



# St. Mary's Diocesan School

Beamore Road, Drogheda, Co. Louth. A92TF24  
Telephone: Office - 041 9837581  
Fax: 041 9841151 Staff: 041 9838001  
Email: office@stmarysds.ie

Principal: Ciaran O'Hare

Deputy Principals:  
Catherina McNicholas  
Cerrie Byrne  
Lorraine Noone

**CLOSING DATE: Tuesday 25th OCTOBER 2022 AT 3.20PM**

Official Use

Date Received: .....

### Student Details:

Surname: ..... First Name(s): .....  
Date of Birth: ..... Preferred First Name: .....  
PPS Number: .....  
Full Postal Address:.....  
.....  
.....

### Family Details:

#### Mother

Name: ..... Mobile: .....  
Email: ..... Maiden Name: .....

#### Father

Name: ..... Mobile: .....  
Email: .....

Name of current brothers in St. Mary's Diocesan school: ..... Year: .....

Name of brothers previously in St. Mary's Diocesan school: ..... Year: .....

**Primary School Details:**

Name and Address of Primary School: .....

.....

School Roll Number of Primary School: .....

**ENROLMENT  
PROCEDURE**

- Applications Forms are only available to 6th class boys.
- The form must be fully completed; only fully completed application forms will be accepted.
- This is a preliminary application form only. If a place is offered to your son an acceptance form must be fully completed and returned to the office before the deadline stated on the acceptance form.
- Places will be offered in accordance with the school's Admissions Policy, which is available on the school's website.

**PLEASE SEE SCHOOL RULES ATTACHED.**

In accordance with section 23(4) of the education (Welfare) Act 2000, a parent(s) of a student must confirm in writing that the code of behaviour is acceptable to him or her and that he/she shall make all reasonable efforts to ensure compliance with such code by the student. The code of behaviour is attached to this application form and it can also be viewed at [www.stmarysds.ie](http://www.stmarysds.ie)

I can confirm that I agree with the terms of the Code of Behaviour:

Parent/ Guardian Signature: ..... Date: .....

Student Signature: ..... Date: .....

# School Rules

**Please see Code of Behaviour for full details available on [www.stmarysds.ie](http://www.stmarysds.ie) or from the school office**

## School Rules and Our Core Principle

All our school rules are based on the core principle of RESPECT: respect for self, respect for others and respect for St Mary's Diocesan school.

### Respect For Self

#### *Attendance*

In order to make the most of the abilities and talents that they have, regular and punctual attendance is required of all students. If a student is absent from school, then his parents are asked to provide a written explanation in his Journal.

#### *The School Journal*

This is an essential tool in helping students to achieve their goals in school. Having their journal with them for every class is essential. Students must use it to take down reminders of their homework and other information. The journal should also be used for communication between school and home. Notes regarding absences and lates and notes to and from teachers should be recorded in the journal. Therefore, students must have their journal with them at all times.

#### *Classwork*

In class students are required to pay attention, do as requested by the teacher, and contribute as best they can to the learning process.

#### *Homework*

##### The Purpose of Homework

- Consolidate the work done in class
- Encourage self-directed study
- Promote creativity
- Help students to organise their own work

We regard homework as an important part of the learning process. We expect students to take time with their work, complete tasks on time and present their work well.

Our mobile phone policy is intended to minimise distractions during school hours. All mobile phones must be switched off and kept out of sight except during break times:

- before 8.57 am
- from 11.05 am to 11.20 am
- from 1.20 pm to 2.00 pm
- after our final lesson of the day has concluded

Mobile phones used outside permitted times may be confiscated. Taking photographs of or filming any member of staff or any student, and/or the misuse of mobile phones to engage in any form of bullying/ intimidation will result in serious sanctions.

#### *Toilets may be used:*

- before 8.57 am
- between 11.05 am – 11.20 am
- between 1.20 pm – 2pm
- after last lesson has concluded

#### *Lockers may be used:*

- between 8.45 – 8.57 am
- between 11.05 – 11.20 am
- between 1.20 – 1.30 pm & 1.50 – 2pm
- after last lesson has concluded

### Uniform

We want our students to have pride in their appearance. Our school uniform is designed to be a symbol of their pride in being students of St Mary's. We require students to wear the correct uniform to the exclusion of all other clothing. Non-uniform items may be confiscated.

## Uniform Code

- Our uniform consists of navy trousers, white shirt, school tie, black shoes and school coat or fleece with school crest. Junior students (first, second and third year) wear a wine jumper with a navy band and school crest. Senior students (transition, fifth and sixth year) wear a navy jumper with a wine band and school crest. School tie must be worn when no jumper is being worn.
- Students are obliged to wear the correct school uniform to the exclusion of all other clothing. Non-uniform items may be confiscated.
- Apart from wrist-watches, no jewellery is permitted. Body piercings of any kind are forbidden.
- Students are obliged to wear correct footwear - black footwear.
- Students' hair must always be kept neat and tidy. Natural hair colouring only, no overly tight cuts and long hair should be tied back in practical classes.
- No hoodies/hooded tops, sports team tops are to be worn. These may be confiscated. School Coats/Fleeces ONLY may be worn.

## Health Promotion

St Mary's is a health promoting school. We want students to develop healthy habits and to change unhealthy ones. Therefore, we have the following rules:

- **SPORTS:** Each student is to be available when required to take part in games and other school activities.
- **SAFETY:** Student and staff safety is a priority for St Mary's. Running and/or boisterous behaviour in the corridors, the stairs or other public areas is not allowed. For comfort and safety, when walking, students are required to walk on the right-hand side of the corridor. For safety reasons, students are not allowed to leave the school grounds during the 11.05 break.
- **LUNCH TIME:** During lunch time the following rules apply:
  - o First, Second and Third Years must remain on site for lunch.
  - o TY, Fifth and Sixth Year students may leave but must return on time.
- **SMOKING:** Students are not allowed to smoke in the school or while in school uniform during school hours. This includes the use of E-cigarettes/Vaping. Breaking this rule may result in sanctions, including suspension.
- **ALCOHOL AND ILLEGAL DRUGS:** Students using or in possession of alcohol or any illegal chemical substance in school, in its vicinity or on school outings face serious sanction up to an including expulsion. Please see our substance use policy for further details.
- **TRIPS, TOURS and SCHOOL ACTIVITIES:** The school rules and the Code of Behaviour apply to all trips, tours and activities. Students who fail to respect them while on trips/tours out of the school will face serious sanction.

## Respect For Others

Students are expected at all times to show respect for all staff and guests both within and outside school. This includes the wider environment and outside of school hours. This extends to the use of digital technologies, social networks, email and other digital communication tools or forums. Please see our acceptable use policy for more details.

### The Right To Learn

Each student must respect the rights of other students to learn within their classroom.

### Bullying

Students who are involved in bullying behaviour will be subject to serious sanctions. Students who are victims of bullying are encouraged to report any incidents of bullying to the school authorities. Where bullying leads to a child protection concern Tusla may be contacted. Please see our Anti-bullying Policy for more details.

### Resolving Disputes

We want students to learn to resolve differences in a mature and responsible way. Aggressive behaviour by individuals or groups or incitement to such behaviour is against our core principle of Respect for Others and will not be tolerated. Where there are disputes between students, the parties to the dispute are encouraged to sort their differences by talking them out, not by hitting out either physically or verbally. Staff members are available to act as mediators if requested.

### Respect For St Mary's Diocesan School

- All school buildings, furniture and equipment are to be treated with the utmost care. Any pupil who damages or defaces property may be required to make good the loss.
- In classrooms, students are responsible for their desks and immediate environment. Any damage must be reported to the subject teacher.
- Chewing gum is banned from the entire school grounds.