

SCHOOL GROUNDS

Pupils are not allowed to play in the bushy area in front of the school.

Fighting and hurting of others will not be tolerated.

Pupils to play fairly and carefully.

All vegetation in the school is to be treated with respect.

Damage of school property will be strictly dealt with.

POOL AREA

No child may enter the pool area.

Balls landing up in the pool must please be left in the pool or a monitor may be asked to retrieve it.

SCHOOL BUS/PUBLIC TRANSPORT

Pupils may not eat or drink in the school vehicles

Pupils may not hang out of the windows.

No shouting at people from the school bus. Pupils using public transport will be issued with a special letter each year explaining the acceptable way to behave when using public transport. Pupils who damage the school name by misbehaving will be suitably punished.

CLASSROOM BEHAVIOUR

Pupils are expected to treat their teachers and their peers with total respect at all times.

Pupils to abide by the rules of the classroom to ensure an atmosphere conducive to learning.

GOOD MANNERS

We expect nothing but good manners from each and every child in our school.

Teachers will acknowledge children who display good manners.

DISCIPLINE POLICY

Parents and pupils are asked to read through comprehensive discipline policy on application and to sign it please.

BEHAVIOUR

Show good manners towards all.

No bullying or fighting at any time.

Run and play outside.

Be punctual for school and extra-mural activities.

Pupils may not leave the school grounds during school hours without the principal's permission.

No weapons (e.g. knives) or toys that can cause bodily harm to other pupils may be brought to school.

No throwing of stones or other objects.

Pupils must cross High Level Road at the two pedestrian crossings only.

Pupils should be discouraged from visiting "game machines" at cafes and poolrooms and may not do so in uniform.

MONEY AND VALUABLES

Ask before taking/using possessions of others.

Valuables are safer at home e.g. tape-recorder, walkman etc.

Any fees/payments brought to school should be the correct amount in a sealed envelope with pupil's name, Grade and details of contents on the outside. This must be given to the bursar first thing in the morning. Receipts are issued on the same day.

Other money should be given to the teacher for safekeeping.

Each classroom has a 'safe-cupboard' for storage of valuables.

PARTICIPATION

All pupils are required to participate in at least one summer and one winter sporting activity - doctor's certificate required for exemption.

The good manners of sending a note is required if a pupil needs to miss an extra-mural commitment.

Commitment of at least one term is required for the programme to run smoothly and successfully.

HOMEWORK/SCHOOLBOOKS

Homework books are to be checked and signed daily.

All textbooks must be covered in plastic to preserve them.

Soft, material-type suitcases must have supporting cardboard liners to protect books.

Textbooks and library books remain the property of the school and must be returned before a pupil leaves.

Parents will be charged for lost or badly damaged books.

BEFORE SCHOOL

Pupils may only enter the building if it is raining or if they require the assistance of a teacher.

IN BUILDING

Children to walk on the left of the passage and not talk when entering or leaving the building. No running, overtaking or pushing is allowed.

HALL

Pupils are expected to enter and leave the hall in silence when attending any assembly or get together.

NEWSLETTERS

Pupils are handed newsletters regularly to keep parents informed.

Please sign and return the tear-off slips when applicable so we know you have received the relevant information.

Find an accessible place to pin up term and extra-mural programmes so they are easy to refer to regularly.

HOMEWORK DIARIES

The homework diary is sent home every day for the parents to check and sign as soon as they are satisfied that the tasks have been completed. Please also use the diary to communicate with the class teacher.

TEST BOOKS

Test books are sent home after every test to keep parents informed of the progress made by the pupil. Tests should be signed by the parents. Please make an appointment with the teacher if you are concerned.

APPOINTMENTS

Parents are given regular opportunities to meet teachers at Open Days. Should parents wish to see either the principal or teachers on other occasions, they are requested to make an appointment in the homework diary or through the secretary (Phone: 434 5355).

ABSENCE

Please do not keep your child out of school for a cold or other trivial matters. Except in the case of illness, prior permission must be obtained from the principal if a child has to miss a day of school.

On the day a pupil returns after being absent, he/she has to bring a letter from a parent to the teacher, stating the reason for the absence and the duration. Doctor's certificate require for more than 3 days.

HEALTH

It is your duty to inform the principal immediately if your child has contracted an infectious disease. Please ensure that your child does not attend school during the prescribed period to prevent conveying the disease to any other person.

During the year the District Nurse visits the school to check eyes and ears. It is the responsibility of all parents to see that their children receive the required injections for Diphtheria, Tetanus, Polio and sometimes measles. This can be done at your local clinic. The Health Department no longer does this at schools.

NITS AND LICE

Sometimes, even in the most meticulous of families, an outbreak of nits and lice can occur. If this does happen, please keep your child at home and treat as per your doctor or chemist's advice. Kindly also inform us immediately.

GOVERNING BODY

The Governing Body of six members is a body elected by the parents of pupils in the school every three years to govern the school. Please exercise your democratic right and take part in Governing Body elections.

PARENT TEACHER ASSOCIATION:

The P.T.A. committee, which is elected annually, meets when the need arises.

Their duty is to organise a variety of cultural and fundraising activities.