

Student Information for Y4-12

1. School Uniform

- 1.1 This is compulsory and cannot be customised. Only items sold in the School Uniform Shop are acceptable items of uniform eg school trousers, PE shorts, etc
- 1.2 Anyone arriving to school with non-regulation uniform will go through the following procedure:
 - 1st occasion - verbal warning
 - 2nd occasion – parents asked to ensure correct uniform is worn.
 - 3rd occasion – new items purchased from shop and amount paid or placed on Account.
 - 4th occasion – asked to go home to change
- 1.3 PE uniform may be worn on PE days.
- 1.4 PE uniform cannot be worn all day for After School Clubs. It must be brought to school and changed into at the end of the day.
- 1.5 Footwear should be black shoes or dark trainers. Brightly coloured trainers or football boots are not allowed.
- 1.6 Hair should be of acceptable length (not shaven or long) and of natural colour (no dyes or tints).
- 1.7 Any change in daily uniform eg non-uniform days, House Colours will be informed in advance.

2. Attendance

- 2.1 Attendance is compulsory without a justifiable reason. The Ministry and CIE have minimum attendance figures for passing.
- 2.2 For exam years (9-12) CIE require 90% attendance for examination entry.
- 2.3 All absence and lateness are recorded on the School Management System and are given to parents, Ministry and University entrance requests
- 2.4 Attendance is taken between 7.45 and 8.00am each school morning
- 2.5 After 8.00am, pupils not present are deemed absent.
- 2.6 Excused absence (personal illness, deaths in immediate family, appointments, visa issues, extreme weather, etc) will not be counted as an absence.
- 2.7 It is important parents inform the school of absence in order for it to be classed as Excused or not.
- 2.8 The School Receptionist will call parents on the third day of any unexplained absence.

3. Arrival in the morning.

- 3.1 Pupils wait in the school yard until 7.45. Pupils are not allowed into the school building to put bags or coats inside.
- 3.2 Juniors School Monitors are allowed to go and put chairs and desks correctly and switch on class PCs ready for Registration.

4. Lateness

- 4.1 Pupils arriving after 8.00am need to go to Reception to get a Late Pass to get into class and to get their absence mark converted into a late mark (L). Failure to do this will result in the absence being recorded for the whole day.

5. Leaving School Premises

- 5.1 All pupils must have parental permission to leave school between 7.45 and 2.30
- 5.2 An Exit pass will be issued by the Receptionist after permission has been given.
- 5.3 Junior School pupils can only leave if accompanied by an adult.

6. Respect and courtesy

- 6.1 All adults in school, whether teachers, administration, maintenance must be treated with equal respect and not abused in any manner.
- 6.2 Pupils are expected to obey instructions from school employees who are performing their duty, and to address them using respectful words and tone.
- 6.3 Courteous behaviour is encouraged towards everyone. Tolerance of different religion and personal appearance is expected at all times.
- 6.4 Reports of disrespectful behaviour will result in an instant punishment.

7. Movement around school.

- 7.1 Indoors. This must be quiet and orderly.
 - 7.1.1 No running in corridors. Accidents can happen
 - 7.1.2 No loud noises to disturb others.
 - 7.1.3 Walk on the right to avoid collision
- 7.2 Outdoors
 - 6.2.1. Do not make excessive noise which might disturb classes
 - 6.2.2. Do not block doorways or steps.
 - 6.2.3. Do not run in such a way as to be a hazard to others.

8. Break-times.

- 8.1 Leave the building quickly and quietly
- 8.2 No one is allowed in classrooms without a teacher
- 8.3. Food cannot be eaten in the classrooms
- 8.4 During Junior School Breaks, kicking of balls in the Main Yard is not allowed
- 8.5 Pupils must go to the Lines as soon as the bell sounds.
 - 8.5.1 Failure to do this will result in a punishment from the class teacher.
 - 8.5.2 Food should not be eaten in the Lines. This is particularly important during the playing of the National Anthem

9. Prohibited items.

- 9.1 Dangerous items such as knives of any kind, scissors, lighters, weapons



9.2 Illegal items drugs, alcohol, cigarettes, e cigarettes

9.3 Such items will be confiscated and not returned.

9.4 Chewing of gum is not allowed in school.

10. Mobile Telephones

10.1 Mobile phones are not allowed to be used or seen in school between arriving and departing.

10.2. If a phone is needed after 2.30 it must be deposited with the Receptionist at the beginning of the day.

10.3 The following procedure will apply to phones seen in school.

1st offence. – instant confiscation and returned at 2.30

2nd offence – instant confiscation and returned to parents.

3rd offence – instant confiscation and kept until next holiday break

11. Classroom conduct

11.1 Classrooms are places of learning. They are not play rooms.

11.2 Pupils must enter quietly and remain quiet inside.

11.3 The subject teachers will designate seating for each pupil.

11.4 Pupils cannot leave the room without permission from the teacher.

11.5. Pupils in Y1 – 8 must have a Yellow Card with them if they are out of class during lesson times.

11.5.1 Pupils without a card will be asked to return to the classroom by any adult employed by the school.

12. Detentions

12.1. Teachers can issue detentions and they must be completed. Failure to do this will result in pupils being reported to the Head of Section.

12.2 Detentions can be given for half of Break 1 and 2 and for 2.30 – 2.45 without any prior notice.

12.3 Detentions after 2.45 require 24 hrs notice to parents.

13. Equipment

13.1. It is each pupil's responsibility to bring writing equipment and subject specific equipment to each lesson.

14. Aggressive behaviour towards others.

14.1 There is zero tolerance regarding any acts of violence between students.

14.2 Any act of violence will result in an Official Warning Letter being issued. After 3 such letters the pupil can be reported to the Ministry.

14.3 Unprovoked attacks in a classroom on other pupils which includes hitting, slapping kicking, biting will result in:

- a) removal from the class for a period of time and placed in a Time-Out desk in another classroom.
- b) removal from the class until parents take them home.

14.4 Physical fights in any area of the school will result in parents having to take their children home.

14.4.1 Such pupils will be placed on report when they return.

14.5. Serious cases of persistent violence will follow the procedure:

2nd offence 1 day exclusion

3rd offence 2 day exclusion

4th offence 3 day exclusion and Ministry informed.

15. Bullying.

15.1 The school regards any form of Bullying as an aggressive act and will deal with situations in a similar way to 14 above.

15.6.1 The first reported incident will be reported to the Form Tutor who hopefully will be able to resolve the incident.



15.6.2. A subsequent report will be referred to the School Counsellor for action.

15.6.3 A third report involving the same pupil will be dealt with as an act of Aggression.

16. Homework

16.1 Homework is not set on a regular basis in order for pupils to do other things at home.

16.2. When it is set it must be completed according to the instructions of the teacher.