

Rules

School fees must be paid before the start of the school term, the voucher must be returned to the office for an admittance slip which is to be presented to the class teacher within the first week of the school term. Failure to comply will result in the child's **immediate withdrawal from classes**.

1. All Children are required to attend Mass once per month during regular class time.
2. No parent or outsider is allowed in the classroom, or to see any child before 12:30 pm for Pre-School, 1:00 pm for Kindergarten and Intermediate, and 2:00 pm for Grades 1-6, without first consulting the office.
3. No child is to be taken out of the classroom without a signed release form to be presented to the security at the point of exit.
4. No parent/guardian should stand outside the classroom or on the corridor before dismissal of class.
5. Every student should be at school for 7:45 am. Any child who arrives after 8:00 am is late.
6. Any child who is late for more than five times for the term without a reasonable excuse will suffer a consequence.
7. In order to be admitted to class after an absence, a student is required to bring a note of explanation to the class teacher.
8. All Assemblies are to be attended promptly by every child. Students should maintain silence when not making appropriate responses.
9. Every child should enter and leave school in his or her correct uniform each day except the children registered to aftercare.
10. If a child for any reason is out of his/her correct uniform a written explanation signed by the parent/guardian is required. The same is expected for P.E.
11. No jewelry should be worn to school, excepting a pair of knob earrings in the case of a girl, and watches for boys and girls.
12. Hairstyles for girls should be neat and appropriate. **No form of hair extensions is allowed. For boys pony tails and carvings will not be allowed.**

13. Contagious diseases such as chicken-pox, measles, pink eye, should be reported to the office, and upon re-entering school a medical certificate must be presented to the class teacher. The school reserves the right to withhold re-admittance.
14. Children are required to play at break time in the play pen, and not on paved walk ways, corridors, passages, classrooms, bathrooms and stair cases.
15. Children are required to stay within the boundaries of the holding area specified by the school. (The garden and parking lots are out of bounds).
16. Vandalism of any sort will not be tolerated. Parents of students found guilty will be required to restore any damaged property or pay for its repair or replacement or be suspended from school.
17. Students found guilty of littering the compound will be assigned to clean-up duties.
18. Students found guilty of theft will be required to restore the stolen property or its equivalent value and will be suspended from school after the second offence.
19. Children should be picked up from the holding area by the latest 3:00 pm. For those involved in supervised school activities pick-up time is no later than 4.30 pm.
20. The throwing of stones or any other missiles, and fighting for any reason are strongly prohibited and may lead to sanctions specified by the school after the second offence, if offence is repeated suspension may be suggested by the school.
21. Children should be properly prepared for daily lessons each day by having the required books, pencils, pens, etc. For failure to do so on three occasions, parents/guardian will be called in for a meeting with the principal.
22. Disrespect to any member of staff or any other adult on the compound will lead to suspension from school after the second offence.
23. Indecent behaviour of students on the way to and from school, once brought to the school's attention, will lead to immediate suspension.
24. Foul language and dishonesty, including cheating in exams, will not be tolerated and may lead to detention and subtraction of points based on teacher's discretion.

25. Chewing of gum by any student is prohibited.
26. A written excuse signed by a parent/guardian for not doing homework must be presented to the class teacher. Failure to do so may result in the student being detained for a time prescribed by the class teacher.
27. Prefects should be obeyed and failure to do so may lead to detention and subsequently suspension.
28. Students' punishment for whatever offences will be announced at devotion or General Assembly depending on its nature.
29. Disruptive behaviour in the classroom will not be tolerated and if necessary, parents will be invited to the school for consultation with the teacher in an effort to curb deviant behaviour patterns.
30. The school must know if your child has suffered or is suffering from any serious illness, accident or disability that may affect his/her performance and or health and so may require some special attention while at school. Children should **NOT** be given any medication to bring to school. If a child needs to take some type of medicine during school hours, the parent is required to give it to the class teacher with the necessary instructions in writing.
31. Parents are asked to make sure no toys, games or **cell phones** are brought to school. Failure to comply will result in the item being confiscated until the end of the term. If the student is found in breach more than once then the item is confiscated until the end of the school year.
32. For birthday parties, parents are to inform the principal and teacher beforehand and bring only a cake, ice-cream, drink and napkins.
33. No parent or child is allowed to enter the classroom during morning devotions, but will wait outside until this is completed, and then enter. Parents will be invited to special devotions from time to time.
34. Parents are asked not to linger in the classrooms unnecessarily. Failure to comply with the request will result in parents being asked to leave the rooms.