

The City School
PAF CHAPTER
SCHOOL RULES

INTRODUCTION

Students need to understand that, for any community to function harmoniously and effectively, acceptable standards of behaviour must be observed by the members of that community. School rules should be seen as a framework for ensuring that the school community provides a safe and secure environment in which every member is valued and respected; they should foster an ethos of cooperation and mutual respect.

It must also be stressed that actions that are contrary to the welfare of the students and the smooth running of the school will attract appropriate sanctions. Rules should be kept to a minimum and must be seen as being integral to the effective functioning of the school.

ATTENDANCE

In the case of absence a letter, signed by a parent, stating the reason for absence must be submitted to the class teacher.

In the case of protracted absence due to illness, a medical certificate must be submitted to the class teacher.

A written request by a parent/guardian is required if a student has to leave school during the day. Routine visits to doctors, opticians, etc, should be organized outside of school hours.

Family holidays should not be arranged to take place during the school term.

PUNCTUALITY

Students must arrive on time for school each morning. Punctual attendance at school and at lessons is essential.

The school gates will close as soon as the school bell rings for the morning assembly.

All latecomers must wait at the gate until the assembly is over.

The duty teacher will enter the names of latecomers in the latecomers diary. Latecomers are given a first warning and a letter is sent to the parents; a copy will be placed in the personal file.

If a student arrives late for the third time in a month, he/she will be sent home from school.

UNIFORMS AND DRESS CODE

Correct school uniform must be worn as appropriate and as directed by the school.

Students must always be well groomed. Boys are expected to have their hair cut short and girls with long hair must have it tied back or plaited.

Expensive watches or other items, including jewellery, are not permitted at school. Girls may wear simple earrings only.

Lipstick, make-up and nail polish are not permitted.

Plain shoes as prescribed by the school must be worn. The wearing of inappropriate dress may result in the student being sent home.

HEALTH, SAFETY AND SECURITY

While the school takes every precaution to prevent accidents, injuries do occasionally occur. In such cases the school cannot be held responsible.

Parents must inform the school of any allergies that their children may have and of any medication currently being taken by their children.

Pre-Nursery, Nursery and Kindergarten children are not permitted to purchase food from the canteen/tuckshop, but are encouraged to bring home made snacks. These are eaten in the classroom under the supervision of the class teacher.

The school ID card must be shown for all children up to, and including, Class V before the child is released from school.

SPORTS AND CO-CURRICULAR ACTIVITIES

For all representative teams, merit will be the sole criterion of selection.

Team members may participate in representative sports only with the permission of their parents/guardians and Principal. The Principal's permission is given on the basis of the student having an acceptable standard of work as determined by the student's teachers. If schoolwork is found to suffer, permission for participation may be withdrawn.

The expenses of team members who are required to be away from home for the activity, will be borne by the students and their parents.

FAILURE OF A TEAM MEMBER TO TURN UP FOR A MATCH WITHOUT AN ACCEPTABLE REASON WILL RESULT IN A PENALTY BEING IMPOSED ON THE STUDENT, FOR EXAMPLE, INELIGIBILITY FOR SELECTION FOR FUTURE MATCHES OR THE LOSS OF HOUSE POINTS.

LIBRARY RULES

Books are issued to students from Class III onwards.
Two books are issued at a time for a period of seven days.

A fine of 5 rupees per book per day is charged for late return.

For the loss or damage of a book the actual replacement cost plus 30 percent for processing is charged.

FIELD TRIPS

Written permission is required from the parent/guardian before a child can be sent on a field trip organised by the school. While every precaution is taken to ensure the safety of students under its care, the school is relieved of all responsibility except that of normal supervision.

HOMEWORK

Failure to complete homework without an acceptable reason will result in loss of marks or the student being detained at school to complete the work set. Parents must be warned 24 hours in advance if a student is to be detained.

GENERAL

- 1 A minimum of 80 percent attendance, with all school dues cleared, is necessary before students are entered for Matric and A-level examinations, at the discretion of the Principal.
- 2 Tuitions from school staff are forbidden. A child found taking such tuitions will be suspended from school.
- 3 Gifts or any form of gratuity must not be given to or accepted by any member of the school staff, i.e. teaching, administrative or domestic staff.
- 4 Mutual respect should be shown at all times between the Principal, teachers, students and staff of all categories.
- 5 The position of school prefect should be treated with respect, the holders of the position having the additional responsibility of earning the respect of their schoolmates.
- 6 Disobedience to teachers, bad language, bad behaviour and disruption of class activity will be punished.
- 7 Bullying and harassment will not be tolerated.
- 8 The consumption of food or drink in classrooms, libraries, science laboratories, computer laboratories and other specialist areas is not permitted.

- 9 The chewing of gum or any other substance is forbidden at school.
- 10 Students must endeavour to keep the school clean and tidy. The dropping of litter is not allowed.
- 11 Vandalism in any form will not be tolerated. Parents will be required to pay for any damage to school property made by their children.
- 12 Students should not bring expensive toys or other belongings to school.
- 13 No student may carry any kind of weapon, penknife or sharp instrument that could constitute a danger to others.
- 14 A student caught cheating in an examination will be marked zero for that examination.
- 15 The misuse of cell phones will incur a penalty.

Some offences may incur severe sanctions, including expulsion. These include bullying or harassment, fighting; the use of firecrackers; the use of alcohol, tobacco or other harmful drugs; possessing obscene material.