section in their journal every year indicating acceptance.

Preamble

All students must recognise their individual responsibilities and obligations and discharge them in accordance with school regulations which are designed to help the student to become a responsible and autonomous person aware of his/her dignity and worth, as well as showing respect for others and respect for property.

Punctuality - Students must be on time for every class

First Bell	8:40 am
Class-time - Morning	8.45 am - 11.25 am & 11.35 am - 12.55 pm
Lunch	12:55pm - 1:55 pm
First Bell	1:50 pm
Class-time – Afternoon	1.55 pm - 3.55 pm

Students must be ready to start class punctually, have visited lockers/toilets and have lined up outside their designated classrooms at first bell. Any subsequent departures from the classroom for any reason requires a note in the student's journal to be shown upon request.

Morning break	11.25 am - 11.35 am
Lunch	12.55 pm - 1.55 pm

Attendance

- Attendance at school is a legal requirement in accordance with the Education (Welfare) Act, 2000.
- Students must attend school each day between 8.40 am and 4 pm
- Under the Education Welfare Act. We are obliged to report absences aggregating 20 days to TUSLA (Child and Family Agency www.TUSLA.ie)
- Parents/Guardians must provide a note of explanation for each absence from school as stated in the Education (Welfare) Act, 2000 (www.irishstatutebook.ie/2000/en/act/pub/0022/)
- In the case of unexplained absences, the Parent/Guardian may be contacted by the school.
- No student is allowed to leave the school during class times without permission of the Principal, Deputy Principal, Year Head or Tutor.

- Under no circumstances is a student to contact Parents/Guardians and arrange to be collected from school without going through the appropriate procedures as above.
- Students must ensure they check out at the office before they leave the school.
- Unauthorised departures from the school (within the school hours) are regarded as serious transgressions and a student found in breach of this rule may be suspended.

Homework

Students are expected to be fully prepared for their classes each day. This will require careful study at home to ensure that all assignments set are completed thoroughly. Homework should also include due time for study and revision.

When students are on school activities or absent, they are still accountable for homework assignments. Homework that is being submitted digitally must be done in a timely manner before the start of the class in which it is due.

School Uniform

The school uniform is a symbol of our school to all who see our students as they come and go from school.

The school uniform consists of:

Junior School (First year to Third years)

- Wine V-neck pullover and school tie, blue shirt/blouse, official grey school trousers for boys and girls/skirt, grey socks/tights above the shoe, plain black flat shoes (leather or leather look) are to be worn; boots, runners, canvas or white rimmed shoes are not allowed.
- Students are also required to wear the school jacket. Non-school items will be confiscated and must be collected by a Parent/Guardian. All items should be marked clearly with indelible ink.

Senior School (Fourth year to Sixth year)

- Blue V-neck pullover and school tie, blue shirt/blouse, official grey school trousers for boys and girls /skirt, grey socks/tights above the shoe
- plain, flat black shoes (Leather or leather look) are to be worn, boots, runners, canvas, platform or white rimmed shoes are not allowed.
- Students are required to wear the school jacket.
- Non-school items will be confiscated and must be collected by a Parent/Guardian. All items should be marked clearly with indelible ink.
- The PE uniform is reserved for days on which PE classes are timetabled. PE clothing is not to be worn to school on any other school day.

- Outdoor shoes are not to be worn in the PE Hall.
- Complete school uniform is to be worn in school, on school business, or when representing the school. Students who are not in full uniform will be subject to disciplinary action.

Courtesy and Respect

- Pupils are expected to show cooperation, courtesy and respect to all members of the school community, and visitors to the school, at all times. They should make way for staff members or other adults in corridors etc.
- Insulting behaviour to members of the school community, by word or action will be liable to suspension.
- Physical intimidation and verbal abuse of members of the school community will not be tolerated.
- Students should observe the 'one way system'.

Appearance

- Students who dye their hair should do so with natural colours. School management will have the final say in what constitutes "natural" and acceptable hair styles.
- Students must be clean shaven.
- Inappropriate hair accessories are not allowed.
- A pair of earrings, stud or sleeper style only may be worn by students. Earrings must be discreet, silver or gold in colour and a maximum of one worn in each earlobe. School management will have the final say in deciding what constitutes acceptable earrings. Only a single ring is allowed and no other jewellery shall be worn. Facial and body jewellery is not allowed.
- Make-up, false tan, false eyelashes, moisturisers containing false tan, visible tattoos, false nails and nail varnish are not allowed.
- Students may be sent home to rectify any breach of the above regulations.
- Continued breaking of the above regulations could result in suspension.

Theft and Damage

Students are responsible for their own property while in school. All property should be clearly labelled. Students should also exercise responsibility and due care for the property of others.

- All damage to school property is to be paid for. In general, damage which has been either wilfully caused or has resulted from inexcusable negligence, including graffiti, will be subject to severe sanction.

- Littering of the school premises, indoors and outdoors, is unacceptable and discourteous to others. All litter should be placed in the appropriate recycling bins available for that purpose. Chewing gum is strictly prohibited. It is everybody's responsibility to ensure the school remains litter free.

Lunch-time

Students in First, Second and Third year who do not live in Portmarnock are not allowed to leave the school grounds at lunch time. Students may bring their own lunch or purchase one from the school canteen. **No Junior Students are allowed in or around the PSLC, Dunnes Stores Shopping Centre or Spar during lunch time.**

- To help us supervise students at lunch time, Parents/Guardians are asked to ensure that students living in Portmarnock *go home for their lunch* and do not go to the beach, PSLC, Dunnes Stores Shopping Centre or Spar during lunch time.
- Lockers can be visited only before school, after school, at breaktime and at certain times during lunchtime: between 12.55 p.m.- 1.05 p.m. and 1.40pm - 1.50 pm
- Students who remain in the school during lunch hour must eat their lunch in the Assembly Hall. All students should ensure that tables are left clean before they leave them. All litter should be disposed of in the appropriate bins provided.

The Student Journal and Tyro App:

The Student Journal and Tyro are important means of communication during a students' school life. They serve the following functions:

- Record of all homework (written, learning and topics covered)
- Record of important notices
- Means of communication between Teacher and Parent/Guardian
- Record of absences/appointments/late arrival and permission to leave school early
- Any subsequent departures from the classroom for any reason require a note in the student's journal to be shown upon request.
- Absence/ early departure from school requests may also be submitted using the Tyro parent app.
- Students are to have their Journal in school at all times.
- The Journal should be signed by Parents/Guardians on a weekly basis and never defaced. The replacement cost of a lost/defaced journal is €20.00

Appointments

Parents should write a note to the teacher to meet during school hours via the Journal or by email. Meetings cannot be facilitated without prior appointment. Please contact admin@portmarnockcommunityschool.ie to arrange.

Fostering Health and Wellbeing:

Smoking/ Vaping/ Use of nicotine

In view of the clear and convincing evidence that smoking is injurious to health, the school urges all students not to smoke. Smoking, or use of nicotine products, in any part of the school building or its vicinity is illegal under current legislation. Smoking while in school uniform and the possession of cigarettes is prohibited. This includes 'e cigarettes', vaping devices of any kind and any other nicotine products.

Those in breach of this rule will warrant a severe sanction

Substance Abuse/ Misuse

The consumption of alcohol and the use of unprescribed or illegal substances by students in the school building, in school uniform or while representing the school is absolutely forbidden. Any student who is found under the influence of a prohibited substance and/or alcohol will warrant a severe sanction.

Safety/Order Indoors

When in the school buildings, students should not run. Care is to be taken not to push or jostle others. Adhere always to the 'one-way' system on the corridors. Students should not enter class rooms unless accompanied by a teacher.

Safety/Order Outdoors

- Pedestrians entering or leaving the school grounds should use the available footpaths.
- Take care to observe Road Safety regulations when crossing the road in and outside school.
- Please use the gate only for entry and exit to and from the school. Entering or leaving through playing fields is forbidden.
- Loitering in the vicinity of the school is forbidden.
- Cycling, including e-bicycles/ use of e-scooters, is strictly forbidden on school grounds.
- Cycle helmets must be worn by all students who use a bicycle to travel to and from Portmarnock Community School.
- Earphones are not to be used while cycling/walking on school grounds.

Fire Drill

- Whenever the Fire Alarm signal is given, the presumption is that an emergency exists.
- The fire drill instructions are to be strictly adhered to.
- Quiet and order is to be observed throughout the whole procedure. A serious view will be taken of anyone who makes it an occasion for fooling or joking.

- Interference with the fire-fighting equipment or the fire alarm system is a very serious offence with serious implications for the Health & Safety of the school community and will therefore warrant a serious sanction.

Student's Vehicles

In the interests of health and safety a student is not permitted to drive or park on the school grounds.

Student Mobile Phones and Personal Devices.

While Portmarnock Community School accepts that it is a student's right to have a mobile phone, the following policy aims to maintain a safe, nurturing environment where the personal dignity and rights of all the members of the school community are preserved. In order to assist the school in implementing this policy, **Parents/Guardians are asked not to arrange to contact students by mobile at any time during the school day.** Contact with the school should be made through the office at 01 8038056 or by email to admin@portmarnockcommunityschool.ie (or a relevant member of staff) and students are directed to use the office telephone if needed for urgent matters.

1. Where a student brings a phone to school, the phone or any other personal device including smart watches must be switched off during the school day and may not be used for any purpose on the school grounds.
2. Students found in contravention of (a) will have their phone and sim card confiscated for one day and the parent/guardian will collect the phone during office hours on the next school day. Refusal to hand over the phone to the teacher will result in an automatic one week confiscation and suspension.
3. When a student's phone is confiscated the parent/guardian will be contacted before the end of the school day to notify them that their son/daughter has had their phone confiscated.
4. Inappropriate recording (video/audio) of any individuals without their permission is a serious infringement of a person's rights and serious sanctions will be imposed.
5. Incidents where students use mobile phones to bully other students will be treated as serious breaches of discipline. It should be noted that it is a criminal offence to use a mobile phone to menace, harass or offend another person. As such, the school will consider it appropriate to involve the Gardai in such incidents. Students and parents/guardians should refer to the **Acceptable Use** and **Anti Bullying** policies also
6. The school accepts no responsibility for replacing lost, stolen or damaged phones. The safety and security of mobile phones is wholly a matter for students/parents.
7. All personal devices are prohibited and are also liable to be confiscated as above. Electronic devices eg smart watches etc., are not allowed in school unless as part of a Reasonable Accommodation granted by NCSE/ SEC or under a teacher's direction.

It is important to realise that the rules are for the orderly operation of the school. Firm action will be taken with pupils who are disruptive or whose behaviour is unacceptable. Our pupils are expected and encouraged to cooperate fully in

maintaining good standards of conduct and a learning environment where respect for all members of the school community is evident.

The regulations were updated by the Board of Management on 10th June 2025
