1. **School Hours:** 8.00 a.m to 14.30 p.m

2. **Lateness:**

   (a) It is essential for pupils to be present at school before 8.00 a.m. Pupils attending Form period after 8.00 will be marked late. Pupils who are late more than twice in a week will be put on a Daily Report and their punctuality will be monitored. Disciplinary action will be taken against those whose punctuality remains poor.

   (b) Pupils reaching school after 8.10 are marked absent in the register. In such cases, pupils should call at the Matron’s office, record their names and classes in the lateness book, the time of their arrival and collect the lateness form, fill it and get it signed by the Rector or Deputy Rector. The subject teacher allows the pupil in when this form is shown. This form should be handed to the matron / usher by the pupil during the first break.
3. **Early Departure**

No pupil is allowed to leave school premises during school hours without a written request from the Responsible Party. Request for early departure will not be entertained. In case of illness or other urgent cause (e.g. death in the family etc.) the Responsible Party may call at school and on production of his identity card will be allowed to take his daughter home. No early departure will be granted through phone, as the identity of the person phoning cannot be proved.

4. **Illness**

In case a pupil is sick or injured, basic first aid is administered by the usher/matron. If the situation is serious the child is taken to the Community Health Centre for medical care. Parents are phoned at home and are requested to come and fetch their daughter. In emergencies, the pupil will be taken to hospital and the parent will be informed by phone. Occasionally, students are sent to the sick room to rest.
5. **Uniform**

A pupil of the college must wear the school uniform on all occasions when she is under school discipline, during internal and external examinations periods, sports day, outing etc. The new uniform (2013) consists of a skirt, a waistcoat of dark blue colour and a poloshirt with the school badge printed on the sleever. The skirt must be worn knee length, white socks and brown, white, black or blue shoes must be worn. In winter, dark gaberdine blue trousers may be worn. Wearing of jeans, even dark blue, is strictly prohibited. A dark blue pullover, coat, cardigan or the school jacket – plain (i.e. without any design, embroidery, words, pictures etc.) may be worn. Track suit is to be worn only for sports and sports events. Long hair must be properly tied. Hair slides should not be large, brightly coloured and showy but discreet, and of white, black or blue colour. Make-up and jewellery are strictly prohibited. However, discreet jewellery, such as small earrings may be worn. No pupil will be allowed to wear civilian clothes during SC /HSC Examinations.

6. **Absences:**

Pupils are not allowed to have unauthorized absences. All absences must be explained by the Responsible Party in writing.
immediately on the day on which a pupil comes back to school. The pupil hands over the letter of explanation to the Form teacher. In case of prolonged absences, the school must be informed immediately (in writing) of the reason for such absences. **All absences of more than three days (sick) must be covered by a Medical Certificate.** The Medical Certificate must reach the Rector on the fourth day of absence. A pupil who has a prolonged period of absences without explanation runs the risk of not being re-admitted to school. Her case will be referred to the Ministry.

7. **Student Journal**

Every pupil must have in her physical possession a **Student Journal properly filled in and updated everyday.** Parents are strongly advised to check the journal as frequently as possible as it is a means of communication between teachers and parents. Thus the attendance, continuous assessment, behaviour of pupils can be more closely monitored.
8. **Discipline and Disciplinary Measures**

We seek the co-operation of parents in encouraging students to obey the rules set down. Rules are made for each student’s safety and welfare and have to be abided to by students of our institution.

Teaching students right from wrong is the shared responsibility of parents and teachers. We must work together for the welfare of all students. The Discipline Committee will discuss serious offences such as: Truancy, Shirking classes, Misconduct on school premises or outside, Falsifying Responsible Party’s signature, Cheating during examinations, Stealing, Refusal to comply with school regulations, Use of foul and provocative language, Insulting members of the staff, Being in possession of obscene books or magazines, Misbehaviour in stadium, public places etc, prolonged periods of unexplained absences, missing from class and /or shirking school shall be considered to be very serious offences, and pupils guilty of such offences will be very severely dealt with. Temporary suspension from school can be applied. No pupil other than a Class Captain or Vice Class Captain on official duty may leave the classroom for a specific purpose during a lesson unless she is sick. Then she is taken in charge by the Usher. If a teacher is absent, pupils must wait in the classroom for another teacher to replace the absent
teacher. Pupils should on no account leave their classroom to go elsewhere. They must do a personal work in silence. If another teacher does not turn up three minutes after the bell has gone, the Class Captain must contact the Deputy Rector immediately in connection with the replacement. Pupils shall not leave their normal classroom for another classroom except with the written approval of the Rector or Deputy Rector. When leaving the classrooms at the last bell, pupils must walk out in an orderly manner to take the school bus. Rushing and stampeding on the staircase are very dangerous.

A pupil is under school discipline the moment she leaves home for school until the time she is back home. When school is released, pupils are expected to go home directly and not to loiter around. The school will in no circumstances intervene in favour of a student who has been reported to the police for misbehaviour. The misbehavior of a student on the way to school and back is considered to be a discredit to the good name of the school. Pupils should behave properly in school buses as well as in public places.
**Special Report**

A pupil who is often late or absent, who is also often reported missing from class or whose work and conduct are not satisfactory will be put under “SPECIAL REPORT”. She will be issued a Special Report Book to be signed by the subject teacher at the end of every single/double period, by the Rector in the morning after Form Period and after the last period and by the Responsible Party when the pupil is back home.

**Detention**

This punishment is carried out during the long break on one day or on several days in a week depending on the gravity of the offence. All serious offences will be referred to the Disciplinary Committee for appropriate action.

**Rustication**

This punishment entails temporary suspension from school and is applied in the case of very serious offences (as per the decision of the Disciplinary Committee).
Exulsion

A pupil may be recommended for expulsion from school to the Ministry by the Disciplinary Committee if all the above punishments have failed to bring any positive change in her behaviour and attitude.

9. **Large sums of money and valuable objects / use of mobile phones**

The school assumes no responsibility for loss of large sums of money or valuable objects. Pupils must not bring valuable objects such as jewellery, walkman, cassette, mobile phone, CDs, discman, laptop, MP4, etc to school. They do so at their own risk. They must bring money only for the expenses of the day. They must not leave their purse unattended. The school declines all responsibility in cases of loss. **Under no circumstances should mobile phones be used in class or on school premises. Any pupil caught using mobile phone in class will be guilty of a very serious offence and will have her phone confiscated.**
10. **Physical Education**

Pupils must wear a white T-shirt and shorts / ‘jogging’ or track suit for Physical Education classes which are compulsory. After P.E classes, pupils should wear the normal school uniform. Physical Education is compulsory except on medical ground. In this case explanation from the Responsible Party is necessary and documentary evidence must be produced. Please note that in Forms I and II assessments are given and counted for the final results at the end of each term.

11. **Library**

(a) The library is opened from 8.00 a.m. to 3.00 p.m. During school holidays it will remain open everyday from 9.00 a.m to 1.00 p.m.

(b) Students should attend the library periods when arrangements have been made for them to do so.

(c) Students should exchange books during the library periods or during long and short breaks.

(d) Disciplinary action will be taken against students who tamper with or steal books or magazines.
12. **THE PTA**

The PTA is an association of parents and teachers. It plays a crucial role in the promotion of the welfare of the pupils affecting both academic and behavioural issues. The P.T.A fees are Rs 400/- for Form 1 and Rs 300 for Form II – Form VI annually.

13. **Examinations / Assessments**

We produce term reports and hold an End of Year Internal Examination in October. A mock examination is held in July for pupils of Form V and Form VI. The Rector and the teaching staff discuss the assessment procedures before their implementation. An evaluation of causality for Low Performance is made at the end of each Term and remedial action taken. Parents are informed of their children’s academic progress and conduct through term report books and are called to school to discuss specific problems. Parents meet with teachers after the October Internal Examinations to discuss the academic performance of their wards. The Report Book is an official document and property of the school. All end of term reports should be signed by Responsible Parties and returned to the Usher through Form Masters at the end of the first week following resumption of studies. Promotion is not automatic. Final decision for promotion
rests with the Rector after consultation with the Teaching Staff. This school holds continuous assessments over and above examinations. There are at least two tests during the first term, three during the second term, and 2 tests in the third term. The marks of the final annual examinations comprise: 30% of marks on continuous assessments during the first, second and third terms and 70% of marks of the final examinations. The pass mark is 50%.

14. **Form V**

Students will be allowed a maximum of two sittings at Cambridge School Certificate Examinations.

15. **Form VI**

A pupil who is eligible for the State of Mauritius Secondary School Scholarships (SMSSS) does not have the right by law to have more than 10 unexplained absences per year. She should give a plausible explanation (staying at home for revision is not a plausible explanation). If not, she runs the risk of being disqualified from competing for the SMSSS. Such cases will invariably be reported to the Ministry.
ANY STUDENT WHO FAILS TWICE HER END OF YEAR EXAMINATIONS WILL HAVE TO WITHDRAW FROM THE SCHOOL. ANY STUDENT WHO DOES NOT PASS IN 2 MAIN AND 2 SUBSIDIARY SUBJECTS MUST REPEAT LOWER VI.

16. **Class Captains / Prefects**

Class Captains and Vice Class Captains will maintain order and discipline in the absence of the teacher. They will also carry out other duties assigned to them, such as Attendance Cards etc. Prefects are expected to help maintain order and discipline outside classrooms and outside school. Every pupil should heed any advice or instruction given to her by her Class Captain or / Vice Class Captain or Prefect and carry it out in the spirit which it is given. Each class will elect a Class Captain, a Vice Class Captain and a Student Council member. 2 Prefects will be elected from Lower VI and Upper VI classes. The Head girl and Vice Head girl will be selected from Upper VI and Lower VI students.

17. **Miscellaneous**

No pupil shall stay after school hours on college premises, or in classrooms for sports purposes or other activities, except with
the Rector’s permission. Whenever pupils / parents write to the Rector, the name and Form of the pupil should be clearly inserted in the letter. A pupil should not write directly to the Permanent Secretary but THROUGH RECTOR in two copies. A pupil who intends to go abroad must inform the school authorities and permission must be sought from the Directorate. Whenever a cyclone warning class 2 is in force before the school day begins, pupils must not come to school, unless otherwise directed on the radio. This applies also if there is a general paralysis of the transport services. All pupils must attend School Assemblies. All pupils are expected to show courtesy and due respect to all members of the teaching and non-teaching staff. All pupils must participate in activities of the school (eg. Gardening, Yoga, Book Club, embroidery, games etc).

Please note that students are not allowed to refer to school matters, to the teaching or administrative staff or incidents happening at school on facebook.

N.SCHAIK HOSSEN (MRS)
Rector

Last updated December 5, 2013