

Code of Conduct 2023-2024

1. Students should arrive at the school on time for their class. Late arrivals, without a valid reason or advance notice from a parent/guardian, will not be permitted to enter the class.
The school reserves the right to cancel or amalgamate classes, change teacher, class times or schedules. When possible advance notice of any such changes will be given to students.
2. Access to the school each day is through the main door at the front of the building on the ground floor.

When leaving the building students can only exit through the back door at basement level.

A one way system operates within the school when moving from class to class.

The first floor (up stairs) may only be accessed via the stairs in the main reception area. All traffic travelling to the top of the building should do so via this stairs.

When moving from the first floor down to lower levels, the stairs at the rear of the building should be used.
3. Students should make their way to classes as quickly and quietly as possible, observing the designated circulation routes within the building. There can be no congregating in corridors or reception area.
4. Teachers at Bruce College use discipline slips for homework, behaviour and punctuality purposes. At the teacher's discretion, students will be issued a warning in the form of 1 slip, which they must sign and return to the teacher. A total of three slips from the same teacher will result in a meeting with the Assistant Principal and a phone call to parents/guardians. One further slip will be dealt with at the discretion of the Principal.
5. Students must attend class with all of the required materials - pens, calculators, pencils, art materials etc.
6. Mobile phones must remain switched off during class. Students who use their phone during class will be asked to report to the Assistant Principal. Repeat offences will result in the phone being confiscated during school hours for the remainder of the school year.

7. During study periods your mobile phone will be collected by the Study Supervisor for the duration of your study period and returned before the end of each session.
8. Students should familiarise themselves with their timetable.
9. If a student is absent or late, parents/guardians are obliged to notify the school via our App or ring the secretary by 9:30 each morning.
10. No student is permitted to leave the school premises during class time without prior notification from a parent or guardian. This notification should be given via the school App or by phone call to the school secretary.
11. Parents are notified via the school App of any unauthorised absences.
12. App notifications will only be sent to those who have downloaded and registered on the school App. All parents and guardians are asked to do this as it will be the main means of communication this year for school up-dates and news.
13. Any issues or concerns the school may have will be dealt with directly with students who are aged 18 years or over. When deemed necessary, the Principal will contact parents/guardians.
14. House exams and Pre-Leaving Certificate exams cannot be re-scheduled under any circumstances. Students who are ill or unable to sit the exam for other reasons will be marked absent from that exam. Students will be provided with a copy of the missed exam paper if required and they may attempt the exam in their own time for practice. Students should be aware that it may be necessary to schedule exams at week-ends or mid-term breaks.
15. Parents/students are responsible for informing the Principal of any illness, allergy or issue that may affect a student. Such matters will be dealt with discreetly but in the best interest of the student, the Principal must be notified.
16. Students wishing to make applications for reasonable accommodations or language exemptions for State Exams must consult with the Exam Secretary at Bruce College. The school will be under no obligation to provide scribes/readers/special centres during house exams but we will endeavour to provide a limited amount of assistance where possible.
17. All students of Bruce College must attend classes as scheduled until the last day of school. Failure to do so can result in students being removed from all classes, courses and tutorials.



18. Students must leave the premises immediately and quietly once their classes have finished for the day. Loitering in the vicinity of the school is not permitted.
19. Electronic devices will be permitted for use. **A phone is not considered an electronic device.** Students must ensure that their device is fully charged as there will be no facilities for charging numerous devices in classrooms.
20. Smoking or vaping is permitted in one designated location within the school grounds. Students found smoking outside of this area may be subject to suspension from school for one week. The area is to be left clean and tidy after break times.
21. Any evidence of consumption of alcohol or any illegal substances in Bruce College will result in immediate expulsion.
22. Under no circumstances are students permitted to bring chewing gum onto Bruce College premises.
23. Students are responsible for their own belongings. Notes will be distributed to students in electronic format in so far as is possible. Belongings cannot be left in classrooms or stored in corridors, any items found will be immediately disposed.
24. Designated break areas must be kept clean and tidy at all times by students.
25. Any student who vandalises Bruce College property will incur the cost of repair or replacement of such property.
26. Students should be aware of the dangers surrounding social media sites and the consequences attached to posting comments online. Bruce College operates a strict policy regarding this. Under no circumstances should a student make direct or indirect reference to Bruce College or its staff on social media sites. Regular, stringent monitoring of social media sites is carried out by Bruce College. Students are not permitted to take photographs inside the school grounds or school building at any stage during the year.
27. Boisterous behaviour on Bruce College property is not permitted.
28. Bruce College does not support the advertising, promotion or organisation of student graduation balls or social events.
29. Students may not use parking facilities on Bruce College property. We do not accept responsibility for damage or parking costs incurred to vehicles.



30. Bruce College students should dress appropriately and be of neat appearance at all times. Excessive piercings are not permitted. Guidance should be sought from the Assistant Principal if a student is unsure as to what is acceptable in terms of piercings, dress code and hairstyle.

31. Bruce College can provide a list of accommodation venues for students who will not travel home on a day to day basis. The final choice of accommodation and rental terms and conditions are a matter for the student and landlord. Bruce College can take no responsibility for any issues arising during the rental of such accommodation.

32. Enrolment to Bruce College is subject, but not limited to, the above terms and conditions being met. These conditions can be altered or amended at the schools discretion

I have read and accept the above:

Signature: _____

Date: _____