



PUPIL HANDBOOK

Revised Jul 2017

Dear Parent/Guardian,

On behalf of the Principal and the entire teaching body, I wish to formally welcome you and your child to The Roman Ridge School.

At The Roman Ridge School, our mission is to develop your child to believe in him/herself by nurturing and developing, incorporating, and applying his/her talents, gifts, abilities, and character. We will encourage your child to develop into an individual who welcomes new experiences and engages new interests. We will foster in your child the ability to succeed either individually or in a team setting. With a first class educational programme in place, your child will benefit immensely from his/her years at The Roman Ridge School and by so doing will one day make a significant impact in the world and in the lives of those who come across them.

At The Roman Ridge School, we cannot overstate the importance we place on your involvement as a parent in ensuring the successful education of your child. We gladly welcome your support and value your input.

Once again, welcome to The Roman Ridge School.

Sincerely,

The Administrator

CURRICULUM

Aims of the Curriculum

The overall aim of the School is to provide all children with the opportunity to develop their full potential in every aspect of their growth in a safe, happy, caring and well-ordered environment.

The children in our Reception Class complete the Early Years Foundation Stage programme (UK) and will be provided with learning experiences covering all areas of education, thus laying a foundation for the English National Curriculum, the English Preparatory School Curriculum and IGCSE & A Level Examination Courses.

Every child will be taught the core subjects of English, Maths, Science, French, History, Geography and Religious Studies. Children will also receive lessons in Art, Music, IT, Design & Technology, P.E. and PSHE.

Aside from developing strong academic knowledge and skills, the curriculum allows children to have a broad and balanced education which is relevant to their individual needs. They will acquire skills and practical abilities, with the motivation to use them routinely.

The curriculum promotes development in all the main areas of learning and experience and aims to encourage moral development, independence, a sense of responsibility and an ability to communicate and co-operate with other children as well as adults.

We aim to give all children equal educational opportunities irrespective of race, sex, or ability and to develop each child as an individual so as to enable them to attain their full potential in all fields of work and play.

Children will be encouraged to develop a sense of self-value, self-respect, and to understand and respect social and cultural differences among others. They will be encouraged to approach and appreciate human achievement, particularly in Art, Music, Science, Literature, the Humanities and Technology.

The School Curriculum

We understand that children are individuals and may vary in the rate at which they advance. We realise too, that the effective acquisition of skills and concepts depends on a child's experience, motivation, learning style, and not learning by rote.

English

We aim to give our children a broad and balanced literacy experience. We hope to encourage them to develop a confidence in self expression.

We also place great emphasis on the ability to listen. In our reading programme, we give each child a strong phonic foundation as well as the opportunity to enjoy books by offering them material covering a wide range of subjects at different stages of their development, so that they become competent and fluent readers. Children are encouraged to take books home to read to their parents.

Mathematics

We aim to give our children a powerful means of communicating information and ideas through problem solving and understanding of how numbers inter-relate. This helps them to tackle a range of practical tasks and real-life problems. Through exploration within Mathematics, children learn to predict situations.

Science

Here, our pupils will be encouraged to develop the skill of conducting practical investigations leading to valid and interesting conclusions. Working together as a team with the teacher and fellow pupils, they will gain scientific knowledge in planning, decision-making, investigating material and communicating results. Furthermore, they will develop the skills of observing, classifying, recording, making and testing hypotheses, designing experiments and drawing information from evidence. They will relate their work to everyday experience.

History

We are introducing the children to historical personalities and events through stories, poetry, pictures, T.V, radio, local and topical festivals at local, national and world levels. We use children's own lives and environment to make them aware of the passage of time.

Geography

We are introducing the children to the geography of the local area as well as extending their knowledge to include national and worldwide facts.

Physical Education

Children will be developing their skills in gymnastics, dance, outdoor games, adventure play, and games skills to develop good body co-ordination and control. Lessons will be connected to a programme of health and fitness, and promote constructive competition. We endeavour to give each child enjoyment and satisfaction from physical activity and foster interest in good sporting activities.

Art

We encourage children to experience working with a variety of different media and plan to create and manipulate materials so that they can develop skills, originality and an appreciation of all forms of art.

Music

Children learn to enjoy making music and to develop an appreciation of all types of music by creating an awareness of rhythm and melody.

Religious Studies

We take a multi-cultural approach to Religious Education where we foster a respect for all religions. We celebrate the major Christian festivals and select customs and celebrations from other religions for further study.

Design and Technology

We encourage the children to understand the significance of design and technology to the economy and to the quality of life. This involves speculation, modelling, planning and appraisals.

All subjects will be complemented by a full IT programme, which will offer pupils a more interactive and cross-curricula approach to education, and, essentially, promote Computer literacy.

Collective acts of Worship

An act of collective worship will take place every day. It will not offend any faith groups but will encourage values shared or held in common by Christians and others, and will promote dialogue, tolerance and respect for the rights of others to hold beliefs different from one's own.

It will bring children together in order to share values upheld by the school as a community.

Parents and Guardians are welcome to take part, if they so wish, in Friday morning worship.

Parents reserve the right to withdraw their children from the daily collective act of worship.

Sex Education

The sex education curriculum is taught within a broad based health education programme (PSHE), available to all pupils.

We encourage open and honest questions and answers in order to satisfy, at the appropriate level, a child's curiosity. Either through topic work or through specific interests, opportunities will be taken to discuss reproduction in human, plant and animal life.

When a new baby enters a family or when a pet has babies, such events will be discussed along with the need for care and love to ensure a healthy understanding of the experience.

Special Needs

The Principal and Sectional Heads work with the Student Support Centre, teachers and parents to make appropriate provision for children with special needs. They also monitor and keep records of the children's progress.

Our policy statement for Special Educational Needs is:

- All individuals should have equal opportunities and be able to develop to their full potential.
- We will identify and tackle prejudices towards people with disabilities.
- We will raise and discuss issues of disability and special needs within the school with both staff and pupils.
- All children will have full access to a broad and balanced curriculum, which is suited to their individual needs.
- We aim to provide a service, which is genuinely responsive to the needs of parents and pupils.
- Parents will be informed of concerns about their children and will be involved in decision-making since we believe that effective assessment and provision will be secured where there is the maximum cooperation between parents, children and the school.
- All pupils may at some point during their education have difficulties, and staff should be aware of these transitory challenges and provide help accordingly. Having identified children with particular needs, staff will be expected to follow the school's policy and procedure on providing support.

We wish to remind Parents / Guardians that as much as we attempt to abide by our policy on SEN, we are not a Special Educational Needs school.

RULES & REGULATIONS

School Times & Punctuality

The normal school hours are from 7:55 AM to 5:00 PM.

Children in the Reception Class and in Class One may be collected at 3:00 PM, Class Two pupils may be collected at 3:50 PM. All pupils are, of course, welcome to stay on till 5:00PM and parents who wish to utilise this facility are encouraged to do so.

It is very important that children attend school punctually. If children come in late, they miss an important part of their learning. It can also be very distressing for them and disturbing for the rest of the class. If your child is going to be late, e.g. for a doctor's appointment, please inform the School office. The Late Book must be signed by the accompanying adult.

School ends at 5:00 PM. Please arrange to have your child picked up promptly. If you are delayed for any reason, please phone the School office so that we are aware of the delay. Please inform the School office if someone different is asked to pick up your child.

Parents are reminded that pupils are to be brought to, and met from school at all times **by a responsible adult**. Parking is available across the street from the school and crossing/security guards are always present to ensure your safety and that of your child.

Daily Timetable

<i>Time</i>	<i>Monday – Friday</i>
6:55 am	Pupils allowed on site
7:30 am	All staff on site/Individual Help Sessions
7:50 am	Bell for assembly
7:55 am	Pupils will be marked as late
8:05 am	Form period
8:15 am – 9:05 am	Lesson 1
9:05 am – 9:55 am	Lesson 2
9:55 am – 10:45 am	Lesson 3
10:45 am – 11:00 am	Break
11:00 am – 11:45 pm	Lesson 4
11:45 pm – 12:30 pm	Lesson 5
12:30 pm – 1:20 pm	Lunch Period and Music Lessons
1:20 pm – 2:05 pm	Lesson 6
2:05 pm – 2:50 pm	Lesson 7
2:50 pm – 3:50 pm	Supervised Prep
4:00 pm – 5:00 pm	Activities
5:00 pm	End of school day. Pick-Up time
5:30 pm	All pupils to be off site

(Please note the end of the school day on Fridays is at 4:00PM, however, on the 1st Friday of every month, we hold Staff Training sessions, and pupils must therefore be picked up at 3:00 PM)

Attendance

It is extremely important that all children attend school regularly. Parents are expected to notify the school by letter, telephone, or in person about the reason for their child’s absence. Letters or personal contact are preferred and should detail the child’s name, class, date(s) on which they were absent, and reason for the absence. A reason given verbally by the child is **NOT** acceptable.

The school will use the following criteria to decide whether an absence is justified:

- **Authorised absences** are acceptable reasons for absence and cover cases such as sickness, hospital appointments, dentists, religious holidays, attendance at court, funerals, etc.
- **Unauthorised absences** are absences where no acceptable reason is given and includes cases such as shopping, going to the airport, a relative visiting, parent unwell, trips out, etc.
- **Under no circumstances may children go out of school by themselves during school hours.** Parents who collect children to see the doctor, dentist, etc. must please report to the school’s main office to await their child’s release from class.

Children should not attend school if they are ill and should be fully recovered before they return to school. This will forestall the spread of any illness.

The attendance of each child is closely monitored by the school and parents of children will be informed in writing of the status of their child's attendance should it fall below an acceptable level and this will result in punitive measures, namely Detention.

Holidays

Once enrolled, a child is expected to be at school every day that the school is open. There is no right to time off.

Emergency Closures

There may arise occasional emergency situations which require that we temporarily close the school, e.g. severe weather conditions, fire, etc. The decision to close the school will be taken if the health and safety of the children and staff are at risk.

Health

There will be a school nurse available each school day to attend to the basic medical needs of the pupils. In the event that your child becomes ill or has an accident during the day, you will be contacted and asked to collect your child. If emergency hospital treatment is required, prior consent from a Parent/Guardian or family doctor will be required. It is, therefore, essential that we have all relevant daytime contact numbers for emergency situations.

Equal Opportunities

We are committed to providing an equal opportunity to all our pupils. The whole curriculum is available to everyone irrespective of race, sex, ability, age or class. We aim to ensure the highest level of pupil achievement for both pupils and staff.

Our policy on equal opportunities seeks to empower all children to achieve their fullest potential, develop their talents and ensure all their contributions are equally valued.

Behaviour deemed prejudicial is unacceptable in the school.

Discipline

Good behaviour and discipline are a vital part of school life. They set an atmosphere within the school that is conducive to a high quality learning and teaching environment.

We aim to promote good behaviour by developing the values of mutual respect, self-discipline and social responsibility.

There is no corporal punishment in school. We encourage self-discipline and the ability to work within the guidelines set down for the common good of all children. As a school, we have developed a whole school code of conduct for promoting good behaviour.

- Everyone should walk quietly and sensibly around school.
- Everyone should show respect for their teacher, each other, the classroom and resources.
- Everyone should get on with his or her work quietly.
- Everyone should listen carefully to the adults working in the school and co-operate.
- Everyone should tidy up properly.
- Everyone should have the good manners of saying 'please' and 'thank you'. In addition, everyone should show good table manners.

Parents will be involved with the discipline of their children and will be informed when they behave well or inappropriately.

Bullying

Bullying will not be tolerated.

Bullying includes any manipulative behaviour that affects another child's emotions, hurting people deliberately and consistently, making other children do things they do not want to, making children give up things e.g. food, emotional blackmail, damaging other people's property and being unduly critical of other people.

We have a clear school policy on dealing with bullying. We investigate the incident, discuss the findings with the parents of both the bully and the bullied, and apply appropriate sanctions. A comprehensive Senior School Discipline Code document is provided to guide all Senior School pupils, parents and staff.

Child Protection

Our child protection programme supports each child's development in ways which foster security, confidence and independence.

We have a responsibility to monitor the welfare of the children in the school and to report concerns to the appropriate authority.

Emergency Medical Consent Forms

Parents will be asked to sign a medical consent form which mandates the school to act in the best interest of a child in the event of a medical emergency, only if the Parents/Guardians, family doctor, or the emergency contact are unavailable at that given time.

Parental Involvement

Parents are welcome in school but we do not allow disruption of lessons or activities. When your child starts school, we encourage you to spend time with us getting to know the school and its staff.

We encourage parents to spend a few minutes each morning talking to the child's class teacher, and looking at their work and displays around the classroom - until the Morning Assembly.

We will make it possible for parents to come into school to see their children's work. This is arranged through Open Days and Parent meetings, when parents are invited to see the class teacher regarding their children's progress and may go through their work.

The pupils often produce musical shows, plays and other theatrical productions. All parents are encouraged to support these functions to the fullest.

If you have any worries or concerns about your child, please talk to the child's class teacher, sectional Heads or Counsellor, so that we can work the problems out together. We do, however, ask that lessons not to be disturbed in any way.

Outings

Each term, we arrange educational visits to Museums, Cultural Heritage sites, the Farm and other places of interest related to work being done in the classroom. Parents will be required to sign permission slips. Failure to do so will result in your child being excluded from the activity.

Parents who wish to accompany the class are always welcome.

Weekend Activities

A regular programme of weekend activities will be organised, details of which are published in the term calendar. These are all voluntary and parents reserve the right to exclude their child from them. Those who wish to have their children participate are themselves welcome to come along and watch, or ... participate!

Toys & Sweets

Children are not permitted to bring toys & sweets to school.

Birthdays

Children may bring a cake and drinks (not glass bottled drinks please) to share with their class on birthdays. Additional foodstuffs and party bags are not allowed.

Money & Electronic Gadgets

Children are not allowed to bring money, electronic gadgets or mobile phones to school. The school will not be held responsible for any contraband item that gets lost during the day.

Meals

Catering services have been arranged to serve pupils with a well-balanced school lunch. Parents will be provided with a monthly menu of three options per day from which, if they so wish, they can place orders for their children.

Labelling of personal items

We strongly recommend that all items of clothing and personal belongings be labelled or marked with a permanent marker.

ADVENTURE ACTIVITIES

These are an integral part of our extra-curricular programme at the school. Pupils enjoy the challenge and benefit immensely in terms of responsibility, confidence and maturity. We offer them an adventurous environment where they are able to achieve their full potential and have much fun in the process.

Though it is left to the individual, we are keen for all the children to experience as many activities as possible with a strict adherence to safety. All activities are organized to international standards of safety and must receive the Principal's approval before being carried out.

GENERAL INFORMATION

Uniforms

All pupils are required to wear a regulation school uniform and conform to the strict dress code, which will be rigidly enforced. Uniforms are available from the uniform shop, School Essentials, located in the Senior School.

Please take note of our School Uniform requirements. All regulation attire is readily available at the uniform shop. Attire purchased elsewhere or sewn must match the shades, fit and style of the endorsed attire. Students will not be permitted to wear attire that does not conform to our standards and will be asked to go home until the correct items are procured.

Reception – Class 6

Light blue, button-up, collared short-sleeved shirt with school crest
Navy blue shorts or skirt
Navy blue V-neck jumper (Boys) Navy blue buttoned cardigan (Girls)
Navy blue ankle socks

Form 1 – Form 5

Light blue, button-up, collared short-sleeved shirt with school crest
Navy blue trousers or straight skirt (just above the knee)
Navy blue V-neck jumper (Boys) Navy blue buttoned cardigan (Girls)
Navy blue ankle socks

Sixth Form College

White short/long sleeved, button-up collared shirt (Boys) or short sleeved blouse (Girls)
School Tie
Dark grey trousers or skirt (just above the knee)
Dark grey V-neck jumper (Boys) Dark grey buttoned cardigan (Girls)
Black socks

ALL ITEMS MUST BE FREE OF ANY BRAND LOGOS OR INSIGNIAS

PE Kit

Navy shorts
Plain pique polo-neck shirt in House colour
Trainers

All School Shoes

Plain, black leather dress lace-up or slip-on shoes (no suede, patent leather, no trainers, no heels)
Dark sole
No embellishments (i.e. hardware, jewels, sequins, coloured stitching, designs)

All belts

Plain, black leather only, small buckle
No embellishments (i.e. hardware, jewels, sequins, coloured stitching, designs)

The School has a School Cloth which must be worn by pupils on Fridays. For your convenience, endorsed designs, fabric and ready-sewn apparel is available from the uniform shop.

General Dress Code

Boys

Hair should be neat and tidy
NO hair designs (i.e. Mohawks) or hair colour
Neatly shaven or well groomed
NO jewellery (religious artefacts permitted)

Girls

Hair should be neat and tidy, tied or braided
NO hair colour
NO large or distracting hair accessories
NO nail polish or make-up
NO jewellery (religious artefacts permitted)
One pair of small stud earrings or hoops permitted

WE EXPECT OUR PUPILS TO BE WELL-GROOMED WITH SHIRTS TUCKED IN AT ALL TIMES

Houses

There are four Houses: *Bears, Hawks, Cobras, and Sharks*. Children will be placed into Houses for the purpose of academic and sporting competitions.

Prefects will be appointed to each House with specific responsibilities and will assist in the day-to-day running of the school.

Textbooks/Stationery

Pupils will be provided with all textbooks and stationery, and they are expected to take care of them. Wilful destruction of school property will result in the pupil being disciplined and parents billed for the item(s).

Sixth Formers only are required to purchase textbooks from the school's main office.

School Protocol

The school has put in place structures to ensure the safety of pupils and we ask parents to cooperate with our staff at all times to ensure the continued security of our pupils.

The Parent Teacher Association

The school is a strong believer in the importance of a P.T.A. and the Principal liaises with The Roman Ridge School P.T.A. Executive to ensure a productive relationship.

Parents are encouraged to attending all scheduled meetings, which are published in the term calendar, and participate in all P.T.A. activities in order to keep abreast with developments in the school and ensure the success of the school.

How may you help the school and your children?

All normal resources are provided by the school but we would very much appreciate if you could help by:

- Assisting us with cereal boxes, cardboard boxes & tubes, egg cartons, plastic containers, etc. The younger children will be using these items for Art and Craft.
- Donating old and unwanted items of clothing which we will use as costumes for our Drama classes.
- Although we have a fairly substantial Library, we welcome any further additions. A printed card will be placed inside the book indicating the name of the child who has made this gift to the school's Library.

FEES

All school fees should be paid on time so that we can maintain our strict budgeting for each term. The system of fee collection is thus regularised as follows:-

- 1) Where parents pay the full fees at the start of the term they must do so on the first day of term. Parents paying by any form of cheque must arrange for these to be cleared by the start of term. (This particularly applies to foreign currency cheques which take between two to six weeks to clear).
- 2) Two weeks grace will be granted for payment of fees; thereafter, a 10% penalty will be applied.
- 3) We hope never to be in this situation but the school does reserve the right to ask for the withdrawal of a pupil if fees have not been paid by the second week of term.
- 4) Parents using the payment plan (details are available from Administration) must also ensure regular and prompt payment. Default in payments will result in the return to the system of payment as indicated in (1) above.
- 5) All new pupils entering the school after the first day of term must pay their fees before starting classes at the school.

Appendix 1 – Detention Policy

The Detention Policy aims to promote improved understanding of TRRS codes of conduct and behavioural expectations by providing swift and constructive consequences for inappropriate behaviour. Though Teachers regularly use of strategies and methods to re-direct minor or occasional student misbehaviours in class (i.e. positive reinforcement, discussion, verbal warning, changes in seating arrangements, etc) there may be instances of more serious or persistent student misbehaviour that threaten the quality of teaching and learning. Such cases will result in a detention for Middle & Senior School students. Students assigned a detention are not permitted to attend Activities with their peers that day and will complete a reflective essay that focuses on the issues relevant to the offence committed.

Detention will be held daily, Monday – Thursday from 4 – 5 pm, Friday from 3 – 4 pm and will be supervised by a member of our Teaching Staff. Any Prep work missed during a Friday detention MUST be completed over the weekend and submitted to the Form Tutor on Monday morning.

Normally, detention is to be served on the day of the offence. If a student is on a list for early departure, Management will liaise with parents to make necessary arrangements and may differ detention if necessary. Should a student commit an offence during Prep or Activities, Teachers may assign detention for the following day.

In cases where a student is assigned a detention three (3) times in a term, parents will be notified by letter and will be invited to meet the Sectional Head and Principal to discuss further disciplinary action.

Detention Procedure

1. Teachers assigning a detention will use a carbon notepad to record the Date, Student's name and Class/Form, a brief description of the offence, any preferences for consequence to be assigned (i.e. essay topic, etc), Teacher's name and signature. Original slips are given to the student with copies remaining on file.
2. Teachers who have assigned detentions that day are asked to submit their slips at the Principal's office by 3:00 pm Monday – Thursday and 2:00 pm on Fridays.
3. The Principal's Assistant will organise for necessary information to be recorded in the Detention Book.
4. A Teacher on-duty will be assigned to oversee detention. During detention, the Teacher will indicate which students have attended detention in the Detention Book and they will fill out a detention slip to be sent home by the student and signed by Parents/Guardians.
5. Signed detention slips should be submitted to the Principal's office the following morning. Failure to submit a signed detention slip will result in another day of detention for the student. If a student fails to submit a signed slip a second time, a letter will be sent home.

Essay Requirements

Essays written during Detention must be a minimum of 250 words (Middle School) and 400 words (Senior School). All essays must be written legibly in blue ink on ruled sheets, indicating the date, student's name, class/form and the title of the essay. Essays should not contain any errors and/or cancellations. Students will be asked to rewrite essays to meet these requirements.

Failure to complete an essay during the allotted time will result in another day of detention for the student. All essays must be submitted to the Detention Supervisor at the end of the detention and will be forwarded directly to the Principal's office for review.

Offense	Suggested Consequences in Detention
<p>3 late arrivals to school (calculated termly – detention to be given by Sectional Head)</p> <p>3 late arrivals to a particular subject lesson (calculated termly – detention to be given by the Subject Teacher)</p>	<p>Suggested essay in detention: 'Punctuality is an essential life skill. Discuss.' 'What steps do I need to take to ensure that I am able to get to school on time?' 'I am responsible for fulfilling my obligations as a student. Discuss.'</p>
<p>Disruptive behaviour, rudeness to a Teacher or a member of the class</p> <p>*Persistent rudeness or insubordination should be forwarded directly to the Sectional Head</p>	<p>1. Formal letter of apology to the Teacher/Student. 2. Suggested essay in detention: 'Describe the specific behaviours I should demonstrate to show my respect towards others.' 'Many drops of water make a mighty ocean. Why is it important for each individual to contribute positively to a community?' 'Steps I will take to improve my behaviour.'</p>
<p>Persistent talking during class</p>	<p>Suggested essay in detention: 'My behaviour is disruptive and prevents me and others from learning effectively. Discuss.'</p>
<p>Not coming to class prepared (textbooks, pen, ruler, calculator, or other items assigned by the Teacher)</p>	<p>Suggested essay in detention: 'I am responsible for fulfilling my obligations as a student. Discuss.' 'The meaning of Self-Discipline.'</p>
<p>Incomplete work, 2 or more late work submissions</p>	<p>Suggested essay in detention: 'I am responsible for fulfilling my obligations as a student. Discuss.' 'The meaning of Self-Discipline.'</p>
<p>Passing unpleasant comments/use of vulgar language/teasing</p> <p>*Cases of bullying, harassment or intimidation should be forwarded directly to the Sectional Head for further disciplinary action</p>	<p>Suggested essay in detention: 'Language and communication are powerful tools and need to be used responsibly and positively. Discuss.' 'Steps I will take to improve my behaviour.' 'Many drops of water make a mighty ocean. Why is it important for each individual to contribute positively to a community?'</p>
<p>Restlessness, walking about, fidgeting or speaking out of turn often in class, despite verbal reminders by the Teacher</p>	<p>Suggested essay in detention: 'My behaviour is disruptive and prevents me and others from learning effectively. Discuss.'</p>
<p>Failure to wear prescribed school uniform or change into PE kit for lessons or Activities</p>	<p>Suggested essay in detention: 'I am responsible for fulfilling my obligations as a student. Discuss.' 'Proper self-presentation is an essential life skill. Discuss.'</p>

Appendix 2 – Classroom Rules

For the Junior School Pupils, *We Must*

1. Be punctual, prepared and put forth our best effort in every lesson.
2. Line up quietly outside our classroom before entering.
3. Line up quietly before exiting our classroom.
4. Ensure all learning materials are ready on our desk before the lesson begins.
5. Ensure bags are hung up or neatly arranged at the back or side of the classroom.
6. Behave courteously and demonstrate good manners at all times.
7. Not disrupt teaching and learning.
8. Raise our hand for permission to speak during lessons.
9. Not be permitted to visit the washroom or drink water during a lesson.
10. Respect our classroom and take care of our furniture and environment.
11. Take good care of all assigned learning materials, book and resources.
12. Tuck in our chairs and tidy up before we leave the classroom.

For the Middle & Senior School Students, *You Are Required To*

1. Be punctual, prepared and put forth your best effort in every lesson.
2. Line up quietly outside our classroom before entering.
3. Enter and exit your class quietly and sensibly.
4. Ensure all learning materials are ready on your desk before the lesson begins.
5. Ensure bags are hung up or neatly arranged at the back or side of the classroom.
6. Behave courteously and demonstrate good manners at all times.
7. Not disrupt teaching and learning.
8. Raise your hand for permission to speak during lessons.
9. Not be permitted to visit the washroom or drink water during a lesson.
10. Respect your classroom and take care of your furniture and environment.
11. Take good care of all assigned learning materials, book and resources.
12. Tuck in our chairs and tidy up before you leave the classroom.

Appendix 3 – Exercise Book Standards

For the Junior School Pupils, *We Must*

1. Use our best handwriting and present our neatest work at all times.
2. (R – CI 3) All exercises in pencil. (CI 4) Use blue pen, only graphs/diagrams in pencil.
3. Ensure every exercise has the date written in the top right-hand corner.
4. Ensure every exercise has the Topic and Aim clearly stated and underlined.
5. Remember to Always rule-off at the end of each exercise.
6. Complete all corrections indicated by our Teacher, under the heading 'Corrections'.
7. Date and staple all hand-out and worksheets into appropriate exercise books.
8. Take good care of our exercise books and treat them with care.
9. Ensure we bring back to school any materials we have taken home.

For the Middle & Senior School Students, *You Are Required To*

1. Use legible handwriting and present neat, well-organised work at all times.
2. Use blue pen, only diagrams and graphs in pencil.
3. Every exercise must have the date written in the top right-hand corner.
4. Every exercise must begin with the Topic and Aim clearly stated and underlined.
5. Always rule-off at the end of every exercise.
6. Typos should be crossed out neatly (use ruler). Correction made above or beside.
7. Complete all corrections indicated by your Teacher, under the heading 'Corrections.'
8. Ensure exercise books are covered, labelled and well maintained.
9. Exercises must be completed in the correct exercise book.
10. All worksheets and hand-outs should be dated and stapled into exercise books.