

# School Rules and Regulations



Creating Value and Making a Difference in the Children of Today so that they Become Effective Leaders of Tomorrow

## 1 Preamble

The Simoko Trust School Rules and Regulations have been established over a long period of time of reflection and experience. These rules and regulations reflect the school, teacher, parent and learner expectations in terms of acceptable standards of behaviour, dress and personal presentation in the widest sense. Learners and Parents are expected to follow the school rules at all times when on the school grounds or when clearly associated with the school i.e. when the learner is wearing school uniform.

### **Learners have the responsibility:**

- ◆ To attend school regularly
- ◆ To respect the right of others to learn
- ◆ To respect their peers and teachers regardless of ethnicity, religion or gender
- ◆ To respect the property and equipment of the school and others
- ◆ To carry out reasonable instructions to the best of their ability
- ◆ To conduct themselves in a courteous and appropriate manner in school and in public
- ◆ To keep the school environment and the local community free from litter
- ◆ To observe the uniform code of the school
- ◆ To read all school notices and bring them to their parents'/guardians' attention

## 2 Records

All parents should submit correct and complete records of their children's academic and health history for proper monitoring and correct decision by the school. Other vital records such as contact details of parents and next of kin must be provided at all times in forms to be provided by the school at the enrolment of the child.

### Note

At the time of enrolment and every year, a child will be assessed to determine capability of that particular child to proceed into the proposed grade. The School reserves the right to promote or demote a child after assessing the child's capability. In all cases, parents shall be informed of the decision and we expect full cooperation of the parents.

## 3 General Conduct

- ❖ No set of school rules can possibly cover all eventualities. Every child is expected to show common sense and to have at all times proper consideration for other people, whether younger or older than him/herself. Consequently, children are expected at all times to observe the common courtesies of standing up greeting, hands out of pockets, etc.
- ❖ Learners are representatives of our school from leaving home until they return and are thus expected to set themselves a high standard of behaviour both inside and outside the school.
- ❖ The Headteacher reserves the right to amend these rules as he may see fit, and to punish infractions of them in any way in which he sees fit and may in extreme cases lead to a decision "to expel, to request the removal of a child for any cause judged by him to be sufficient."
- ❖ Behaviour likely to bring the school into disrepute, even during holidays or vacations, may be deemed to be a breach of the rules.

## 4 The School Uniform

- ❖ The School Uniform should be worn tidily and correctly both at school and between home and school. The full school uniform must be worn at all times. Shirts are to be tucked in; socks are to be pulled up; heel straps in place. Where a situation arises concerning a student's uniform, written requests for temporary wearing of non-regulation items must be referred to the Headteacher.
- ❖ Learners are to be well-dressed at all times while representing the school.
- ❖ No visible jewellery is to be worn. Jewellery of religious or cultural significance may be worn but must be covered at all times.
- ❖ No piercings on any part of the body are allowed for boys. For girls, reasonable ear-piercings are allowed but not on any other part of the body.
- ❖ Hair must be of natural colour and not dyed. Excesses of current fashion in relation to style, colour and length are not acceptable. The length of the hair is to be above the collar, above the eyebrows and off the face.
- ❖ Make-up must not be worn.
- ❖ Learners are not permitted to have visible tattoos.

## 5 The following are not to be brought on to the school grounds

- ✗ Toys
- ✗ Coins (especially for children aged 7 years and below)
- ✗ Alcohol or drugs in any form
- ✗ Chemicals
- ✗ Cigarettes or tobacco
- ✗ Knives or other weapons, including guns
- ✗ Matches/lighters/explosive or dangerous material
- ✗ Pornographic or any other offensive material
- ✗ Cameras
- ✗ Skateboards or scooters or similar
- ✗ Expensive bicycles or bicycle accessories or other costly equipment
- ✗ Cellular phones/CD players/IPods/MP3 Players

## 6 The following are strictly forbidden on school property when learners are under school discipline or attending a school function

- ✗ Smoking and the use of alcohol or other drugs, or being in the company of those who are smoking or using alcohol or drugs.
- ✗ Distributing of literature or any form of written matter (without the prior permission of the Headteacher or Senior Teacher).

## 7 Safety of Learners



All members of staff, i.e. teachers, administrative support staff and security, have a full responsibility to ensure that children are safe at all times. Children must also ensure safety of other learners while in school.

## 8 Bullying

Any form, verbal or physical, or any means of bullying or victimization is strictly forbidden.

## 9 Litter

It is the responsibility of every student in the school to ensure that the school is free from litter. Learners are also encouraged to take the responsibility for litter in their immediate vicinity and place any litter in the many bins placed around the school.

## 10 Exit Passes

Learners are required to attend all classes and remain in the school grounds. No learner may leave the school grounds during interval or lunch without prior permission. This includes collecting books/gear from cars.

## 11 Leave Applications

Parents, please consider carefully the effect on learning and the consequences of asking for leave during school time. The process of applying for leave is for parents/guardians to write to the Headteacher well in advance, notifying dates and the reason for absence. Each application is considered fully by the learner's teachers and Class Masters, before being granted or otherwise by the Headteacher.

## 12 Punctuality

All learners must be at school by 07:20hrs. Latecomers must report to the Teacher-on-Duty (TOD) before going to class. The learners will only be admitted to class by the class teacher upon presentation of a "Late Pass" from the TOD.

### Note

Parents have been encouraged to drop their children in school not later than 07:20 hours. Any late coming will not be condoned. Similarly, picking up children one hour or more, late will attract a K50 surcharge for any hour late, and a further K50 for a subsequent hour late. Kindly note that picking up of children should only be done by the same person known by the school. If a parent decides to send a different person to pick up the child, the person should be introduced to us in advance otherwise the school will not release the child to him/her.

## 13 Attendance

If you know your child is going to be absent for any reason please call the Administration Office and leave a message with the student's name, grade and class, contact number and reason for the absence. After an absence from school, a child must bring, on the day of return, a note signed by his/her parents/guardian, stating the reason for the absence and take it to the Administration Officer. In the event of the absence exceeding 2 days, the school should be informed whilst the learners is absent from school.

## **14 All Articles of Clothing, Shoes, Books, Bags and other personal property should be clearly marked with the owner's name**

No responsibility can be accepted for unmarked property. Children losing or finding lost property should in the first instance report to the Administration Office.

## **15 Bicycles**

Bicycles are to be kept in the areas designated for bicycles. Basic road safety rules must be obeyed to and from school. Bicycles may not be ridden in school grounds. It is compulsory for all children riding bicycles to school to wear helmets.

## **16 Motor Vehicles**

Motor vehicles may not be parked on school grounds.

## **17 Damage**

Damage of any kind must be reported immediately to the Senior Teacher. In the case of willful damage or negligence, children will be expected to contribute part or all of the cost of repair.

## **18 Library**

No book/magazine may be removed from the library without permission. The Librarian has full authority in the library and must be obeyed.

## **19 Language**

The official language of the school is formal English and no other language is allowed.

## **20 PTA Membership**

All Parents/Legal Guardians of children attending school at Simoko Trust School shall be eligible for membership of the Parents Teachers Association. An Annual General Meeting shall be convened by a PTA Executive Committee which shall be elected by parents annually. The PTA shall report to the School Management and shall be solely responsible for overseeing the general, collective and common interests of the School, its pupils and their parents.

